

**CANADIAN CAMPUS WELLBEING SURVEY [REDACTED] (EMPLOYEE VERSION)
SERVICE AGREEMENT**

THIS AGREEMENT dated effective [REDACTED] (“**Effective Date**”).

BETWEEN:

THE UNIVERSITY OF BRITISH COLUMBIA, a body corporate continued under the laws of the Province of British Columbia (the “**Survey Administrator**”)

AND:

[REDACTED] (the “**Institution**”)

(each referred to as a “**Party**” and collectively as the “**Parties**”).

WHEREAS:

- A. The Canadian Campus Wellbeing Survey (“**CCWS**”) is a common surveillance tool that provides a necessary basis for assessing the mental and physical health and wellbeing of students and employees, identifying priorities for intervention at an institutional level and assessing future interventions targeting the health and wellbeing of these individuals.
- B. The Parties are post secondary educational institutions that wish to participate in the employee version of the CCWS.
- C. The Survey Administrator has agreed to administer the CCWS on behalf of the Parties and to host and provide secretariat service to the CCWS Technical Advisory Committee and the CCWS Data Access Committee, which have been set up to assist the Parties to carry out the purposes of this Agreement.
- D. The Survey Administrator will collect the survey results received under this Agreement (the “**Survey Results**”) in such a manner that no personally identifiable information is included.
- E. The Survey Administrator will create and maintain a dataset that combines the CCWS survey results received from all institutions (“**Research Dataset**”). Access to the Research Dataset will only be available through case-level datasets that do not identify individual institutions (“**Case-level Datasets**”) and will be restricted to researchers for scholarly research purposes and public third party agencies (i.e. Mental Health Commission of Canada, Public Health Agency of Canada), upon approval by the CCWS Data Access Committee.
- F. The Institution will pay a fee to the Survey Administrator for the Services set out in this Agreement.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration passing between the Parties hereto, the receipt and adequacy of which is acknowledged by both Parties, the Parties hereto covenant and agree as follows:

1. Services.

- 1.1 Description. Subject to compliance of the Institution with the obligations set out in section 2 below, the Survey Administrator agrees to provide the Institution with the services described in the CCWS Information Package in Schedule A (the “**Services**”).
- 1.2 Process/System Changes. The Institution acknowledges and agrees that the Survey Administrator may from time to time, after giving reasonable notice to the Institution, implement changes in the processes and systems used by the Survey Administrator in the delivery of the Services.

2. Obligations of the Parties.

- 2.1 Compliance with Survey Process. The Institution and the Survey Administrator shall comply with the survey process described in Schedule A.
- 2.2 Deliverables. The Survey Administrator and the Institution shall provide the deliverables described in Schedule A.
- 2.3 Service Fee. The Institution will pay a service fee to the Survey Administrator \$ [REDACTED] (“**Service Fee**”) no later than 60 days after the Effective Date of this Agreement. The Institution may pay the Service Fee directly or arrange to have a third party pay the Service Fee on behalf of the Institution. The Survey Administrator will use the Service Fee to defray its administrative expenses and will not transfer any portion of the Service Fee to researchers or research projects.

3. Term.

- 3.1 Term. This Agreement shall be for a term commencing on the Effective Date and ending one year after the Effective Date (“**Term**”).
- 3.2 Termination. Either Party may terminate this Agreement prior to the end of the Term by providing written notice to the other Party at least 60 days’ prior to the proposed date of termination. Where the Institution does not want its Survey Data used for future research, the Survey Administrator shall ensure that this Survey Data is not made available for research purposes in the future. For clarity, this section does not require the Survey Administrator to retrieve any Survey Data that has already been made available to researchers or public third party agencies.
- 3.3 Transition. The Survey Administrator shall cooperate with the Institution in order to effect a smooth and orderly transition in the event the Survey Administrator is no longer providing the Services on behalf of the Institution.
- 3.4 Surviving Covenants. Notwithstanding the expiry or earlier termination of this Agreement, both Parties shall continue to be bound by the provisions of sections 2.3, 4, 5 and 6 of this Agreement.

