

# **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.