

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>CHARTER: INSTITUTIONAL REVIEW BOARD</b>
<b>EFFECTIVE DATE:</b>	April 24, 2012
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Academic (AA)

**CHARTER**

**FUNCTION**

The Institutional Review Board (IRB) ensures the protection and welfare of human subjects involved in research supported by, conducted at, or associated with the College. Specifically, the IRB will:

1. Ensure all human subject research conducted at the College is administered in accordance with federal regulations and the College’s established human subject research procedures and guidelines.
2. Review and approve all proposals for research involving human subjects supported by, conducted at, or associated with the College;
3. Confirm that the required elements of informed consent are included in research proposals;
4. Conduct continuing review of all approved research at least once annually; and
5. Maintain a master list of all open research projects.

**MEMBERSHIP**

The Institutional Review Board will be appointed by the Chancellor upon recommendation of the Vice Chancellor for Academic Affairs. The IRB will be composed of at least seven (7) members who will be qualified to serve due to their expertise in a broad range of areas of research and their respect for the rights and welfare of human subjects.

The Director of Institutional Research and the academic Division Deans will serve as *ex-officio* members. The Committee reports to the Vice Chancellor for Academic Affairs.

## **TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Chair of the Committee will be appointed by the Vice Chancellor for Academic Affairs.

## **MEETINGS**

The Vice Chancellor for Academic Affairs directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibilities of the Committee.

## **REPORTS**

The Chair of the Committee will prepare and submit the required reports as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

### *Review Process:*

Institutional Review Board 2/24/12  
Academic Affairs Council 3/15/12  
College Council 4/24/12

### *Distribution:*

Distributed Electronically Via College's Intranet

### *Attachments:*

#### **[Committee Standard Forms:](#)**

**[Committee Initial Report \(Form A\)](#)**

**[Committee Recommendation Form \(Form B\)](#)**

**[Committee Attendance Report \(Form C\)](#)**

**[Committee Final Report \(Form D\)](#)**