4. Confidentiality, Disclosure and Retention of Information.

- 4.1 Confidentiality of Survey Results. The Survey Administrator recognizes that the Survey Results may contain personal information and are of a confidential nature because there is a small risk that they could be used to identify some of the individuals who provided these results. The Survey Administrator will protect personal information and confidential results from

unauthorized collection, retention, use, access or disclosure, or disposal by exercising the same degree of care as the Survey Administrator uses in preserving the confidentiality of its own confidential information or personal information of a similar type. The Survey Administrator shall keep such information strictly confidential and the Survey Administrator shall not disclose such information, save as is set out in this section. The Survey Administrator's collection, use, and disclosure of personal information shall be in accordance with British Columbia *Freedom of Information and Protection of Privacy Act* ("FIPPA") and for the purposes outlined in this Agreement. For the purposes of this Agreement, except where otherwise indicated, personal information shall have the same meaning as provided for in Schedule 1 of FIPPA.

- 4.2 Protection of Personal Information. With respect to any personal information collected by the Survey Administrator pursuant to this Agreement, the Survey Administrator shall protect such personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.
- 4.3 Notice of Privacy Breach. With respect to any personal information collected by the Survey Administrator pursuant to this Agreement, the Survey Administrator shall notify the Institution as soon as it is reasonable practical upon becoming aware of a confirmed unauthorized access, use, or disclosure of such personal information.
- 4.4 Disclosure under FIPPA. The Institution acknowledges that the Survey Administrator is subject to FIPPA and has certain obligations with respect to the collection, use and disclosure of information, including personal information, under FIPPA. The Survey Administrator shall comply with FIPPA at all times and shall use reasonable efforts to employ exceptions to disclosure to the extent that disclosure requests seek the disclosure of exempt information. The Survey Administrator will notify the Institution of any requests for access to the Institution's Survey Results under this agreement.
- 4.5 Disclosure under other Legal Authority. The Survey Administrator will disclose Survey Results if required or permitted in accordance with applicable laws, or as ordered by a court or other governmental body of competent jurisdiction.
- 4.6 Disclosure to Institution. The Survey Administrator may disclose Survey Results to the Institution where necessary to provide the deliverables set out in Schedule A.
- 4.7 Disclosure to Researchers and public third-party agencies. The CCWS Data Access Committee will give researchers access to Case-level Datasets for scholarly research purposes and public policy research. Such access will be subject to the following requirements (which may only be waived or varied with the written consent of the Institution):
 - 4.7.1 the researcher must satisfy the CCWS Data Access Committee that the research project has been approved by the relevant Research Ethics Board, if applicable;
 - 4.7.2 the researcher must satisfy the CCWS Data Access Committee that adequate security controls are in place to safeguard the supplied dataset from unauthorized access; and
 - 4.7.3 the researcher must not publish any information that would identify the Institution or any employee of the Institution.

4.8 Publication of Aggregated Survey Results. The Survey Administrator may publish aggregated Survey Results and reports based on such aggregated Survey Results. For the purpose of this section, Survey Results are “aggregated” when they are combined and de-identified to the extent that they cannot be used to identify any of the individuals or individual Institutions who provided the Survey Results.

4.9 Retention of Information. Consistent with the research agenda of the CCWS, the Survey Administrator will retain the Research Dataset permanently.

5. Intellectual Property.

5.1 Ownership of Rights in Works. All intellectual property rights in works based on or derived from the Survey Results, including but not limited to works of research and analysis, are owned by the individual or institution that created those works.

5.2 Ownership of Rights in Research Dataset. All intellectual property rights in the Research Dataset are owned by the Survey Administrator.

5.3 Ownership of Rights in Survey. All intellectual property rights in the survey questionnaire are owned by the Survey Administrator. The CCWS may only be used as a survey instrument with the written authorization of the Survey Administrator.

6. General.

6.1 Compliance with Laws. Without limiting the foregoing, the Survey Administrator, in the delivery of the Services in accordance with this Agreement and the Institution shall at all times comply with all applicable federal, provincial and municipal laws and regulations and all of the applicable rules, policies and procedures of The University of British Columbia.

6.2 Entire Agreement. This Agreement, including the Schedule hereto, constitutes the entire Agreement between the Parties with respect to the subject matter hereof and there are no representations, warranties, terms, conditions, undertakings or collateral agreements (express, implied or statutory) between the Parties with respect to the matter hereof other than as expressly set forth in this Agreement.

6.3 No Partnership or Agency. Nothing in this Agreement shall be deemed in any way or for any purpose to constitute any Party a partner of the other Party hereto in the conduct of any business or otherwise or a member of a joint venture or a joint enterprise with any other Party hereto, nor shall anything herein be deemed or construed by the Parties hereto or any third Party, as creating the relationship of principal and agent.

6.4 Unavoidable Delay. Notwithstanding anything in this Agreement to the contrary, neither Party will be deemed to be in default in respect of the performance of any of the terms, covenants, and conditions of this Agreement, if any failure or delay in such performance is due to any cause beyond the control of such Party and occurring without that Party’s fault or negligence, including any strike, lockout or labour or civil unrest, war-like operation, invasion, rebellion, hostilities, military or usurped power, sabotage, acts of terrorism, mass-casualty event, outbreak of virulent disease or other public health emergency, governmental regulations or controls, earthquake, Acts of God, and computer attacks or malicious acts, such as attacks on or through the Internet, any Internet service, telecommunications provider or hosting facility but excluding a lack of funds or other financial reasons.

- 6.5 Amendments/Alterations. No alteration, amendment, change or addition to this Agreement will be binding upon the Parties hereto unless reduced to writing and signed by each of the Parties.
- 6.6 Enurement. This Agreement shall enure to the benefit of and be binding on the respective successors, and permitted assigns of each of the Parties hereto.
- 6.7 Governing Law. This Agreement has been entered into and delivered and shall be construed in accordance with, and governed by, the laws of the Province of British Columbia and the laws of Canada applicable therein. The Parties hereby attorn to the jurisdiction of the courts of competent jurisdiction of British Columbia in any proceeding hereunder.
- 6.8 Headings. The division of this Agreement into sections and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- 6.9 Notice. Any notice or other communication required or permitted to be given under this Agreement may be delivered personally, sent by electronic facsimile transmission or other means of electronic communication capable of producing a printed copy, or sent by courier or prepaid registered post addressed as follows:

Notice to the Survey Administrator:

The University of British Columbia,
CCWS Project Manager
LMRS 337 – 2259 Lower Mall, Vancouver, BC V6T 1Z4
survey@ccws-becc.ca

Notice to the Institution:

[insert title of addressee]
[insert mailing address]
[insert email address]

or to such other address or number as any Party may specify by notice in writing to another Party.

- 6.10 Time of the Essence. Time shall be of the essence of this Agreement and the transactions contemplated hereby.
- 6.11 Waiver. No provision of this Agreement shall be deemed to be waived unless such waiver is in writing. Any waiver of any default by any Party hereto in the observance or of the performance of any part of this Agreement shall not extend to or be taken in any manner to affect any other default.
- 6.12 Execution and Delivery. This Agreement may be executed in counterparts each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. A counterpart signed by a Party hereto and transmitted by facsimile or scanned into Portable Document Format (PDF) and transmitted by e-mail shall have the same effect as a counterpart originally signed by such Party. Delivery of an executed copy of this Agreement by electronic facsimile transmission or other means of electronic communication capable of producing a

printed copy will be deemed to be execution and delivery of this Agreement as of the effective date of this Agreement.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement.

THE UNIVERSITY OF BRITISH
COLUMBIA

[INSERT NAME OF INSTITUTION]

Per:
Name:
Title:

Per:
Name:
Title:

SAMPLE

Schedule A: CCWS Information Package (Employee Version)



Canadian Campus
Wellbeing Survey

Bien-être sur les
campus canadiens

Information Package 2023-2024

Employee Survey

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Overview

What is the Canadian Campus Wellbeing Survey (CCWS)?

The CCWS aims to equip post-secondary institutions (PSIs) with the data they need to inform policies and practices to support student health and wellbeing (see Faulkner et al., 2019). As of May 2023, over 65 PSIs have taken part in the CCWS for students.

The CCWS includes validated and reliable measures of mental health, and multiple risk and protective factors including school connectedness, social and emotional skills, academic performance, safety, sleep, exercise, food security and substance use. Based on the success of the CCWS for students and growing interest among Canadian institutions in implementing a whole-campus approach to wellbeing, an employee version of the survey has been developed. The CCWS supports implementation of the *2015 Okanagan Charter: An International Charter for Health Promoting Universities and Colleges*, which calls on higher education to embed health into everyday operations, business practices and academic mandates, as well as to lead health promotion action and collaboration.

Healthier Campus Communities

Post-secondary institutions rely on the ongoing efforts of their employees. In order to support student wellbeing, staff and faculty must be well. It is widely acknowledged that employees will be more productive and impactful when they feel cared for, empowered and valued¹—and that in a higher education setting, this ‘productivity’ is directly concerned with student experience, satisfaction and well-being.

It is important to monitor and enhance our understanding of employee health, particularly given the current context and the ongoing recovery from the COVID-19 pandemic. To do this effectively, population-level interventions are needed; however, there is currently no coordinated system to collect the necessary health data on employees of Canadian post-secondary institutions. By participating in the CCWS, post-secondary institutions can be better equipped to support students and employees, and to increase capacity to link research with policy and practices on campuses and beyond. Now, more than ever, we are facing a mental health challenge on Canadian campuses.

Benefits for Post-secondary Institutions Participating in the CCWS

Standardized health and well-being indicators for students and employees: With the development of an employee version of the CCWS, this will allow post-secondary institutions (PSIs) to have a common set of standardized health and well-being measures for students *and* employees. Many PSIs currently implement employee surveys focused on employee satisfaction or engagement. The CCWS extends beyond these measures to understand the health and wellbeing status of employees in the post-secondary sector, using validated measures that allow cross-comparison with data from other national surveys including the student version of the CCWS.

Knowledge sharing across institutions: The CCWS provides opportunities to compare employee and student results with other non-identified Canadian PSIs. Participating post-secondary institutions will receive timely access to a customized dataset for their own institution, along with visual representations

¹ Newton, J., Dooris, M., & Wills, J. (2016). Healthy universities: an example of a whole-system health-promoting setting. *Global health promotion, 23*(1_suppl), 57-65.

of their data (i.e., Tableau dashboard). When available², the dashboard includes normative references, to allow comparisons with other unidentified institutions. As a result, PSIs are able to examine health and well-being issues, explore areas where there may be meaningful differences across institutions, and share policies and practices that can help foster healthier campus communities. At least three other institutions will need to have participated before a reference group can be created.

All participating institutions must agree to include all responses into a **research dataset**. Access to the research dataset may be granted to academic researchers and other appropriate parties (such as the Public Health Agency of Canada, Mental Health Commission of Canada) according to the Data Access Policy and upon approval of applications made to the CCWS Data Access Committee. Institutions or individuals will not be identifiable in any case-level dataset provided. A fee-for-service may apply to cover costs associated with preparing requested data files.

Access to case-level data and customization: In addition to the Tableau dashboard, participating institutions will have access to their case-level data that will allow each institution to conduct customized analysis and address health and well-being questions unique to their institution. There is also the flexibility to add approximately five additional items to the survey tool for institutions that have specific questions they would like to ask.

Centralized data collection and analysis support team: The CCWS is deployed nationally by the CCWS team, hosted by the University of British Columbia. This includes a centralized team of CCWS analysts, who are available to provide guidance and support at every step of the process. Given that the CCWS asks some questions related to personal health behaviours, employees may be more likely to take the survey when it is run and collected by an external, credible third-party research team.

Confidential and Voluntary

The CCWS is a comprehensive, voluntary and confidential survey that takes approximately 20 minutes to complete online, and respondents may choose to skip any of the questions. The survey is an abbreviated version of the student survey and is closely aligned with questions asked in that survey. Seven core domains are addressed:

- workplace experience
- mental health assets
- mental health deficits
- health service utilization/help seeking
- health behaviours
- food security
- demographics

There are also optional core modules that may be selected by institutions (substance use and suicidal ideation).

² This comparison with comparative institutions is available only if enough comparative institutions participate (e.g. at least 3 or more other institutions). If not enough comparative institutions participate, then comparisons are made only if all parties agree to such comparisons.

Employees may opt out of questions with which they are not comfortable.

Institutions will receive a dataset of survey responses for their own institution, as well as a comparison against aggregate results from participating comparative institutions¹ via a Tableau dashboard. Institution-specific additional questions will be included in the dataset but may not be included in the Tableau dashboard.

All participating institutions must agree to include all responses into a **research dataset**. Access to the research dataset may be granted to academic researchers and other appropriate parties (such as the Public Health Agency of Canada, Mental Health Commission of Canada) according to the Data Access Policy and upon approval of applications made to the CCWS Data Access Committee. Institutions or individuals will not be identifiable in the case-level dataset provided. A fee-for-service may apply to cover costs associated with preparing requested data files.

More information can be found in the following pages and online at <http://ccws-becc.ca/>.

What is involved for participating institutions?

Participating institutions will need to have staff time dedicated for the administration and promotion of the CCWS. This commitment is important for survey response rate and buy-in of the survey results and may include, but is not limited to:

- REB application
- Communication and promotion
- Mail-out administration and incentives
- In-house data analysis
- Dissemination of survey results

The amount of time required to coordinate this work varies greatly depending on the size of the institution, institutional buy-in, response rate, and how the data are being used to inform action.

For more information, please refer to the CCWS implementation checklist on the CCWS website under '[Preparing for Deployment – Employee Survey](#)' and learn more at www.ccws-becc.ca.

General Services Provided

The CCWS analysts will:

- Provide survey setup
- Issue email invitations/reminder management via use of proxy emails or support the management of institutions handling invitation and reminder management internally via distribution of unique survey IDs to institutions (see next section, **Options for Mail-Out Administration**)
 - One email invitation, plus up to five reminders (or templates for internal management).
 - Email ghost address ('From') will display a name and address specified by the institution.

- Email replies (from employees/participants) will be directed to an email address specified by the institution.
- For proxy mail-out, option available for employees to 'Unsubscribe' from the survey (click 'Unsubscribed' link in email invitation/reminder(s)), OR employees can contact the institution directly and request to be unsubscribed (institution must forward unsubscribe requests to survey@ccws-becc.ca) OR employees/participants can directly contact survey@ccws-becc.ca and request to be removed from future email reminders.
- Support institutions to set an optimal launch window. Surveys may be open for two to eight weeks, with the exact duration specified by the institution.
- Prepare the following deliverables and provide them directly to each participating institution:
 - Deployment report – provided within a week of survey closing
 - A short report with the deployment window, response rates, time taken to complete the survey, and list of prize winners (if provided).
 - Case-level data set for institution only – provided within one month of survey closing
 - This dataset will be cleaned, including removing the aliased email or URL (depending on the mail out method) used to identify students, and any small cell identifiers (<5 cases).
 - Dashboard on Tableau Server³ – access provided within 3 months after the deployment window closes
 - Frequency and statistical comparison (own institution vs. other cohort institutions when available)
 - Respondents' demographic profile
 - If your PSI has taken part in both the employee and student survey in the same deployment (e.g., winter 2022), an integrated dashboard with frequency data for both populations
 - If your institution has participated previously, a dashboard comparing the current and previous deployments.
- Ensure [Microsoft OneDrive](#) file sharing is used for all file transfers

Note: Up to five institution-specific questions may be added to the CCWS employee survey (please see the Technical Documentation for more information). Participating institutions can request access to de-identified additional questions and response options that were used in previous deployments.

