

CES Administrative Team Approval Guidelines for Survey Request

Guiding Principles:

- Survey results must benefit Kentucky Cooperative Extension Service.
- Purpose of survey, length of survey, instrument, methodology and how results will be used must be included in the survey request.
- The UK Data Retention and Ownership Policy must be followed-
<http://www.research.uky.edu/ori/data.htm>
- College of Agriculture Food and Environment students should complete the “College of Agriculture Food and Environment Graduate Student Research Project Proposal” form and submit to Jeff Young, Director of County Operations (jyoung@uky.edu)

Guidelines for CES Administrative Team

- Surveys sent to all agents in the state must be related to all program areas.
 - Approval by the Director of County Operations with input from Assistant Directors and Program Leaders
- Surveys related to specific program areas generated by agents and specialists and sent to all agents within a program area.
 - Approval by the appropriate Assistant Director and/or Program Leader
- Surveys by Kentucky CES professionals working toward a Master’s or Doctoral Degree
 - If survey is related to all program areas, approval by the Director of County Operations with input from Assistant Directors and Program Leaders
 - If survey is related to specific program areas, approval by the appropriate Assistant Director and/or Program Leader

Below are the suggested guidelines for agents to follow for responding to survey. .

Kentucky CES Guidelines for Survey Response For County Extension Agents and Clientele

- Agents can respond to surveys sent by Kentucky CES agent work groups and committees, CES specialists, College of Agriculture Food and Environment or Extension professional organizations related to program design, programming planning, implementation, feedback on program ideas, evaluation of the event and impact for CES programs without approval by CES Administration.
- Survey from Extension personnel in other states should be forwarded to Director of County Operations.
- Agents should **only** respond to surveys by any outside group if the survey comes directly from the Director of County Operations and/or Assistant Directors and Program Leaders.
- Agents should not forward surveys to agents within the state or program area on behalf of another group or organization.

- Agents should not respond to reference requests or surveys related to present or past employees.
- Agents must use their own discretion in responding to surveys sent to the individual agent through other professional list serves.
- Agents should contact their District Director if there is a question related to responding to a specific survey.
- Do not respond to survey requests from unknown sources or that ask for personal identifiable information.
- All surveys involving “people” must be cleared by Institutional Review Board and Extension.

June 2016