



Data Sharing Agreement

Survey of Assessment Culture

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Project: Survey of Assessment Culture

This Data Sharing Agreement is between _____ (“Participant Institution”) and Sam Houston State University (“SHSU”). This agreement facilitates the Survey of Assessment Culture (“The Project”) by Matthew Fuller, Principal Investigator (“PI”). Participant Institution agrees to participate in this Project by providing employee contact information requested by the PI, through Participant Institution faculty participation, complete surveys, and pay all agreed upon fees upon registration. In exchange for their participation and payment, the PI agrees to and will provide Participant Institution an aggregated report of the survey responses on an institutional basis and provide access to data collected via the survey as described further below.

Data Collection and Overview

SHSU, through PI, Matthew Fuller, Ph.D. conducts a Survey of Assessment Culture. The Project collects data through nation-wide, annual surveys of higher education administrators, faculty, and student affairs staff. The instruments used for data collection will be the Administrators’ Survey of Assessment Culture, the Faculty Survey of Assessment Culture, and/or the Student Affairs Survey of Assessment Culture(2017 © Matthew Fuller, Ph.D.). Said instruments collect information on institutional cultures of assessment, participant perceptions of institutional assessment cultures, attitudes toward assessment, and resources for assessment practice.

Ownership and Retention of Data

The parties agree that SHSU and the PI own data collected, including, but not limited to any and all rights to share, publish, or aggregate same. Any publication of un-aggregated data will include appropriate identification and attribution to the Participant Institution, though individual responses to surveys will not be identified. Unless participants self-identify in their responses, data with individual impressions or opinions will be collected and stored in confidential formats on a secure server maintained by the SHSU Office of Information Technology. Data may be shared at the discretion of the PI with whomever it is deemed necessary to advance scholarship and academic endeavors. However, per SHSU Institutional Review Board protocol 2013-08-11722, no data that intentionally or knowingly identifies participant responses may be shared. All data shared with any entity will undergo a “cleaning” procedure to ensure that identifiable data have been removed prior to sharing. In the case of confidentially recorded surveys, data cannot be shared in any identifiable format unless participants self-identify in the natural course of the survey. Data may be retained indefinitely by the PI and shall not be destroyed earlier than 5 years following data collection. Access to data by Participant Institution may be discontinued 1 year following the completion of data collection, with prior notice by the PI.

Participant Institutional License

SHSU and PI hereby grant Participant Institution a royalty-free license for use and distribution of data, results, and reports provided under this Agreement provided such use and distribution is internal to, and not published beyond, the Participant Institution. Further, Participant Institution agrees it will not share or sell the licensed materials to a third party.

Use of Data

The Project’s mission is to serve the higher education community through research, publication, networking, and advocacy. The Survey of Assessment Culture is the Project’s primary research effort. As such, results from the Survey of Assessment Culture may be published by any member of the Project’s research staff or any collaborator with whom



the Project partners. The PI reserves the right to retain or waive authorship on any publications stemming from the Project research. The Survey of Assessment Culture instruments are copyrighted material and may not be redistributed, reproduced, in full or part, and may not be administered without the written permission of the PI, Dr. Matthew Fuller.

Common forms of data sharing include, but are not limited to:

- a) Publication of findings by Project research staff and faculty,
- b) Research or publication of findings by Project partners or others in the advancement of scholarship or academic endeavors, or
- c) Sharing aggregated, institution-level reports and data with Participant Institution administrators or other entities.

Additional Provisions

- Participant Institution shall provide a listing of faculty or staff email addresses as requested by Project staff. Faculty or staff names or other identifying information is not required. All such requests shall be made with reasonable timelines of thirty (30) days or more.
- Participant Institution faculty, staff, or administrators shall timely respond to the Survey of Assessment Culture.
- The Project shall provide Participant Institutions with an aggregate report and access to data collected from the Project of faculty or staff member responses to the survey at the institution level. Delivery of the reports, resources, files, or CD shall be made in a reasonably timely manner of sixty (60) days or more following survey administration.
- This Agreement is effective for the academic year ending on August 31, one year after the date of execution.
- This agreement may be modified upon thirty (30) days written notice to Participant Institution as resources and the needs of the Project dictate.
- Notices. All notices regarding this Data Sharing Agreement shall be sent via U.S. Mail to Dr. Matthew Fuller, SHSU, Department of Educational Leadership, Campus Box 2119, 1908 Bobby K. Marks Dr., Huntsville, TX 77341-2119 or via email to assessmentculture@shsu.edu.

Costs

Faculty Survey of Assessment Culture	Administrators Survey of Assessment Culture	Student Affairs Survey of Assessment Culture
Administration Fee: \$500		
1 to 50 Full-Time Faculty: \$500	1 to 50 Full-Time Staff: \$500	1 to 10 Full-Time Staff: \$250
51 to 150 Full-Time Faculty: \$600	51 to 150 Full-Time Staff: \$600	11 to 50 Full-Time Staff: \$350
151 to 500 Full-Time Faculty: \$700	151 to 500 Full-Time Staff: \$700	51 to 500 Full-Time Staff: \$500
501 to 1,000 Full-Time Faculty: \$800	501 to 1,000 Full-Time Staff: \$800	501 or More Full-Time Staff: \$750
1,001 to 2,500 Full-Time Faculty: \$1,000	1,001 to 2,500 Full-Time Staff: \$1,000	
2,501 or More Full-Time Faculty: \$2,500	2,501 or More Full-Time Staff: \$2,500	

Up to sixteen (16) additional questions may be added to the end of each institution’s survey for a fee of \$500 per survey.

Available Discounts: Institutions agreeing to administer all three surveys in a calendar year pay only 2 Administration Fees (\$1,000 rather than \$1,500) and 2 additional question fees (\$1,000 rather than \$1,500) for additional questions on all three surveys.

Contact

Questions or contacts regarding this Data Sharing Agreement should be addressed to Dr. Matthew Fuller, assessmentculture@shsu.edu.



Survey of Assessment Culture

Signatures

Participant Institution

Contact Name

Phone Number

Email Address

Title

Department

Signature

Date:

Signature Matthew Fuller, Ph.D.

Date: