

INDIANA UNIVERSITY INSTITUTIONAL REVIEW BOARD (IRB) PROTOCOL

IRB STUDY NUMBER: 0212000011 (02-7833)

PRINCIPAL INVESTIGATOR: Thomas F. Nelson Laird

APPROVAL DATE: 10/29/2020

STUDY TITLE: **Faculty Survey of Student Engagement (FSSE)**

A – Level of Review Assessment

ID #720: Does any research activity in this study present more than minimal risk to human subjects? Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. Risks may be psychological, physical, and/or privacy-related.

- Yes/No

ID #721: Check all category(ies) which apply to this research:

- Category 1 - Clinical studies of drugs and medical devices
- Category 2 - Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture
- Category 3 - Prospective collection of biological specimens for research purposes by noninvasive means
- Category 4 - Collection of data through noninvasive procedures routinely employed in clinical practice
- Category 5 - Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for non-research purposes.
- Category 6 - Collection of data from voice, video, digital or image recordings made for research purposes
- ✓ **Category 7 - Research on individual or group characteristics or behavior, or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.**
- None of the Above - Research is minimal risk but all procedures do not fit into the above categories.

ID #23340: Would identification of subjects and/or their responses reasonably place them at risk for any of the following (check all that apply):

- Criminal or Civil liability
- Damage to the subjects' financial standing
- Damage to the subjects' reputation
- Damage to the subjects' ability to be employed
- Damage to the subjects' ability to be insured
- Possibility of negative stigma
- ✓ **None**

B – Lay Summary & Research Design

ID #22122: Describe the purpose of this study in lay terms, including research question(s) and hypothesis.

- **The Faculty Survey of Student Engagement is an annual survey project coordinated by the Center for Postsecondary Research at Indiana University Bloomington. The survey is designed to measure several aspects of instructional staff life: 1) instructional staff perceptions and expectations of how often students engage in educational activities empirically linked to high levels of learning and development; 2) the importance that instructional staff place on various areas of learning; 3) the nature and frequency of instructional staff-student interactions; and 4) how instructional staff members organize their time, both in and out of the classroom. The information that instructional staff members provide helps participating institutions (institutions that pay to have FSSE administered on their campus) identify areas of strength and improvement, as well as leads to constructive discussions related to teaching, learning, and the quality of students' educational experience. In addition, the information collected from instructional staff members across institutions is a rich source for research on collegiate teaching and instructional staff at colleges and universities.**

ID #22123: List and describe all research interactions and/or interventions, including the frequency and duration of procedures, and length of participation for individual subjects. Research interactions and/or interventions are those which would not occur outside of the research study, and include: planned communication or interpersonal contact with subjects; any data collection methods such as surveys, interviews, instruments, and biomedical procedures; and manipulations of subjects' environment.

- All participants are asked to complete the FSSE core survey, and some are asked to complete extra items. The FSSE core survey takes about 15 minutes to complete, while additional questions take one to five additional minutes to complete. Participants only respond to the survey one time. There are two versions of the core FSSE survey instrument based on country (U.S. or Canada). Each version is described below, with any differences between the instruments also explained, and a copy of the U.S. version with notes for items that Canadians do not receive is available on Kuali Coeus. Copies of extra item sets are also uploaded to Kuali Coeus.

Prior to administration, institutions have the option to choose up to two additional topical modules. The same survey options are offered to Canadian institutions; however, instructional staff members at these institutions are not given the US citizenship questions or the race/ethnicity questions that appear on the US instruments.

The two different core survey versions are:

1. U.S English Version
2. Canadian English Version (identical to 1, except the two items asking about US citizenship status and racial/ethnic identification are removed)

During each administration, participating institutions have the option to select a set of extra topical items that will be added to the end of the FSSE survey and asked of their instructional staff members. These extra items pertain to a topic that is of interest to instructional staff members. However, participating institutions may opt out of having these extra items asked of their instructional staff respondents. Extra item topics are:

1. Academic Advising
2. Civic Engagement
3. Experiences with Writing
4. Inclusiveness and Engagement with Cultural Diversity
5. Teaching Professional Development
6. Scholarship of Teaching and Learning
7. Transferable Skills, Career, and Workforce Development
8. Teaching Environment During the Pandemic
9. Consortia for Mission Engagement for Independent Colleges
10. Consortia for Catholic Colleges and Universities

ID #23358: Will any non-English study documents be uploaded to the Notes & Attachments tab?

