Title: Policy on the Use of Qualtrics

Constituents: University Faculty, University Students, and Authorized Users of University Resources (Vendors, Partners)

CATEGORY
(category type is found in the index)
ACADEMICS AND RESEARCH (200)

Requested Implementation Date: 2/26/2016
POLICY NUMBER
(assigned by CPAC)
303.00

Approval Date:
(assigned by Cabinet)

POLICY STATEMENT

Each member of the University community shall adhere to all federal, state and local laws and Concordia University Portland (CU-Portland) rules, regulations and policies, as the same may be amended from time to time, pertaining to the ethical and appropriate use of Qualtrics survey research software, and subsequent, privacy, confidentiality, anonymity and functionality which they use and to which they have access and/or control. Resultant survey data must be appropriately collected, protected and used for educationally and institutionally appropriate purposes (see IRB policy).

Providing a survey research solution is a critical part of the mission and vision of Concordia University. Concordia University values, supports, and encourages appropriate research for educational, innovative, and institutional purposes. Qualtrics is the University-chosen system for all Concordia users to create, deliver, and analyze surveys and survey responses for academic, administrative, and research related purposes. Other (online) survey tools are not endorsed. Qualtrics meets University standards requiring robust, secure, and professional surveys. The University provides Qualtrics to faculty, students, and staff, as long as they agree to the Concordia Qualtrics User Agreement.

Requirements for the Use of Qualtrics:
The use of Qualtrics is subject to the Concordia University Qualtrics User Agreement. Each Concordia University Qualtrics user will adhere fully to the IRB ethical and privacy/confidentiality policies as applicable. Users are required to agree to the Concordia University Qualtrics User Agreement before accessing Qualtrics. On the User Agreement, students must provide the name of a faculty member or sponsor who can serve as a point of contact within CU-Portland.
**Enforcement.**  Persons who fail to adhere to these policies and user agreements, and/or persons who enact unauthorized or inappropriate use of Qualtrics, resultant data/contact information may be subject to penalties as provided by law and/or disciplinary action, including removal of access to Qualtrics, dismissal, and/or expulsion.  Violations will be addressed through the University disciplinary policies applicable to all employees and students.

**Compliance.**  I have read and I understand the above CU-Portland Policy on the use of Qualtrics and will adhere to all applicable laws, rules, regulations and related policies (see IRB policy and other related policies, below) pertaining to ethical, appropriate use of Qualtrics.

---

**REASON FOR POLICY**

To establish guidelines for appropriate, ethical, mission/vision driven use of Qualtrics, the University-provided survey software solution, at CU-Portland.

**RELATED INFORMATION**

Use of this survey solution software as approved and provided to you by CU-Portland is subject to the Concordia Qualtrics User Agreement, all federal, state, local, and other applicable laws (including FERPA); and all CU-Portland rules and policies.  Related policies include:

  The Office of IRB must review a survey if it involves human-subjects research, when there is any sensitive question, when children are recruited/invited, or for other reasons (see [www.cu-portland.edu/IRB/processdiagram](http://www.cu-portland.edu/IRB/processdiagram)).
- Institutional Research and Effectiveness Policies
  The Office of IRE must be consulted before any survey is sent via any “All Faculty, All Staff, and/or All Student” emails, including sub-classifications such as online, on-campus, undergraduate, graduate, full-time, part-time or any other full sub-classifications of Concordia groups.

---

**RESPONSIBLE UNIVERSITY DEPARTMENT / OFFICE**

Department of Institutional Research and Effectiveness
Concordia University – Portland
2811 NE Holman Street
Portland, OR 97221

Template Version: Nov15

---

Commented [MOU1]: This page does not exist. Do you have an image or content of the process diagram?
FORMS / ONLINE PROCESSES

Via a popup read/agree box for each user before they enter Qualtrics for the first time.