

IRB Review of Research and Assessment	
A faculty member collects information from their students in their course(s) for the purposes of gathering information about pedagogical decisions (e.g. what textbook is more effective or timing of assignments).	IRB authorization is <b>not</b> required. Faculty can engage in regular assessment of their own teaching methods by collecting data from their students including grades on exams or assignments, or student opinions on aspects of the course, as part of their scholarship of teaching and learning.
A faculty member wishes to use information collected from students in their courses to present at an upcoming departmental meeting or professional development event.	IRB authorization is <b>not</b> required. Sharing data collected at a departmental meeting or professional development event is not contributing to generalizable knowledge, but is instead being used for internal purposes.
A faculty member wishes to use information collected from students in their courses for the purpose of publishing an article on the use of certain teaching materials and their effectiveness.	IRB authorization <b>is</b> required. The faculty member's intent has changed, and they are now using the data previously gathered as part of an assessment to contribute to generalizable knowledge.
Data are collected by an area for internal departmental purposes or by the college administration for other college administrative purposes (e.g. course evaluations, employee and/or student satisfaction surveys).	IRB authorization is <b>not</b> required. Regular assessment is required of all departments at the college. Students, staff and faculty can be surveyed on their experiences at the college if the information collected will be used for internal administrative purposes by the college. While IRB authorization is not required, administrative approval may be required. Note: survey best practices should be followed to ensure survey activities are ethical, protect privacy, avoid survey fatigue, and are well-designed and appropriately administered to accomplish the intended purpose. Individuals should coordinate with the Office of Planning & Institutional Effectiveness on survey best practices and institutional data that may already be available prior to conducting survey activities.
Surveys are conducted by college employees for the purpose of improving services and programs of the college, or for developing new services or programs for students, employees, and/or alumni.	IRB authorization is <b>not</b> required. These activities are seen as assessment and data collected is for internal administrative purposes. Please see the note above regarding survey best practices and coordination with

	the Office of Planning & Institutional Effectiveness.
Informational gathering meetings, focus groups, or interviews are held which focus on college processes, services, or policies (i.e. quality improvement and quality assurance surveys) that are clearly not being used for generalizable knowledge.	IRB authorization is <b>not</b> required. These activities are seen as assessment. The data collected is being used for internal administrative purposes only and is not being disseminated or shared with the intent of contributing to generalizable knowledge.
A college employee wishes to utilize existing college data in their dissertation research.	IRB authorization <b>is</b> required. Data collected as part of an assessment is no longer being used for internal college administrative purposes only. Dissertation research is designed to contribute to generalizable knowledge, therefore it always requires IRB authorization.
College evaluations are conducted under independent contract by an external agency for internal college purposes only (e.g. student opinion surveys, employee studies, cost-benefit analyses, program enrollment, student demographics, and student outcome analyses).	IRB authorization is <b>not</b> required. The data collected is being used for internal administrative purposes only and is not being disseminated or shared with the intent of contributing to generalizable knowledge.