

ACEhp Survey Rubric

Category	RATING SCALE				SCORE
	1	2	3	4	
1. Alignment with ACEhp a. Mission, Strategic Plan/Priorities (SP), and requesting Committee's Goals	Purpose is not stated and does not identify any specific outcome or goal that is aligned to the ACEhp mission, SP, and/or requesting Committee(s) Goals	Purpose and alignment with particular outcome or goal relevant to the ACEhp mission, SP, and/or requesting Committee(s) Goals are unclear	Purpose is stated clearly but doesn't address any specific outcome or goal that is aligned to the ACEhp mission, SP, and/or requesting Committee(s) Goals	Purpose is stated clearly and addresses a particular outcome or goal that is aligned to the ACEhp mission, SP, and/or requesting Committee(s) Goals	
b. Novelty	Similar survey questions have been posed to the membership within the past 2 years and the likelihood of change is low	The novelty of questions included in the survey, or the value of repeating similar questions, is unclear	The proposed survey will collect previously gathered information, but questions will allow for benchmarking against previous data to assess trends over time	The proposed survey will gather novel information that has not recently been collected within the past 2 years by another survey	
2. Methodology a. Data Collection Costs and Development/Deployment Methods	There are insufficient resources (money, technology, and/or personnel) to develop and deploy the survey	There are insufficient personnel to develop the survey but there are existing technologies to deploy it	There are sufficient personnel to develop the survey but there are no existing technologies to deploy it	There are sufficient resources (money, technology, and/or personnel) to develop and deploy the survey	
b. Design – evidence-based design protocols (potential for bias, instructions, only allowing single completion, flow, headers, valid Likert scales, etc.)	The survey does not follow established and evidence-based design protocols	The survey does not consider most of the evidence-based design protocols	The survey lacks some of the evidence-based design protocols	The survey follows established and evidence-based design protocols	
c. Scientific Rigor/Measurability	Survey questions are vague and/or rely heavily on free-text responses in the absence of a plan to parse qualitative data	Survey questions are specific but there is no established plan for interpreting results	Survey questions are specific but the expertise needed to interpret the results is not available or designated	Survey questions are specific and there is a clear plan for how to interpret results	
d. Timeframe	There is no timeline	The proposed survey project has a timeline but it is unrealistic	Incorporates a realistic timeline	The proposed survey project has a realistic and achievable timeline that fits within ACEhp's schedule	
e. Implementation	There are no plans for pilot testing and survey sampling included in the implementation plan	The plan does not include pilot testing or survey sampling	The plan includes pilot testing; however, omits sampling techniques	The plan incorporates pilot testing and sampling techniques	

3. Dissemination/Reporting	The plan for use of the data/reporting is not determined or untimely.	The plan for use of the data/reporting is broad or vague.	A plan for use of the data and reporting the findings risks the data becoming outdated.	The plan for use of the data and reporting the findings is well defined and without risk of the data becoming outdated.	
TOTAL SCORE					