

	University of North Carolina Wilmington Institutional Review Board	Standard Operating Procedure
	<u>Member Selection, Resignation and Removal</u>	#4.1

The purpose of this SOP is to establish steps for appointing and removing IRB members, and how a member who has not yet completed his or her term may resign from the committee.

I. General Requirements

UNCW faculty who are interested in serving on the Institutional Review Board (IRB) should indicate preference on the Faculty Senate Committee Preference survey each spring. The IRB requests survey results and determines possible members based on the needs of the committee. IRB administration consults with the institutional official (IO) on committee needs and forwards a request to the chancellor's office for consideration. The chancellor appoints IRB members for a two-year term based upon the IO's recommendations.

II. Scope

This SOP pertains to status of members serving on the UNCW Institutional Review Board.

III. Applicable Definitions

A. Institutional Official

The individual who is legally authorized to act for the institution and, on behalf of the institution, obligates the institution to the terms of the Federalwide Assurance.

IV. Procedures

A. Qualification of Members

1. The IRB will promote respect for its advice and counsel through the experience, expertise, diversity and sensitivity of its members. Thus, members must be sufficiently qualified, not solely of one profession, and reflect the gender, ethnic, racial, and cultural diversity of the university, and the chancellor will appoint members to the committee who represent various perspectives, interests, and beliefs.
2. There must be at least one non-scientist IRB member and one member who is not otherwise affiliated with UNCW.
3. IRB members must be knowledgeable about the local research context.
4. IRB members are expected to interact with each other and researchers in a collegial and constructive manner.

B. Member Resignation/Removal Procedures

1. Resignation of Member

If a member needs to resign from the committee before the end of the member's term, the member must notify IRB staff as soon as the member makes the decision, as resignation could impact the committee's ability to conduct business depending on the designation of the member.

2. Member Termination

- a. If IRB staff, an IRB co-chair and/or the IO deem it to be in the best interest of the committee to remove a member from the committee due to the member's lack of cooperation, lack of participation, non-compliance with IRB policies, or other issue, after failed intervention by the research compliance manager and/or co-chair to alter the issue, the IO will send the member a written notice of membership termination with reasons for the termination.
- b. If the terminated member is also a faculty member, the IO will copy the chancellor and the chair of the department to which the member reports.
- c. If needed the IO may recommend to the chancellor a new member to replace the terminated member.
- d. If the terminated member is also an IRB co-chair, the IO may appoint an interim co-chair until nominations for a new co-chair can be solicited from the committee and formally appointed by the chancellor.

V. References to Other Applicable SOPs

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VI. Responsibilities

Title	Responsibility
Chancellor	Responsible for appointing IRB members.
Institutional Official	Responsible for making recommendations to the chancellor of appropriate individuals to serve on the IRB. Responsible for appointing IRB co-chairs. Responsible for notifying IRB members of removal from the committee.
Research Compliance Manager	Responsible for determining the needs of the IRB based on member expertise and experience. Responsible for reviewing Faculty Senate Committee Preference survey results and contacting potential members to gauge interest in becoming a member.
IRB Members	Responsible for completing required training, attending meetings on a regular basis and being

	prepared to contribute to discussions, and notifying IRB staff at the earliest opportunity if the member is unable to attend a meeting due to a conflicting obligation.
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VII. Resources

- A. UNCW IRB Website: <http://uncw.edu/sparc/integrity/irb.html>
- B. U.S. Department of Health & Human Services, Office of Human Research Protections Guidance on Institutional Official Responsibilities: <https://www.hhs.gov/ohrp/sachrp-committee/recommendations/2008-september-18-letter-attachment/index.html>
- C. 45 CFR 46 (“Common Rule”): <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>
- D. Belmont Report: <https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/index.html>