

Effective: May 2004

University Governance
UNIVERSITY INSTITUTIONAL REVIEW BOARD

Approved: May, 2004, Executive Cabinet
November 12, 2003, Deans' Council
Revised: June 27, 2017
Deans' Council, Executive Cabinet

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

Membership

1. A minimum of 12 voting members, including the board chairperson, appointed by the University President or designee, with representation as indicated:
 - a. Faculty members with knowledge of human research, including at least:
 - 1) Two (2) faculty members from the College of Arts, Humanities and Social Sciences.
 - 2) Two (2) faculty members from the College of Education and Human Services.
 - 3) Two (2) faculty members from the College of Science and Technology.
 - 4) One (1) non-college 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. Director of the Office of Sponsored Programs and Research Administration.
 - e. At least two (2) faculty representatives from each of the doctoral programs.

All board members will serve overlapping three-year renewable terms, with one-third of the membership appointed each year. Committee membership is a 12-month commitment because of the need for faculty, staff, and students to receive IRB approval year round. Although much of the work is accomplished electronically, attendance at monthly face to face meetings is generally necessary.

The board shall consist of representatives of varied disciplines and professions.

2. The board chairperson is appointed by the president or designee from the faculty membership for a two-year renewable term. The Director of the Office of Sponsored Programs and Research Administration shall serve as vice-chair and provide administrative oversight and support.
3. With the approval of the President or designee, the chair and vice-chair can create

subcommittees from the regular membership to meet emerging University needs.

- a. The vice-chair may head subcommittees.
- b. IRB subcommittee membership should include a non-scientist and a member not affiliated with the University as feasible.

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 and approve proposed and ongoing activities conducted by Millersville University faculty, staff, and students 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. Subcommittee meetings will be scheduled as needed.

Modifications

Modifications of this committee may be made by Cabinet.