



AADPRT Policy on Surveys and Data Collection from AADPRT Membership via the AADPRT Qualtrics Account

Approved by AADPRT Steering Committee June 4, 2026

AADPRT Members must ask for the Steering Committee (SC) for approval to elicit information via online surveys distributed to AADPRT membership. Priority is given to chairs of AADPRT caucuses, taskforces, and committees who need this information to perform the tasks with which they have been charged. Explicit sponsorship of a survey request by a caucus, taskforce, or committee is highly recommended. Rarely, members not affiliated with a specific component may be allowed to perform a survey of membership if the SC deems the work important in supporting and promoting AADPRT's mission.

Process for AADPRT members wishing to distribute an AADPRT-approved survey:

- Contact executive director with proposed concept, audience (e.g. CAP training and associate training directors), and identification of sponsoring AADPRT committee, caucus, or task force.
- Executive team will secure preliminary approval from AADPRT president and/or SC.
- Executive team will provide examples of previous, exemplar surveys that follow AADPRT standardized-demographic categories. Additionally, they will share the AMEE guide (Artino, 2014) on developing surveys for educational research.
- Once survey has been prepared, share word document version with executive director.
- Executive team will share survey with SC for review, approval, suggested edits.
- Securing approval, executive director will share AADPRT Qualtrics login information for member to input survey into account. Testing should be done by member as well as others involved in the project.
- When ready, member notifies executive director providing language for distribution email, reconfirming preferred recipients, and identifying preferred survey close date.
- Executive team incorporates survey into marketing plan and manages distribution.

Once collected and analyzed, the data should be presented in a written report for the Executive Council and AADPRT membership. The data and associated findings may be published with appropriate attribution.

Any data collected belongs to AADPRT and becomes part of the AADPRT archives. AADPRT may choose to use the data for future analysis and reference. The SC may choose to authorize release of the data to other parties at its discretion.

Any questions about data collection and distribution should be directed to the Executive Director and the President.