

## MEMORANDUM

TO: DEANS, CHANCELLORS, VICE PRESIDENTS, DIRECTORS, and  
DEPARTMENT HEADS

FROM: ELSON S. FLOYD, Ph.D.

SUBJECT: SURVEYS

DATE: AUGUST 31, 2010

There are many external entities that request information about WSU, our faculty and students, and our services for surveys they are conducting (for example, rankings, college guides, and career guides). If you are contacted to supply information about the university to outside audiences, please send the request to Institutional Research at [ir@wsu.edu](mailto:ir@wsu.edu) and staff will coordinate with the appropriate offices to complete the survey. IR works in partnership with many offices throughout the WSU system to ensure that WSU is represented accurately and completely. IR may be able to pre-fill many external surveys with data and information, while individual offices supply narrative context. Each request for information includes a final review by central communication personnel.

Some requests for information are very specific to individual offices and programs and are best handled by those specialists. In those cases, please notify IR of the request and send a courtesy copy of your response to them prior to its due date. In that way, IR can monitor what information about WSU is going where and how it is being used. If you are at all unsure as to how to handle a request for information, contact the office at the e-mail address listed above.

Thank you for your support of this cooperative endeavor.