- Yes/**No**

ID #24919: Is this research funded by, or has a funding application been submitted to, a federal agency? This includes federal pass-through funding.

- Yes/**No**

ID #23234: List inclusion criteria (all eligibility criteria for subjects).

- **Any baccalaureate degree-granting college or university is eligible to register for FSSE. Participating institutions select which instructional staff members will be invited to complete the survey. The survey is administered online. We intend to recruit approximately 55,000 instructional staff members annually.**

ID #23235: List exclusion criteria (any criteria which would exclude otherwise acceptable subjects).

- **Non baccalaureate degree-granting college or universities.**

ID #23346: Will subjects be paid for their participation in the study? Payment includes reimbursement of expenses (other than compensation for injury).

- **Yes/No**

Explain the payment arrangements (e.g. amount and timing of payment and the proposed method of disbursement), including reimbursement of expenses. **NOTE:** Payments must accrue and not be contingent upon completion of the study. However,

- **FSSE does not compensate instructional staff members for their participation. Participation in the survey is voluntary, and instructional staff may choose not to participate as an alternative to completing the survey. However, participating institutions sometimes offer a campus incentive for completing the survey. It is only in those instances where some instructional staff receive compensation.**

Incentives for survey participation vary based on institutional decisions about what they believe will be effective for their campus. Some institutions offer a small incentive for each respondent, such as a gift certificate to a campus café, with values ranging from \$5-10. Other institutions enter instructional staff respondents who complete the survey into a lottery for larger value prize, such as larger denomination gift certificates. The value on individual lottery incentive items is generally less than \$200. There are no expenses for instructional staff to participate in the study, and institutions are responsible for the distribution of incentives.

All incentives are described in recruitment messages, and must clarify details that indicate the odds a study participant will be compensated:

- **Number of instructional staff in the sample at their institution**
- **Number of incentives offered**
- **Approximate value of each incentive item**

FSSE does not disclose which instructional staff members have completed the survey. In order to be entered into an incentive drawing, instructional staff respondents must self-identify as a survey respondent. The process for doing so is detailed in recruitment messages. Offering incentives for survey participation has not proven to significantly alter response rates in previous administrations of FSSE.

Justify the proposed payment arrangements described in section B. (e.g., how this proposed payment arrangement is not considered to be coercive).

- In instances when compensation is provided to all participants at an institution, the value of incentives is minimal and unlikely to persuade an instructional staff member to complete the survey if they perceive participation to otherwise be a hardship. For higher value incentives distributed through lotteries drawn from the pool of respondents, clarifying the likelihood of winning minimizes the likelihood that instructional staff will complete the survey primarily because of an undue influence based on the possible compensation.

Explain if there will be any partial payment if the subject withdraws prior to completion of the study (e.g. prorated). Note: This payment may be paid at the end of the subject's participation or at the end of the study.

- There is no partial compensation.

ID #23352: Does this research involve (choose all that apply): • the STUDY of any of the following products (regardless of FDA approval status). "The study of" means at least one objective of the study is related to obtaining data about the product • USE of any of the following products which have not been cleared or approved by the FDA for use in the US • USE of any of the following products for open label extension, treatment, or compassionate use Answer without regard to the FDA approval status of drug(s) or device(s) (e.g. approved, cleared, 510(k) cleared, commercially available, lawfully marketed, investigational, compassionate use, Humanitarian Use Device, in vitro, non-invasive, diagnostic, custom, etc.). Also, answer YES for open label extension, treatment, or compassionate use studies.

