



Standard Operating Procedure Title	IRB Chair Appointment Process		
Date Last Revised	05/22/2017	Revision #	
SOP Number	5	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW
Applicability	<input type="checkbox"/> RGC Internal	<input type="checkbox"/> Researcher	<input checked="" type="checkbox"/> Institutional
Subgroup	<input type="checkbox"/> NKU Compliance	<input checked="" type="checkbox"/> IRB	<input type="checkbox"/> IACUC <input type="checkbox"/> IBC

1.0 Purpose

The purpose of this SOP is to describe the process for appointing an IRB Chair.

2.0 Scope

The IRB chair term is typically 3 years.

Experience Required –

- Some experience submitting IRB applications and/or with human subjects regulations
- Tenured, faculty member
- Strong leadership skills
- Strong communication skills

Experience Preferred –

- Experience serving on at least 1 IRB
- Experience serving on the NKU IRB

Selection decision –

Made by Chief Research Officer

3.0 Procedures – Upon End of Term

The process for selecting a new IRB Chair should begin approximately 3 months prior to the end of the existing Chair’s term and includes:

- Notify IRB of the pending closure of the current Chair’s term and provide an opportunity for current members to discuss any interest in fulfilling the role
 - An all-call email from the Provost (see sample text in 5.0).
 - If no candidates are received, the email is resent from the Provost
 - The Manager of Research Compliance collects applications and submits them to the Vice Provost of Graduate Education, Research, and Outreach (GERO).

4.0 Procedures – Upon early termination of Chair’s term

This situation may occur if the Chair removes himself/herself from the position prior to the three year end date or if the Chair is involuntarily removed from the role.

Depending on the notice given, one of two strategies identified by the Vice Provost of GERO may be used:

- 1) Follow the typical procedures (see Section 3.0)
- 2) Nominate an interim Chair by either self-nomination or selection by the Provost, Vice Provost of GERO, Director of Research, Grants, and Contracts or the Manager of Research Compliance. The interim time length will be determined by the Vice Provost of GERO.

5.0 Resources

Sample text for Provost Emails:

IRB Chair – A Call for Nominations

“The Institutional Review Board at NKU is seeking a tenured faculty member with IRB experience to serve a three year term as the Chair of this committee. Recognizing the time commitment involved, this role merits a 25% course release per semester and a summer stipend commensurate with work load. Please send nominations, including a cover letter detailing interest and experience and CV, to irb@nku.edu by end of business [DATE]. Self-nominations are welcome. For questions and more details about the position, please contact [Manager of Research Compliance Name], Manager of Research Compliance, at: [Manager of Research Compliance email address].

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/15/2017	<input type="checkbox"/>
Institutional Official	<input checked="" type="checkbox"/>	06/15/2017	<input type="checkbox"/>