³Tableau dashboards will be maintained for 2 years. If institutions are still using their Tableau dashboard at this point they can request an additional year of access. After this time the dashboards will be discontinued and participating institutions will no longer have access. Institutions may save content as pdfs or images before this time, and will receive a dashboard with multiple time points if they participate again.

Options for Mail-Out Administration

Institutions will have the option of two different survey mail-out protocols.

Option 1: Proxy Emails

Participating institutions may provide the CCWS analysts with a specified FROM email address to administer the survey on their behalf. Aliased email addresses for participants will be used so that the participating institution will not need to share employee names, employee emails, or employee numbers with the CCWS analysts.

Additionally, participating institutions will not need to send the email invitation and email reminders to their employees, as the CCWS analysts will do this on their behalf after jointly determining the desired invitation and reminder schedule.

Option 2: Self-Managed Mail-Out

Participating institutions may choose to self-manage their survey mail-out, using an anonymous survey link for each employee generated by the CCWS analysts. The participating institution will not need to share employee names, employee emails, or employee numbers with the CCWS analysts.

The participating institutions will need to be responsible for the email invitations and email reminders during the data collection period. Each week they will be provided a list of the random identifiers that were assigned to the employees who have not completed the survey, and will send out reminders. The institution will need to ensure that each employee receives the correct unique survey link, and merge response data with the random identifier data from the CCWS analyst to remove employees who have completed or unsubscribed from the survey before sending each email reminder.

The CCWS will be administered via the UBC Survey Tool, a cloud-based service provisioned by Qualtrics. It complies with the BC Freedom of Information and Protection of Privacy Act (FIPPA) as the data are kept secure and are stored and backed in Toronto, Ontario and Montreal, Quebec. The Survey Tool has completed UBC's Privacy Impact Assessment process, which assesses the privacy and security of UBC systems. Information collected using the Survey Tool is kept secure using measures including data encryption.

Ethics Approval Requirements

Because there is a dual nature to the CCWS (i.e. quality assurance and research database), participating institutions are responsible for securing ethics approval from their institution's research ethics board (REB), prior to participation. It is important to begin the ethics approval process early, as unexpected delays and revisions to applications often occur – please do not underestimate the suggested timeline (p. 10).

When completing an ethics application, it is important to designate the participating institution as the 'Principal Investigator' who is responsible for ensuring ethical standards are met during the deployment of the CCWS at their institution. **The CCWS is not the Principal Investigator for an institution's ethics application.**

When seeking approval for participation, institutions will typically experience one of the following three scenarios:

1. *REB may indicate review is not required (may be deemed quality assurance and not fit definition of 'research') and the need for a review is exempt/waived*
2. *REB may determine that it requires review, expedited or full*
3. *If there is no REB at the institution, a letter from senior administration stating that there is no REB and that they grant approval*

In all cases, documentation will need to be provided to CCWS of the institution's approval or exemption from their institution's REB review. In cases where an institution's REB requires review, or if senior administration requires further guidance for granting approval, support will be provided by the CCWS team to help institutions obtain the approvals that are required for conducting the survey. A template for ethics applications is available on the CCWS website, under '[Preparing for Deployment – Employee Survey](#).' The University of British Columbia's research dataset ethics certificate can be provided upon request.

Note: If institutions are interested in deploying the CCWS on a regular cycle, it is advised to have conversations with their REB to set themselves up for ease in future deployments – this may include setting up a renewal schedule of the ethics application, as opposed to initiating a new application with each deployment.