- Drug
- Biological Product
- Dietary Supplement
- Medical Device
- Food
- Cosmetic
- ✓ **None**

ID #23454: This research involves (check all that apply):

- Prospective cancer-related research utilizing IU Simon Cancer Center patients or resources.
- Radiation/radioactivity in addition to what is used for standard clinical treatment.
- Recombinant or synthetic nucleic acid molecules. IBC protocol number:
- Human gene transfer research
- ✓ **None of the Above**

ID #25049: Is this research considered a prospective clinical study? Prospective research collects data looking forward using either one-time or periodic observations collected predominantly following subject enrollment. This could occur during a single visit or throughout a series of visits. A clinical study uses human subjects to evaluate a biomedical or health-related outcome. This includes, but is not limited to: prevention and treatment of a disease/diagnosis; prevention and treatment of genetic and environmental factors related to disease and health; studies surrounding cost of care; studies regarding patient satisfaction; observations surrounding a disease/diagnosis and patient health; specimen or tissues collection; and registries.

- Yes/**No**

ID #30000: Is this community-engaged research?

- Yes/**No**

C – Sites & Collaborations

PERFORMANCE SITE: INDIANA UNIVERSITY

IUB Campus. Please state school/department/location(s): **Education; 405 N. Rogers St-Bloomington, IN**

ID #700: Are there additional locations of research, not already listed on the Protocol tab?

- **Yes/No**

ID #701: Provide the name of the site, including city and state.

- **We intend to recruit approximately 55,000 instructional staff members annually from universities and colleges across the U.S. and Canada who register to participate.**

ID #704: Are you requesting that IU provide IRB approval for any researchers who are not affiliated with IU or any of the following IU affiliates? IU Affiliates include Eskenazi Health, Goodman Campbell Brain & Spine, Indiana State Department of Health, IU Health, Purdue Pharmacy Practice, Regenstrief Institute, and Rehabilitation Hospital of Indiana, Roudebush VAMC, and Sigma Theta Tau International.

- **Yes/No**

ID #710: Is this a multi-center study or multi-site clinical trial?

- **Yes/No**

D – Recruitment Methods

ID #23236: Describe how potential subjects will be initially.

- **Potential subjects are identified by the registering institution sending FSSE a population file of faculty members that will receive the invitation to participate in the survey.**

ID #30002: Check any of the following sources of information which will be used to identify potential subjects:

- Subject self-referral in response to recruitment materials:
- Medical records or clinic schedules
- Physician/provider referral Student data
- ✓ **Other: Institutions that register for the FSSE survey will select faculty members that will receive an invitation to participate.**

ID #30003: Describe how potential subjects will be initially identified.

- **Subjects will be sent an invitation to participate in the FSSE survey via email**

ID #23237: Check any of the following recruitment materials which will be used to contact potential subjects.

- ✓ **Direct Mail/Email**
- ✓ **Flyers/Brochures**
- ✓ **Published Advertisements**
- Verbal Scripts
- Website
- Social Media
- Other:
- None

ID #25426: Select any of the following circumstances which apply to this research.

- A member of the study team is an instructor and his or her own students will participate as subjects in the research
 - A member of the study team is an employer or supervisor of individuals who will participate as subjects in the research
 - A member of the study team is a health care professional and his or her patients will participate as subjects in the research
- ✓ **None of the above**

ID #23245: Would participation in this study preclude subjects from participating in other research studies?

- Yes/**No**

E – Risks, Benefits, Protections

ID #23296: List and describe (in lay terms) the potential risks to which subjects may be exposed as a result of their participation in the research. Risks may be physical, psychological, social, legal, etc. Please note that all research exposes subjects to some risk, even if the only risk is a potential loss of confidentiality.

- **There is a risk of loss of confidentiality. Instructional staff responses to demographic items on FSSE will be returned to institutions, and through campus-based analysis, some individuals may be identified.**

ID #23297: Describe procedures for protecting against, or minimizing, the potential risks listed above. Include any procedures that are already being performed on subjects for diagnostic, treatment, or standard purposes.

- **Participating institutions agree not to try to identify individuals using FSSE data, nor to take any actions should individuals become identified. Institutions also agree to hold this information in confidence, unless required by law to do otherwise.**

ID #23299: Explain how research data will be protected so that only approved persons have access to subjects' identifiable data (i.e. confidentiality of data).

