

Policy on Requesting AECT Member Participation in Research Studies

From time to time, AECT receives formal requests for email or mailing lists for the purpose of soliciting AECT members to participate in surveys and other studies. In some cases, these requests ask AECT Headquarters to help draw random or purposeful samples. Additionally, the requested sample sometimes seems best derived from the total membership and other times might best be drawn from a division or cluster of divisions.

As an international organization, AECT is an active supporter of research and wishes to facilitate research studies and sharing of results that may benefit the field. At the same time, AECT is responsible for assuring that its members receive no more requests for participation than are reasonable and that such participation requests are appropriate. AECT also has the responsibility of assuring its membership rolls are properly protected.

In order to help identify whether a request for a sample is appropriate for member participation and to facilitate deriving the proper sample, those requesting samples should provide the following information as part of their requests:

1. The title of the study for which a sample is requested.
2. The name, affiliation, title, and contact information of the requesting person or organization.
3. Whether the requester is a member of AECT, and if so, any divisions with which affiliated.
4. The size and nature of the requested sample.
5. Why AECT member participation is appropriate.
6. Specifics on those for whom participation might be most appropriate (for instance, age, gender, race, rank, experience, content area, type of employment, etc.)
7. Why the study is important to the field and why its results would be of interest/benefit to AECT members.
8. A description of how the results are to be used.
9. The name, affiliation, title, and contact information for advisors, chairs, or other supervisors involved.
10. An assurance statement that confirms the researcher(s) involved will not share participant data or participant addresses or emails, that contact information for participants will be retained under lock and key, and that such contact information will be destroyed upon completion of the research.

Upon receipt of such a request, the Executive Committee of the AECT Board will discuss the merits of the research and decide whether AECT should facilitate member participation in the proposed research. If participation does seem appropriate, the Executive Committee—in consultation with division officers and headquarters staff—will decide whether sampling is most reasonable at the organizational level or the divisional level, or some other level (for example, Special Interest Forum, Task Force, or Work Group). If the Exec feels the request needs modification before AECT can facilitate participation or if AECT needs further information (such as confirmation by the requester's affiliated organization), the requester may be asked to make such modifications or supply such additional information prior to approval.

Once AECT agrees to supply a sample list, the researcher needs to file the following materials with AECT Headquarters prior to release of the member-sampling list to the researcher:

11. A copy of approval by appropriate certifying panels or committees (such as Human Subjects Review or Institutional Research Boards), when such panels or committees have authority over the research.
12. Copies of all instruments to be used with AECT members.