Deliverables – From CCWS to Institution

Pre-deployment

1. Aliased email file requirements (see Technical Documentation on the CCWS website, under '[Preparing for Deployment – Employee Survey](#)')
2. Template email invitation/reminders (see Technical Documentation on the CCWS website, under '[Preparing for Deployment – Employee Survey](#)')
3. Communications toolkit ([available on the CCWS website](#))

Post-deployment

1. Deployment report – provided within a week of survey closing
 - a. A short report with the deployment window, response rates, time taken to complete the survey, and list of prize winners (if prizes are provided).
2. Case-level data set for institution only – provided within one month of survey closing
 - a. This dataset will be cleaned, including removing the aliased email or URL (depending on the mail out method) used to identify students, and any small cell identifiers (<5 cases).
3. Dashboard on Tableau Server – access provided within 3-4 months after the deployment window closes

- a. Frequency and statistical comparison (own institution vs. other cohort institutions, when available)
- b. Respondents' demographic profile
- c. If your PSI has taken part in both the employee and student survey in the same deployment (e.g., winter 2022), an integrated dashboard with frequency data for both populations
- d. If your institution has participated previously, a dashboard comparing the current and previous deployments.

Deliverables – From Institution to CCWS

Pre-deployment

A checklist is available (see Technical Documentation on the CCWS website, under '[Preparing for Deployment – Employee Survey](#)') that outlines the following deliverables:

1. Letter of approval, or exemption, from institutional REB for participation (see 'Ethics Approval Requirements', p. 7-8)
2. Decide whether the institution or CCWS analysts will email the survey invitation (see **Options for Mail-Out Administration**, p. 7, for more details)
 - a. If the institution would like the CCWS to email the survey invitations/reminders, the institution will need to provide CCWS with proxy emails for the employees
 - b. If the institution would like to email the survey invitations/reminders, the CCWS analysts will provide a list of unique survey links to the institution
3. Create recruitment schedule, survey launch/close dates
4. Identify institutional contacts and data owner
5. Completed aliased email file (i.e. from template; if required for mail out method)
6. Estimate sample size and create recruitment schedule, survey launch/close dates
7. Institution logo
8. Select survey language(s)
9. Provide termination page and resource links, if providing
10. Finalize wording of the email invitation/reminders (if choosing proxy mail-out; institutions choosing self-managed mail-out may receive feedback on these email invitations/reminders from the CCWS, if desired)
11. Finalize incentives
12. Provide institution-specific demographic response options
13. Identify preferred comparison group criteria
14. Select any optional core modules, and specify additional questions and/or modules, if including

Files containing identifiable institutional data are restricted to CCWS analysts. The CCWS is only allowed to archive and maintain, in confidence, versions of the dataset that can only be used in the context of executing CCWS data collection.

Timeline

Institutions will have the option of selecting one or multiple of the following deployments. The following timelines provide a general overview of preparations for deployment. **If you would like to take part in both the student and employee surveys at the same time, please note that the student survey is only offered in the Fall and Winter deployments.**

These timelines provide a general overview of preparations for deployment. Please review the Implementation Checklists available at www.ccws-becc.ca for full details.

Fall 2023 Deployment

- By April 1, 2023: Initiate REB applications and approval of service agreement at one's institution
 - Begin discussions at your institution about additional questions, promoting the survey, and the mail out option that will work best for you and your IT department
 - Request a service agreement for your institution from the CCWS team
- By July 31, 2023: Submit REB approval and signed service agreement to CCWS
- By mid-September 2023: Submit implementation checklist and aliased email file (if applicable) to CCWS
 - *Must be provided at least two weeks before survey launch date*
- October-November 2023: Survey deployment window
- Spring 2024: CCWS preparing deliverables to institutions

Winter 2024 Deployment

- By June 1, 2023: Initiate REB applications and approval of service agreement at one's institution
 - Begin discussions at your institution about additional questions, promoting the survey, and the mail out option that will work best for you and your IT department
 - Request a service agreement for your institution from the CCWS team
- By October 31, 2023: Submit REB approval and signed service agreement to CCWS
- By mid-January 2024: Submit implementation checklist and aliased email file (if applicable) to CCWS
 - *Must be provided at least two weeks before survey launch date*
- February-March 2024: Survey deployment window
- Summer 2024: CCWS preparing deliverables to institutions

Costs for Survey Participation

The CCWS operates as a cost-recovery model to make it cost-effective and sustainable for PSIs to participate. The following table outlines the cost of the survey for the employee version of the CCWS. There is a separate fee to take part in the student survey.