- **The FSSE survey is administered by a third-party survey operation, IU Center for Survey Research (CSR). CSR assists in the process of administering, collecting, and storing instructional staff data**

In preparation for sending the invitation, follow-up, and reminder e-mails, CSR assigns a survey identification number, called surveyID, to all participants in order to track responses. The surveyID is linked to instructional staff names and email addresses during the survey administration. The link allows CSR to report institution-level response rates and to discontinue contacting instructional staff who complete the survey or decline to participate.

When data collection is complete, CSR submits the collected respondent data along with the surveyIDs to the Center for Postsecondary Research (CPR). Identifying information (respondent names, e-mail addresses) is not included with the respondent data. CPR then analyzes the data and creates individual institutional reports. Each participating institution receives their report in hard copy and electronic format, as well as an electronic file containing their institution's raw data. Demographic data are included in the returned data file.

Sixty days after survey administration is closed, CSR destroys the link between the surveyIDs and instructional staff names and email addresses to ensure respondents' identities will not be compromised.

The respondent database, held by CSR, is permanent, but this does not contain information which would allow any instructional staff to be identified once the sample and population files have been destroyed.

ID #23300: Explain how subjects' physical privacy will be protected, both during recruitment/screening and during participation in the research.

- **Instructional staff respondents are able to complete the survey at their own convenience, using a computer of their choice.**

ID #23301: Is there a potential for subjects to benefit directly from participation in the study?

- Yes/No

ID #23303: State the potential benefits or information which may accrue to SCIENCE or SOCIETY in general as a result of this work.

- **The information that instructional staff members provide helps participating institutions identify areas of strength and improvement, as well as leads to constructive discussions related to teaching, learning, and the quality of students' educational experience. In addition, the information collected from instructional staff members across institutions is a rich source for research on collegiate teaching and instructional staff at colleges and universities.**

F – Data Safety Monitoring

ID #23304: Describe the provisions for monitoring the data to ensure the safety of subjects.

- **Any Withdrawals, complaints, or unforeseen risks will be reported to the IRB**

G5 – Transnational Research

ID #23361: Provide a brief overview of the laws and regulations regarding human research protections applicable to any of the non-US sites.

- **Canadian regulations on low-risk survey research are similar to US rules. Canadian laws are a bit more strict regarding student privacy, but instructional staff data is held to similar standards of privacy as in the US. We cannot provide an overview of the standards in Lebanon, as The International Compilation of Human Research Standards doesn't include the country, and a search of the internet provides no information.**

ID #23362: Is there an IRB, ethics committee, or other community body which reviews human subjects research for the non-US site(s)?

- Yes/No

ID #23365: Describe any current social, cultural, economic, and political considerations for the non-US site(s) which may impact the research, including consent and/or assent considerations.

- **None.**

ID #23366: Describe the PI or study team's experiences with and knowledge of the non-US site(s).

- **FSSE has been administered in Canada at several institutions over the past several years. We have never encountered any issues or concerns with human subjects approvals during any administration. FSSE has been administered at the Lebanese American University in 2007-2011 and 2013-2014 with no issues or concerns.**

ID #23367: Describe the communications which have occurred between the PI or study team and researchers, community leaders, and/or stakeholders at the non-US site(s).

- **All FSSE schools have access to survey administration details through their institution interface pages. In addition, all schools receive regular emails from FSSE to notify them of administration deadlines, to summarize survey customization choices made to date, and to remind them of the launch of their administrations.**

-

ID #23368: List the main language(s) spoken by the study population.

- **English**

ID #23369: Are the PI and/or study team members who will be on site fluent in the language(s)?

- **Yes/No**

ID #23372: Are there any specific risks to subjects which exist as a result of the population's locality?

- **Yes/No**

H – Informed Consent Process

ID #901: Will all or some subjects consent to participate in the research?

- The only participants are Children.

- ✓ **All subjects (or their legally authorized representative) will consent to participate in the research.**

- Some subjects (or their legally authorized representative) will consent to participate in the research, and some subjects will not.

