

Frequently Asked Questions

Why do we use personalized links?

- We use personalized links to make sure that each individual can submit only one response. Hence, please do not forward or share your link. If someone was erroneously omitted from the distribution, please contact the Office of Institutional Research at (334) 844-4765 or ir@auburn.edu and additional links will be generated as needed.

Are Senate Evaluations anonymous?

- Yes, Senate Evaluations are anonymous; and one **cannot** associate survey responses with the IP address or with the person who submitted the response. Theoretically, however, if only one individual submitted a survey, one could infer who submitted that survey based on the distribution history. Because we use personalized links, the distribution history provides the information on who completed the survey. Having one response is unlikely; and even if it happens, the survey will remain confidential with only one individual in the Office of Institutional Research having access to survey results.

I submitted my response, but then realized that I might have made a mistake. Can my response be retracted?

- Because the survey is anonymous, the survey response can be retracted only if you remember the exact time when you submitted your response (and if no one else submitted his or her response at the same time) or if you can quote the comment you left so that the survey response could be identified. If you would like to retract your survey response, please contact the Office of Institutional Research at (334) 844-4765 or ir@auburn.edu.

Is it safe to provide comments that might reduce my level of anonymity?

- The comments might reduce the level of anonymity. But your response to an open-ended question will remain confidential. Once surveys are closed, the Office of Institutional Research will generate two sets of reports—one with comments and another without comments. **The administrator under review will not have access to actual responses from the open-ended questions.**

How are results of these surveys shared?

- Within a week after surveys are closed, reports are shared with the Chair of the Administrator Evaluation Committee, the Chair of the University Senate, and the Provost. In case of the surveys for department chairs/heads, the Office of Institutional Research will also share these reports with deans.