

The University of Tulsa - Office of Research Compliance

University Procedures on Recruiting TU Students, Faculty and Staff

This document lists commonly used and approved recruitment methods to recruit the TU Community (TU students, faculty, and staff) and identifies those recruitment methods that require other institutional approvals beyond those of a routine submission and who to contact to obtain them.

This guidance applies to any projects at The University of Tulsa that plan to recruit specifically from the TU Community (TU students, faculty, and staff) including those determined to be Human Subjects Research, Quality Assurance/Quality Improvement (QA/QI) and Classroom Projects.

Commonly Used and Approved Recruitment Methods to Recruit TU Students, Faculty or Staff Without Requiring Additional Approvals

- You plan to post recruitment flyers on campus or virtually that do not specifically target the TU Community (TU students, faculty or staff) or a specific TU academic area.
- You plan to recruit TU students using any current departmental TU IRB approved student subject pool (e.g. SONA).
- You plan on setting up a space in a TU Common area that does not specifically target students from any specific academic area.
- You plan to ask course instructors to use the last 5 minutes of their class to present your project and recruit the students. (*You will need to obtain prior approval from each course instructor to use this recruitment method and state that the course instructor is not affiliated with or supports the project or some other method to protect students from undue influence or coercion if the instructor is associated with project*).
- You plan to recruit TU students by posting the research participant opportunity in *TU Headlines and Happenings*.
- You plan to recruit TU faculty or staff by obtaining emails from publicly available sources like the TU website.

Recruitment Methods that Require Additional Written Approvals When Recruiting TU Students, Faculty & Staff

Prior Written Approval Must be Submitted with your Project (email approvals are acceptable).

TU Students: When recruiting TU students ***and requesting that academic area to forward your recruitment email to their email list***, you must obtain prior written approval from each academic area that you are recruiting. For example, if you want to recruit Electrical Engineering majors, you must contact and obtain prior written approval from the Electrical Engineering Department Chair. When recruiting TU students from an entire academic college such as the College of Engineering & Computer Science ***and requesting the academic area to forward your recruitment email to their email list***, you must contact and obtain written approval from the college dean.

***NOTE:** This does not apply to projects that recruit students for course credit, such as SONA.

TU Student Athletes: When specifically recruiting TU student athletes, **you must obtain prior approval from the TU Athletic Director or designee** and attach the written approval (letter, email trail, etc.) with your submission materials. Please contact Erich Anthony at the TU Athletic Office at eda9253@utulsa.edu .

***NOTE:** This requirement does not apply if your study is designed to broadly recruit TU students and happens to recruit some TU student athletes.

TU Faculty: When recruiting TU faculty **and requesting that academic area to forward your recruitment email to their email list**, you must obtain prior written approval from each academic area that you are recruiting from. For example, if you want to specifically recruit TU History faculty, you must contact and obtain written approval from the History Department Chair. When recruiting TU faculty from an entire academic college such as the Kendall College of Arts & Sciences **and requesting that academic area to forward your recruitment email to their email list**, you must contact and obtain prior written approval from the college dean.

TU Staff: When specifically recruiting TU staff, you must always obtain prior written approval from the TU Human Resources Office. Please contact the Vice President and Chief Human Resources Officer at humanresources@utulsa.edu .

Written Approvals Required When Conducting a Large-Scale Survey-Only Project

Prior Written Approval Must be Submitted with Your Project (email approvals are acceptable).

A written approval is needed for all projects that plan to specifically recruit TU students, faculty or staff **AND the project only involves a large-scale survey.**

A **Large -Scale Survey** is a survey project that plans to recruit from the TU Community of at least an entire TU college such as the College of Law, or larger, such as the entire university).

Contact TU Vice President of Institutional Research and Data Analytics, Victor Soe at: victor-soe@utulsa.edu .

****This requirement is in addition to the written approval needed by the academic area chair, dean or Human Resources VP, as stated above.***

If unsure that your project needs this approval, please contact researchcompliance@utulsa.edu .

Projects that DO NOT Require Written Approval by the VP of Institutional Research and Data Analytics.

- Projects that may have a survey element (such as a demographic survey) along with another intervention such as a focus group or interview.
- Projects that will recruit smaller subsets of TU students, faculty or staff, such as two academic departments/offices but not the whole college.

Contact the TU Research Compliance Office with any questions at: researchcompliance@utulsa.edu