- No subjects will consent to participate in the research.

ID #909: For those subjects who will consent to participate, explain how subjects (or subjects' legally authorized representative) will be presented with the information needed to decide to participate, including all elements of informed consent.

- **The survey is completed online, at a computer of the participant's choosing, and the consent form appears as the welcome screen of the instrument. Potential participants see the welcome screen when the first time they click on the survey link imbedded in a recruitment message. At the end of the consent statement (bottom of the welcome screen), subjects have the option to print the welcome screen and can select one of two options: 1) "I agree, proceed," or 2) "I do not wish to participate." Alternatively, if subjects require additional time to consider whether or not to participate in the study, they may exit the survey Web site and return to it at a later time or date. Subjects who opt to participate in the survey administration will be taken to the first page of the survey, while those who opt not to participate will exit the survey Web site and be removed from further correspondences regarding the survey.**

ID #903: Describe any informed consent tools which will be used to present information to potential subjects (i.e. consent documents, videos, brochure, drug/device information, etc) and how they will be used.

- **Information proceeding the survey**

ID #30127: Will you include all required elements of consent in your consent process?

- **Yes/No**

ID #916: Choose the elements which will be omitted from your consent process:

- Statement that the study involves research
- Explanation of the purposes of the research
- Expected duration of subject participation

- Description of procedures to be followed
- Identification of any procedures that are experimental
- ✓ **Description of any foreseeable risks or discomforts to subjects**
- ✓ **Description of benefits (to subjects or others) that may reasonably be expected from the research**
- Disclosure of appropriate alternative procedures or courses of treatment
- Statement describing the extent to which confidentiality of records identifying subjects will be maintained
- Contact information for questions about the research, research-related injury, or subjects' rights
- ✓ **Statement that the study data or biospecimens may/may not be de-identified and used for future research**
- Statement that participation is voluntary

ID #917: The IRB must approve a modification to the consent process. Explain how the research involves no more than minimal risk to the subject.

- **We ask to waive the requirement to specifically tell the participants of the risks and benefits of study participation. The only foreseeable risk to participants in this study is the potential for loss of confidentiality of their responses. Before proceeding to take the FSSE survey, all participants are informed of the measures taken to protect confidentiality, including that all resulting data files are deidentified and participating institutions agree not to try to identify individuals using FSSE data, nor take any actions should individuals become identified. As a result, the risks, which are very minimal, are clear. The potential benefits for participating in this study may be reasonably deduced from the information describing the survey on the informed consent.**

ID #918: Explain how the modification will not adversely affect the rights and welfare of subjects.

- **Survey respondents can easily infer the risks and benefits from the information given and maintaining a slightly shorter statement of informed consent may actually increase the likelihood that instructional staff will read all the relevant information.**

ID #919: Explain how the research could not be practicably carried out if all elements of informed consent were required.

- **We aim to make participation in the FSSE administration to be of minimal inconvenience to participants. This includes keeping the length of time a respondent must devote to the process of completing the survey—reading the recruitment message, following the link to the secure survey Web site, reading the consent statement and completing the core survey and possibly the extra items—to as short a length of time as possible. The intent for these modifications is to communicate the critical information that respondents need to know in a way that is easily digestible and efficient for them. Overly lengthy statements of informed consent may not be read adequately by respondents, even if they do choose to participate.**

ID #30004: Explain why the research could not be practicably carried out without identifiers.

- **Survey identification numbers are needed for all survey participants in order to track and monitor survey respondents, including allowing respondent to return to the survey where they left off and preventing duplicate responses. Without identifiers the quality of the resulting data would be negatively affected.**

ID #920: Explain how subjects will be informed of pertinent results at the conclusion of the study, if appropriate. If subjects will not be informed, enter N/A.

- **Instructional staff may request from their institution copies of reports generated using data that includes their responses. Research reports based on instructional staff data are also available at the FSSE web site at www.fsse.iub.edu.**

ID #921: Indicate in what language(s) the consent conversation will be conducted.

- **English**

ID #926: Explain how you will ensure potential subjects understand the information you have presented to them before they agree to participate in the study.

