

**Effective:** May 2004

## University Governance UNIVERSITY INSTITUTIONAL REVIEW BOARD

**Approved:** May, 2004, Executive Cabinet  
November 12, 2003, Deans' Council

The University Institutional Review Board was established to assure that research involving human subjects is consistent with federal guidelines as defined by the Office of Human Research Protection.

### Membership

1. A minimum of 10 voting members, including the board chairperson, appointed by the University President, with representation as indicated:
  - a. Faculty members with knowledge of human research, including at least:
    - 1). Two (2) faculty members from the School of Humanities and Social Sciences.
    - 2). Two (2) faculty members from the School of Education.
    - 3). Two (2) faculty members from the School of Science and Mathematics.
    - 4). One (1) non-school faculty member.
  - b. One (1) non-scientist whose primary concerns are in non-scientific areas, e.g. lawyer, ethicist, or member of the clergy.
  - c. One (1) member not affiliated with the University and not part of the immediate family of persons affiliated with the institution.
  - d. One (1) member from the University administration.

All board members will serve overlapping three-year renewable terms, with one-third of the membership appointed each year.

The board shall consist of both men and women and representatives of varied professions.

2. The board chairperson is appointed by the president from the faculty membership for a two-year renewable term. A vice-chairperson is elected annually from the faculty membership.

### Functions

1. Recommend policies to the Provost that are consistent with federal regulations for research involving human subjects and the Belmont Report as the ethical guideline which has been adopted by the University.

2. Review proposed and ongoing activities in teaching and research settings where human subjects are used.
3. Distribute and make available information that is pertinent to the above activities.
4. Provide for the education of the University community regarding the ethical treatment of human subjects in research.
5. Establish a resource area that contains copies of federal regulations, safety guidelines, and general publications that deal with human research.
6. Oversee the policies and procedures dealing with protection of rights and welfare of human subjects.
7. Review any research that poses a possible threat to the rights and welfare of human subjects.

### **Meetings**

The committee will conduct monthly meetings.

### **Modifications**

Modifications of this committee may be made by the Executive Cabinet.