

FAC Appendix 11. Bylaws for IRB

Bylaws for Institutional Review Board

I. Name

Institutional Review Board

II. Purpose

To review research studies and ensure that the well-being of research participants, researchers, and the institution is appropriately safeguarded.

III. Composition of Committee Membership, Criteria for Selection

From 3 – 5 persons appointed by the college. Each review board must include at least one person trained in the methodology used by the research proposal under review.

IV. Terms and Process for Selection of Membership

The Chair of IRB will be appointed each year by the Academic Dean. The Chair will have a 1 year term of office that may be repeated. Other members will be appointed on an ad hoc basis as proposal review is needed.

V. Committee Officers or Leadership

In addition to the Chair, a Secretary will be selected within the committee to maintain minutes.

VI. Meeting Procedure

Meetings will be held as coordinated by the chair, as required for the handling of reviews. A quorum shall consist of a majority of those appointed to the committee, provided that at least one member trained in the use of the relevant methodology is present. Decisions shall be made by a majority vote of the members. Minutes will be kept on all meetings and archived by the Dean.

VII. Committee Charge – Responsibilities and Accountabilities

Oversight of research involving human and animal subjects at McPherson College

VIII. Reporting Relationships:

The IRB reports to the Provost.

IX. Appeal Process

Appeals to the decisions of IRB shall be made to the Provost.