



## Membership Mailing List Request Guidelines

### Mailing List Availability:

Two Types:

- 1) Research
- 2) Promotional

From:

- 1) ASHE members<sup>1</sup>
- 2) Non-profit
- 3) For profit

Costs:

- 1) ASHE member--\$60<sup>2</sup>
- 2) Non-profit--\$125
- 3) For profit--\$200

List Selections Available:

- 1) All members
- 2) Domestic members
- 3) Domestic and Canadian members
- 4) International members

### *Address Format*

All lists will be provided in an Excel format electronically. The data provided for each member will include: name, affiliation, address, and membership status. Membership status: graduate student, emeritus faculty/researchers, regular—faculty, researchers, policy analysts, etc.

*Terms and Conditions (also see Research and Promotional Use):*

- List is only for one-time use
- Copy of mailing piece(s) to ASHE Office is required
- 5-7 day turnaround once mailing piece is approved
- Must prepay for mailing list

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<sup>1</sup> The ASHE Board and committees have the right to use the membership list without payment. The ASHE Board and committees have to submit the documents sent to the membership to the ASHE Office and have to be in compliance with research ethics and non-discrimination policies.

<sup>2</sup> Requests for a membership mailing list at the ASHE member fee, is restricted to requests by individual members for personal research purposes. The fee is not applicable to organizations, businesses, etc. of those members. In the instance that the request is for the business, then the Non-profit or For profit fee will be applied based on the nature of the organization or business.

The ASHE Office will provide the mailing list with the most current membership contact information. However, the ASHE Office cannot guarantee accuracy or outcome of any mailing.

*Opting Out:*

ASHE will honor any member who wants to opt-out on any mailing list through their membership application or renewal form.

*Two Types:*

1) Research Use

ASHE is committed to supporting and advancing scholarship in the field of higher education. To that end, the following guidelines and procedures have been put in place for members interested in accessing ASHE's membership for research and assessment purposes.

*Application Request*

Elements of the application include:

- 1) One page description of the purpose of the study
  - a) The purpose of the study must have a connection to ASHE's mission and purposes. Research requests must fit with the mission and purpose of ASHE (<http://www.ashe.ws/bylaws.htm>) and comply with ASHE's statement on diversity and ethical principles (<http://www.ashe.ws/ethics.htm>).
  - b) Identification of who is being accessed (all ASHE members or subgroups)
- 2) Copy of IRB proposal and approval (statement of anticipated risks if not included in IRB application). Each request must include IRB approval document. Review of research requests will not include making judgments on the quality and rigor of the study as this is evidenced by the researcher's home institutional review procedures and IRB approval.
- 3) Name of faculty advisor and contact information (if student requester)
- 4) Timeline and duration of project. Research must be conducted within a year's time.
- 5) Completed ASHE mailing list request form
- 6) Signature indicating compliance with research ethics and non-discrimination statements.
- 7) The application request must provide assurance that ASHE members will not be unreasonably burdened by research participation requests.

All requests from ASHE members will be treated equally without regard to leadership or membership status.

A completed application is sent to:

ASHE Office  
4505 S. Maryland Pkwy.  
Box 453002  
Las Vegas NV 89154-3002  
[ASHE@unlv.edu](mailto:ASHE@unlv.edu)

*Review and Approval Process*

Applications will be reviewed by the ASHE Office and if needed, by ASHE's legal counsel. All requesters will receive a confirmation of receipt. If the proposal meets all criteria, and the number of requests has not exceeded the maximum *three (3) per semester*, the office will approve requests. The ASHE Office has instituted the three requests per semester in order to

provide assurance to ASHE members that they will not be unreasonably burdened by research participation requests.

Under typical circumstances, applicants should receive a decision within one week. In more complicated requests, or when the ASHE legal counsel is consulted, the time may be extended and in such cases, the submitter will be notified.

Requests to communicate with ASHE members via ASHE listservs will not be approved as listservs are primarily an informational vehicle for the association.

*Terms and Conditions*

An approval letter will be signed by the ASHE Office outlining all expectations and requirements. In addition, all letters of invitation to study participants must include language that the study has been approved by an appropriate IRB board and that the research has been internally approved by ASHE.

2) Promotional Use

*Complete Application*

The application requires a letter stating the descriptions of the purpose of the promotion, connection of proposed promotion to ASHE's mission and ethical principles, and timeline. A completed ASHE mailing list request form and a copy of the proposed mailing are also required for approval.

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Box 453002  
Las Vegas NV 89154-3002  
ASHE@unlv.edu

*Review and Approval Process*

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Requests to communicate with ASHE members via ASHE listservs will not be approved as listservs are primarily an informational vehicle for the association.

*Terms and Conditions*

An approval letter will be signed by the ASHE Office outlining all expectations and requirements, including the one-time use of the list, the purpose for the mailing, timeline, and accuracy of the list.