- **The contact information of investigators is included on the consent form if potential participants have questions.**

ID #929: Briefly describe any training provided to investigators who are obtaining informed consent.

- **CITI**

ID #931: Does the research include any minimal risk procedures to which subjects will not consent?

- Yes/**No**

ID #23678: For those subjects who will consent to participate, choose whether the consent process will be documented by a written signature from subjects.

- All consented subjects will provide a written signature as documentation of consent.
- Some subjects will provide a written signature as documentation of consent, and some subjects will not.
- ✓ **No subjects will provide a written signature as documentation of consent.**

ID #23760: Since no subjects will provide a written signature as documentation of consent, a waiver of documentation of consent is required. Choose the option which most appropriately applies to your study.

- ✓ **The research presents no more than minimal risk of harm to subjects AND involves no procedures for which written consent is normally required outside of the research context.**
- The only record linking the subject and the research would be the consent document and the principal risk of the study is potential harm resulting from a breach of confidentiality.
- The subjects or legally authorized representatives are members of a distinct cultural group or community.

K – HIPAA

ID #23253: Are you part of a covered entity (health care provider that transmits health information electronically) or are you receiving information from a covered entity as part of your research? For more information on covered entities, and a list of IU affiliated covered entities, refer to the HIPAA Privacy and Security Compliance.

- Yes/**No**

M – ClinicalTrials.gov

ID #24840: This research project meets the following definitions - Check all that apply. If you are unsure or need additional help, please email ctgov@iu.edu for more information.

- Food and Drug Administration Amendments Act (FDAAA) Applicable Clinical Trial Registration, Maintenance and Results Reporting.
- National Institutes of Health (NIH) Clinical Trial Registration, Maintenance and Results Reporting for NIH Funded Initiated January 18, 2017 or Later.
- International Committee of Medical Journal Editors (ICMJE) Clinical Trial Registration for ICMJE Journal Publication.
- Centers for Medicare and Medicaid Services (CMS) Clinical Trial Registration for Research Billing Claim.
- ✓ **None of the above.**

Project Title: Faculty Survey of Student Engagement (FSSE): *Description of Processes and Procedures for 2022*

The Faculty Survey of Student Engagement (FSSE) is designed to measure several aspects of instructional staff life: 1) perceptions and expectations of how often students engage in educational activities empirically linked to high levels of learning and development; 2) the importance that instructional staff place on various areas of learning; 3) the nature and frequency of instructional staff-student interactions; and 4) how instructional staff members organize their time, both in and out of the classroom.

FSSE is administered annually to instructional staff who will teach at least one undergraduate course in the current academic year. Each institution is asked to provide the names and emails of all instructional staff selected to be surveyed, as well as to designate one or more people on their campus to be the signatory on the invitation letter soliciting participation. We expect signatories to come from Provosts, Deans of Faculty, Directors of Centers for Teaching and Learning, Directors of Assessment, and Directors of Institutional Research. Completing the survey is voluntary for all instructional staff, and they are notified of this through the communications they receive. A fuller description of these communications is included in the next section.

FSSE Survey Administration

Optional Institutional Announcement Message

In line with good survey practices, we advise participating institutions to inform their instructional staff of the nature of the FSSE project, notify them of their institution's upcoming administration of the FSSE survey, and to alert them to the forthcoming invitation to participate. To help guide this process, we provide participating institutions with a template that they may use to draft this optional pre-survey announcement. We encourage institutions to make this contact prior to the start of the survey administration.

Participation Recruitment Messages

In general, we try to limit our contacts with instructional staff members while encouraging higher response rates. FSSE contacts instructional staff members four times. A unique link is assigned to each survey participant in order to reduce unnecessary instructional staff contacts, eliminate duplicate responses, and to allow instructional staff respondents to save their response and return to the survey. This approach allows our FSSE staff to cease e-mail invitations to instructional staff who have already logged into the survey. Using the contact information provided in the messages, instructional staff may also request that no further messages be sent. The default “from” email address for each Qualtrics -generated recruitment message is fsse@fsse.org.

