

IRB Member Appointment, Terms of Service, and Composition

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Policy Statement

Appointment of memberships to the IRB is conducted in a manner to ensure that the committee

1. is sufficiently qualified through experience and/or expertise (i.e. preferably composed of members with experience conducting independent research beyond the dissertation or terminal degree project) to safeguard the rights and welfare of human research subjects;
2. possesses the professional competence necessary to review research activity;
3. is able to ascertain the acceptability of proposed research in terms of institutional commitments and policy, federal regulations, and standards of professional conduct and practice; and
4. has sufficient diversity of backgrounds and sensitivity to community attitudes as needed to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects.

Description and Procedures

A. Appointment of Members

IRB Members are nominated by faculty within their respective College/Schools. Prior to nominations, the IRB may communicate particular areas of expertise to be filled to ensure the board includes sufficient representation of backgrounds and experience. Nominations are forwarded to the Office of Research and Graduate Studies for review to ensure the composition of the IRB complies with federal regulations. Reviewed nominations are then forwarded to the Faculty Senate to be included in the elections. The IRB Committee selects its own chair and non-affiliated member, approved by the Associate Provost for Research and Graduate Education.

The [roster of members](#) is communicated online.

B. Member Terms of Service

IRB Members are appointed for three-year terms and serve Fall to Summer. IRB Members are expected to continue their service throughout the summer. IRB Member service will break for UIW holidays, including Christmas break.

C. Committee Composition

The IRB will consist of the following voting, active and ad-hoc members:

1. one voting member from each College/School whose expertise provides the competence necessary to review the research activity of their school (at least one of which must be scientific and at least one nonscientific);
2. one voting member from the community-at-large who is not otherwise affiliated with UIW and who is not part of the immediate family of a person who is affiliated with the institution;
3. One or more (ad-hoc) individuals who are knowledgeable about and experienced in working with vulnerable categories of subjects; and
4. the Associate Provost for Research and Graduate Education, who serves as an ex officio (non-voting) member.

[Effective Date](#)

August 24, 2020

[Revision History](#)