The cost of survey administration is based on your institution's total enrolment (i.e., head count of undergraduate and graduate students) as set out in the table below, and may be adjusted at the sole discretion of the survey Administrator. This fee is payable for each deployment that you select.

Institutional Enrolment (head count)	Fee
1000 or fewer	\$1000
1001-5000	\$3000
5001-10 000	\$4000
10 001-20 000	\$5000
20 001-40 000	\$6000
40 001 +	\$7000

Fees are payable no later than 60 days following the Effective Date in the Service Agreement.

Please contact us with any concerns over the fee schedule and/or to confirm your institution's fees.

Privacy and the CCWS

The CCWS team is committed to executing the presented services in compliance with data privacy, scientific rigour and integrity, as well as ethical conduct in data collection and processing. To this end, it shall adhere to all ethics and privacy rules set forth in the *Tri-Council Policy Statement*⁴ as well as those stated by the participating institutions, so as to protect the confidentiality of institutions and students participating in the survey and/or prevent disclosure about the current state of programs in a given institution.

The CCWS team recognizes that the Survey Administrator (UBC) holds all intellectual property rights on the CCWS questionnaire and exclusive rights over the research dataset. CCWS analysts are only allowed to archive and maintain, in confidence, versions of the dataset that can only be used in the context of executing CCWS data collection.

The CCWS team shall undertake all necessary steps to assure that privacy, scientific rigour and integrity are adhered to by all staff and students involved in the present survey, for every professional service provided.

Research Dataset Access

The data collected by CCWS are governed by the CCWS Data Access Policy and are made available to researchers for research related purposes. The core principle is ensuring both individual and institutional anonymity in analyses and any output. Accordingly, a Data Access Committee (DAC) will monitor and approve requests to ensure this anonymity. Starting summer 2020, the DAC will review requests, on a rolling basis, for accessing pooled data where institutional data is combined and

⁴ CIHR, NSERC, SSHRC (2014). Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. Ottawa: Government of Canada. http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf

compared in some way (e.g., at a national or provincial level; institutions of similar types or sizes) or for access to student- or employee-level data. Individual institutions may grant approval to share their **own** institutional CCWS data with researchers and subject to institutional REB approval for secondary data analysis. Approval of the DAC is not required in such circumstances. DAC approval is required for accessing aggregated data.

For more information, see the CCWS Data Access Policy (available at <http://ccws-becc.ca/>).

FAQs

Can my institution add questions to the core survey?

Yes. Up to five additional questions can be programmed into the institution's version of the CCWS. Alterations to the core CCWS will not be permitted; this is to ensure a common surveillance tool that allows comparisons to national norms/similar institutions, informed by priorities of post-secondary institutions. Extra modules will be developed in the future that institutions can elect to add to the CCWS core survey.

Can changes in wording be made to the survey?

We understand that due to the sensitive nature of some of the questions, there may be suggestions for wording changes. The CCWS research team has taken great care with the sensitive demographic questions and have relied on the UBC Office of Equity and Inclusion to inform us how best to ask these questions based on current 'best' practice – that is rapidly evolving.

What kind of modules will be available in the future?

There are optional modules that can be added to the core CCWS module. These currently include substance use, suicidal ideation, and a longer version of the food security measure. We have received interest for other modules such as childcare responsibilities. We would like to plan future modules based on institutional need, so please send us your ideas.

For more FAQs, please visit <https://www.ccws-becc.ca/>.