Invitation to Participate Message—First Message from FSSE

Using the messages and email addresses provided, our FSSE staff contacts instructional staff up to four times. The first of these is an invitation to participate. It introduces the survey's purpose and provides a rationale for instructional staff to complete it. The messages also includes a unique URL that instructional staff may click on to enter the survey, as well as instructions to log in manually. After the invitation email, instructional staff can choose not to receive additional messages regarding FSSE.

Follow-up Message—Second Message from FSSE

The follow-up message will be sent by FSSE staff to instructional staff who have neither started nor opted out of the survey. This message is sent approximately one week after the Invitation.

Second Follow-up Message—Third Message from FSSE

The follow-up message will be sent by FSSE Staff to instructional staff who have neither started nor opted out of the survey. This message is sent approximately two weeks after the Invitation.

Final Reminder Message—Fourth Message from FSSE

The final reminder message is the last message FSSE staff will send regarding completion of the FSSE survey. It is sent approximately three weeks after the second Follow-up. As with all contacts after the Invitation, instructional staff who have completed the survey, explicitly refused participation, or been designated ineligible by the institution will not be contacted again.

Instruments Used

Two versions of the surveys (one for U.S. institutions, one for Canadian institutions) are available. They are identical with the exception of two questions: Canadian instructions are not given the US citizenship question or the race/ethnicity question that both appear on the US instrument.

1. U.S English Version
2. Canadian English Version (identical to 1, except the two items asking about US citizenship status and racial/ethnic identification are removed)

Extra Items

During each administration, participating institutions have the option to select a set of extra topical items that will be added to the end of the FSSE survey and asked of their instructional staff members. These extra items pertain to a topic that is of interest to instructional staff members. However, participating institutions may opt out of having these extra items asked of their instructional staff respondents. Extra item topics are:

1. Experiences with Writing
2. Transferable Skills, Career, & Workforce Development
3. Academic Advising
4. Civic Engagement
5. Scholarship of Teaching and Learning
6. Teaching Professional Development
7. Inclusiveness and Engagement with Cultural Diversity
8. Quality of High-Impact Practices
9. Digging Deeper into the Biglan & Becher Dimensions

These topics are subject to change. Finalized extra item topics will be publicized prior to the start of the 2022 administration.

Data Collection, Use, and Distribution

Data collection starts when a participating institution sends a sample data file, containing instructional staff members' first and last names, and emails addresses, to FSSE staff. FSSE staff then sends recruitment emails to all individual instructional staff members included in the sample file, but collects their responses in a separate file. The respondent data file does not include any instructional staff identifying information originally provided by the institution, and both files are kept separate.

FSSE data collection is a partnership between each participating institution and the IUB Center for Postsecondary Research (CPR). Data collected using FSSE survey instruments are used for a combination of individual institutional assessment and aggregate research on instructional staff responses. Any data collected from surveys administered by FSSE through its subcontractor may be used in research initiatives. FSSE reports never identify individual instructional staff, and the only institutionally identifiable data are the reports sent directly to institutions for their use in educational assessment. All FSSE research and presentations report data at the aggregate level in a way that prevents the identification of individual instructional staff.

While demographic information instructional staff members report via FSSE will be returned to institutions, participating institutions agree not to attempt to identify individual instructional staff with this data, nor to take any action should an individual become identified through campus-based analysis.

Access to all instructional staff data is protected through the use of secure servers and back-up media stored in locked storage. Instructional staff data files are submitted to FSSE through a Web-based Qualtrics Dashboard

software to encrypt information during transfer. Access to instructional staff data is limited to FSSE staff and authorized personnel at the Center for Postsecondary Research. Up to three individuals at each participating institution are identified each year who can access instructional staff data through our Institution Interface, and any requests for data transfer must be authorized by these individuals.

Consistent with our central research agenda, FSSE keeps files submitted by schools and our respondent database in order to accommodate analyses that schools may request. Based on past requests for files from schools, files will be kept for the following time frame before being destroyed:

Sample Files: 10 years

Respondent Database: Permanent, but this does not contain information which would allow any instructional staff to be identified once the sample and population files have been destroyed.

