



# TEXAS TECH™

## Operating Policy and Procedure

### **OP 73.02: Institutional Surveys and Official Reports**

**DATE:** July 15, 2024

**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 TTU.

**REVIEW:** This OP will be reviewed every two years after publication by the Managing Director of Institutional Research (IR) and the Vice President for Marketing & Communications with substantive revisions forwarded to the Vice Provost for Institutional Effectiveness, the Chief Data Management Officer, the Senior Vice President for Administration & Finance and Chief Financial Officer, and then to the President.

### **POLICY/PROCEDURE**

The Office of Institutional Research (IR) is responsible for providing all general and statistical information concerning TTU for all surveys and official reports that pertain to the entire institution. When preparing surveys and reports, data from official, authoritative university sources such as Accounting Services for financial information, Research Services for grants, Institutional Advancement for fundraising, and IR for student and faculty information should be used if possible.

The Office of IR is responsible for monitoring and reporting on the survey process. The following procedures will ensure a more accurate and timelier response to the completion of surveys submitted to academic departments and areas of TTU.

Surveys or questions requiring qualitative information that cannot be provided by the Office of IR will be submitted to the Office of Marketing & Communications for completion and/or review.

1. Interoffice procedures should be adopted to ensure prompt forwarding of surveys, ideally within two business days of receipt, that will allow adequate time to follow protocols and ensure timely completion of the survey.
2. Copies of official reports, such as those prepared by Accounting Services on financial matters, Research Services on grants, and Institutional Advancement on fundraising, should be sent to IR for archiving. This archiving includes official student or faculty reports prepared by Institutional Research. Copies of final versions of all surveys, questionnaires, and official reports should be submitted to IR for archiving by emailing [irim@ttu.edu](mailto:irim@ttu.edu).
3. The Office of IR and the Office of Marketing & Communications will coordinate the review of appropriate surveys with the President's Office before the completion and submission of the surveys.

4. Surveys and reports that will only include data from a specific functional/specialized area, college, school, or department are exempt from this OP except the submission must be cataloged with the Data Management Division.
  - a. The Data Management Division is responsible for cataloging all official reports and surveys in the Data Asset Inventory (DAI) including submissions in this category.
  - b. Reoccurring official surveys and reports can be submitted to [afdmd.staff@ttu.edu](mailto:afdmd.staff@ttu.edu) before submission.
  - c. New survey or report requests must be cataloged through the Data Management Division within three business days of receiving the request.
  - d. Departments will be asked to review and verify their DAI annually.
  - e. Additional information can be found at [Departmental Reports & Surveys](#).