

POLICY
SAAA Survey Endorsement and Distribution – Initiated by Membership

TITLE: SAAA Survey Endorsement and Distribution

DATE OF ORIGIN /UPDATE – Updated 10/5/13 as an Administrative Procedure

SOURCE DOCUMENT: SAAA Fact Sheet

PURPOSE STATEMENT: To outline the procedure used to determine if a survey will be endorsed by the SAAA and then to ensure the specific procedure to be taken is uniformly followed for all surveys distributed to SAAA, AAAC, AACPD, AASPD members

POLICY: The Survey Request Form will be provided electronically to all Department Chairs to complete prior to review by the appropriate President of the specific organization(s) (SAAA, AAAC, AACPD, AASPD) being asked to participate in the survey.

PROCEDURE: The Survey Request Form will be reviewed by SAAA staff to ensure the following:

1. The Chair of the Department of the Institution has reviewed the survey and approves of the survey.
2. The Chair indicates agreement that he/she will send the compiled survey results in a comprehensive document that will be posted on the SAAA website for all members to see. A comprehensive report of the survey findings must include the following information before it can be posted on the SAAA web site:
 - Title of the survey
 - Date of the survey
 - Purpose of the survey
 - Total number of participants the survey was sent to and the number of responses
 - Copy of the entire survey with the results tabulated next to each question
 - Contact information so that members can discuss the survey results with the surveyor
 - Any additional information the surveyor would like to share with the SAAA members
3. The following information must be clearly documented on the Survey Request Form:
 - A title which appropriately describes the survey and indicates to whom the survey should be sent (i.e., Chairs, AACPDs, AASPDs, all SAAA Members)
 - A summary paragraph describing the survey, when the survey will begin and the end date of the survey.
 - A link to the survey, providing additional, detailed information to the member being surveyed
 - The signature of the Chairman of the Department requesting the survey and the date of the request.
4. SAAA staff will review the information contained on the form for completeness before sending the survey request on to the appropriate President for approval before distributing the survey.
5. Surveys that are requested of all SAAA members must be sent through the monthly newsletter, after obtaining approval of the SAAA President. Surveys targeted at a specific subset of the SAAA may be sent to that specific President for approval and can be sent via a blast email to that

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subset of members only. Staff must obtain a current list of members before sending out the blast email.

6. SAAA staff will communicate to the requestor as to whether his/her request has been approved and then when the survey will be sent to the targeted members, if approved. Staff will also follow up after the survey to ensure that the results document has been sent by the requestor of the survey and is then published on the SAAA website.
7. Once the survey is completed and a comprehensive report (as define in # 2 above) is received by SAAA staff, the survey results document will be placed on the SAAA web site in the “survey results” section.

NOTE: Survey requests from entities other than SAAA member Chairs of Departments will be sent to the SAAA President for review and disposition.