FSSE has entered into agreements with other institutions and individuals allowing them to adapt wholly or in part the FSSE instrument to use for other assessment or research purposes. FSSE is not involved in the collection or use of these data for any such research.

Ensuring Institutional Compliance with IRB Protocols

Staff at the Center for Postsecondary Research (CPR) work closely with schools throughout survey preparation and administration to ensure that efforts to recruit instructional staff participants adhere to guidelines for the protection of human subjects.

E-mail Message Review & Approval

Institutional contacts at participating colleges and universities access templates for communication with instructional staff through a Web-based Qualtrics Dashboard that is password protected and housed on secure servers. After schools have submitted their revisions to the templates, FSSE staff review the submitted letters and messages and request revisions for the following reasons:

- No mention of how/whom to contact on campus (name, title, address, e-mail address, phone number) if the respondent has questions about the survey or how the institution will use the data
- Changes have been made to the standard informed consent text
- Generally misleading, deceptive, or coercive language (e.g., stating the survey is anonymous, implying it is required, or claiming it takes less than the estimated 18-25 minutes)

After identifying reasons for disapproving the messages, FSSE staff e-mail disapproval notifications to the institutional contacts about the problems/issues with the message text. Messages are not approved until all issues have been satisfactorily resolved.

Survey Administration

Survey procedures are designed so that direct efforts to recruit participants are handled through messages sent by FSSE staff. All FSSE and CPR staff monitor phone and e-mail communications from institutional contacts and instructional staff members for implications that survey recruitment procedures do not reflect the voluntary nature of the survey. In these cases, FSSE client services staff contact schools to clarify any changes that are needed.

- FSSE staff does not supply the personal log-in information to anyone but the individual instructional staff to whom it is assigned.
- If a instructional staff member requests that their data be destroyed, FSSE staff promptly comply.
- FSSE staff replies directly to instructional staff requests/questions and do not copy school officials, nor do they forward such requests/questions on to the school.

- FSSE staff does not give instructional staff information (such as comments/criticisms) to the school contacts verbally or via e-mail.. If the FSSE staff need to forward the information to the school, they strip off any information (name, e-mail address, etc.) that can be used to identify the instructional staff member.
Exception: Instructional staff comments may be shared with school officials in cases where an instructional staff member explicitly states this is what they want.

FSSE Internal Measures to Ensure IRB Protocol Compliance

The Center for Postsecondary Research (CPR), which houses the FSSE project, has re-organized staff duties to ensure that survey procedures comply with approved IUB IRB protocols and to verify that appropriate amendments are approved before any protocol changes go into effect. Multiple people will be involved in the development of survey protocol documentation to create better checks on thoroughness and consistency.

FSSE staff work with the Assistant Director for NSSE Survey Operations to monitor the IRB continuing review and amendment processes for FSSE to confirm that paperwork is filed with adequate time for review before projects start, and to maintain consistency in protocol descriptions across projects. All protocol amendments are reviewed by multiple FSSE staff members before the principal investigator signs off on the final documents. Additionally, review of the complete IRB-approved survey protocol has been integrated into training for all new FSSE client services staff.

FSSE data collection starts in late March each year, but message templates are submitted for IRB review before the end of October to allow time for survey preparation. Amendments for changes to survey instruments are submitted before the end of January.

There are no inherent benefits that participants receive by completing the FSSE survey, other than being prompted to reflect on their teaching and the educational activities and experiences of their students. Although past research has shown incentives do not increase instructional staff participation rates, a few FSSE institutions opt to offer a small reward as tool to promote a culture of assessment on their campus. For example, some may choose to provide compensation for each instructional staff member completing the survey, such as bookstore gift certificates or printer supplies. Others may enter instructional staff in drawings for larger prizes, such as iPods, computers, or travel.

At the national level, information produced by FSSE complement other sources of information about the quality of undergraduate institutions. FSSE provides prospective students, parents, alumni, institutional officials, state policy makers, governing board members, instructional staff, and others with information about how instructional staff shape students' learning experiences and spend their time, all of which is important to improving collegiate education.