OP 04.14 Institutional Reports and External Surveys

PURPOSE:
The purpose of this Operating Policy/Procedure (OP) is to institute a standardized approach in the production, review, and retention of surveys and reports at ASU.

REVIEW:
This OP will be reviewed in June every three years, or as needed, by the Executive Director of Accountability, with recommended revisions forwarded to the Provost and Vice President of Academic Affairs.

POLICY/PROCEDURE
The following procedures will ensure an accurate and timely response to the completion of external surveys submitted by academic departments and areas of ASU.

A. The Office of Accountability, in collaboration with Information Technology, provides general and statistical information concerning external surveys for ASU, including published reports that pertain to the entire institution. Surveys concerning only one department should be handled by that department and are exempt from this OP. However, when preparing surveys, reports, and internal studies, departments, if possible, should use data from official university sources such as Finance and Administration for financial information, Research and Sponsored Projects for grants, and Office of Accountability for student and faculty information.

B. Departments receiving external surveys should be aware that their requests will be prioritized with current requests and projects and will lengthen the amount of time necessary to complete surveys. Interoffice procedures for the requesting department should be adopted to ensure
quick forwarding of surveys (requests should be sent within two business days of receiving the survey by the initiating department).

C. The Office of Accountability will submit common external surveys such as Integrated Postsecondary Education Data System (IPEDS) and Common Data Set (CDS). Survey and survey sections responsible parties include, but are not limited to Human Resources and Office of the Provost for Human Resources, Financial Aid and IT Financial Aid Data Analyst for Financial Aid, Finance & Administration for Finance, and Porter Henderson Library for Library, and Office of Accountability for institutional data.

1. The Office of Accountability will notify each responsible IPEDS and Common Data Set responsible party of the current survey annual definition changes.

   a. The responsible party should:
      i. ensure updated alignment with reporting requirements;
      ii. send detailed supporting documentation for amounts and information reported to the Office of Accountability for consistent verification procedures and back-up documentation;
      iii. verify data is accurate, consistent, and aligned with the reporting requirements.

D. The Office of Accountability, in collaboration with the Office of Communications and Marketing, will review surveys that ask for data used to market/brand for completion and/or review. In such cases, the Office of Communications and Marketing will be responsible for providing non-statistical information for institutional surveys.

E. Copies of final versions of surveys, questionnaires, and official reports, including but not limited to accreditation reports, will be submitted to Office of Accountability for storage in its electronic depository and kept in alignment with records retention policy (OP 02.07: Records Retention).

Approval Signatures

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<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tr>
<td>Final Administrative Approval</td>
<td>Christena Parks: Curriculum &amp; Foreign National Faculty Coordinator</td>
<td>Pending</td>
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<td>Provost and Vice President for Academic Affairs</td>
<td>Donald Topliff: Provost &amp; Vice President for Academic Affairs</td>
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