

## INSTITUTIONAL REVIEW BOARD

### Mandate:

The Institutional Review Board shall promote complete and adequate review of research conducted on human subjects commonly conducted by the college and shall safeguard the rights and welfare of all human research subjects. Furthermore, the Institutional Review Board shall ascertain that all proposed research on human subjects is acceptable according to the college's commitments and regulations, all applicable law, *i.e.*, The Public Health Service Act as amended by the Health Research Extension Act of 1985, Public Law 99-185, and the highest standards of professional conduct and practice. Neither the college, nor any academic department, nor any faculty member may approve any research project using human subjects, except those exempted in Title 45, Code of Federal Regulations, Part 46, Section 46.101, if that research has not been approved first by the Institutional Review Board.

To accomplish its mandate, the Institutional Review Board:

1. May invite individuals with competence in special areas to assist in a review of any issues that require expertise beyond that available on the Institutional Review Board. However, these individuals may not vote on board matters;
2. Will make certain that the college's "Assurance of Compliance with the Department of Health and Human Services Regulations for the Protection of Human Research Subjects" (see following appendix) is followed and current with federal regulations;
3. Will maintain proper records of all institutional certifications, endorsements, and Health and Human Services' approvals of college research projects; and
4. Maintain proper records of all IRB meeting minutes and decisions; file approved applications and proposals in the Provost's office.
5. Send a report to the Faculty Senate during each academic year indicating the college's compliance with applicable regulations and law.

### Reporting Relationship:

The Institutional Review Board will report to the Faculty Senate.

### Composition:

Five members: all of whom are knowledgeable in the issues of human research, not entirely men or women, one of whom has primary concerns in scientific areas, one of whom has primary concerns in non-scientific areas, one of whom is not affiliated with the college and is not part of the immediate family of a person affiliated with the college, none that have any conflicting interest with any project to be reviewed. Three of the five will be faculty members, one of whom will chair the board. Appointments will be made by the dean for research and scholarship contingent upon approval of the Committee on Governance.

July, 1998

May, 2007

December 2010

August 2014 (edits to conform to federally mandated wording)