

**Nova Southeastern University  
Institutional Review Board  
Policies and Procedures**

**IRB Membership**

**Effective 04/12/2007; Revised 01/02/2008; 02/12/2009; 01/14/2010; 10/14/2010; 01/04/2011;  
8/29/2011**

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**Purpose:**

To establish policies and procedures related to IRB membership.

**Definitions:**

None

**Policy:**

1. Membership

The IRB consists of members (at least one from each academic unit, one member from the library, and two community representatives) with varying professional backgrounds. Members will represent a diversity of race, gender, and cultural backgrounds and will be sensitive to community attitudes; members will possess the professional competence necessary to review specific research activities. The community representatives will not otherwise be affiliated with the university. The IRB is currently composed of 20 members.

All members who represent academic units, the library and IRB are university employees who are either full-time faculty members or full-time professional staff and who have experience in higher education. At the discretion of the vice president for institutional effectiveness (VP), full-time administrators may be selected to serve. At least one member of the Board shall be a non-scientist and one shall be a member of the community. Each academic unit is encouraged to also have at least one alternate member to the Board.

All NSU faculty/staff members and alternates of the Board will be appointed by the VP based on the recommendation of each academic unit's dean/director. Members and alternates are appointed to staggered three-year terms. Beginning in 2011 IRB terms of appointment will begin on a January 1 calendar year, except in circumstances when an appointed individual cannot fulfill his/her term and a replacement must be appointed before the next calendar year. Members and alternates of the Board will be notified of their appointments in writing by the VP. NSU faculty/staff who are IRB members are expected to attend meetings and to arrange for alternates to be present if unable to attend.

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When a member fails to attend at least one-half of the meetings per year, the member's status is to be reviewed. These expectations do not apply to community members.

The term of a member who will be chair may be renewed for a shorter period of time to allow for his/her term as chair.

The Center Representative or his/her alternate is expected to be present when a study, originating from the Center, is reviewed by the Board. The Center Representative should be sufficiently familiar with the study to address questions.

The IRB may recommend to the VP that any member or alternate of the IRB, including the Chair, be removed for cause via a two-thirds vote of members present at a convened meeting. Deans, in consultation with the VP, may recommend changes in membership.

The VP, at his or her discretion, may end the term of a chair or vice chair by requesting the Board to replace the individual with a new nominee.

Non-voting/Ex-Officio attendees of the IRB include the Director of Human Subjects Protections Program/IRB, Executive Director of the Office of Grants and Contracts, Vice President for Legal Affairs, Assistant Vice President for Institutional Effectiveness, the IRB immediate past chair, and invited experts in specific areas of study.

All members and alternate members of the IRB are required to complete the NSU IRB Collaborative Institutional Training Initiative (CITI) training requirements as well as training with the IRB Administrator or IRB Chair, prior to voting at a convened meeting or reviewing protocols at the center level. CITI training is to be completed within two months of appointment. All members must maintain their CITI certification by completing the required Refresher Course by the date of their certification expiration.

2. Chair of the IRB

The Chair is selected via nominations from the Board with recommendation to the VP. The Chair is appointed for a two-year term. The Chair is responsible for conducting the IRB meetings, expedited reviews or for delegating these duties to other IRB members. The IRB Chair provides leadership to the university's human subjects' protection program.

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The Chair is granted appropriate release time from his/her assigned teaching responsibilities for the term of the appointment as agreed upon by his/her dean/director.

In order to provide IRB chairs with further experience prior to serving as Chair, and to facilitate the review of expedited proposals that cannot be reviewed by the Chair, the IRB will nominate a Vice Chair, and Vice Chair-elect, and may elect to nominate a Second Vice Chair-elect. These elections follow the same procedures as outlined for the Chair.

3. Compensation for members

No member of the IRB is compensated monetarily for his/her participation.

4. Liability

All members of the IRB are covered under the university's liability coverage for participation and actions related to the IRB.

**References:**

45 CFR 46.103(b)(3)  
45 CFR 46.107(a - d)  
21 CFR 56.107(a - d)  
21 CFR 56.115(a)(5)

**Procedures:**

1. Deans/department heads recommend, to the VP, individuals to act as representatives and alternates to the IRB. If the VP concurs, then the VP sends the individual an appointment letter. Appointments are to occur only once a year, except in circumstances where a replacement must be sought due to unforeseen circumstances. At the end of each year, deans/directors will be notified of the members whose terms expire that year to allow for reappointment/new appointments by January 1.
2. The IRB office records the appointment and requests a current vita from the appointed individual. The IRB office retains all vitas for current and past members and alternates for a period of seven years.

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3. The IRB staff will update the IRB membership roster on the IRB Web site and with OHRP. The IRB staff will also retain a detailed roster to include the IRB members identified by name; earned degrees; representative capacity; indications of experience such as board certifications, licenses, etc, sufficient to describe each member's chief anticipated contributions to IRB deliberations; and any employment or other relationship between each member and the institution.
4. Individuals newly appointed to the IRB are given a welcome letter by the IRB staff along with instructions related to the online CITI training. Members are to complete all modules within the IRB learner group. Members must have current knowledge of NSU IRB policies and human subjects research issues. The IRB office provides all members with the *Institutional Review Board: Member Handbook* by Amdur, R. The IRB office also keeps a reference library for IRB members.
5. When a NSU faculty/staff member is not present for at least half of the scheduled meetings of the IRB, the Chair will discuss the situation with the member, the member's Dean (or other administrator as appropriate), the VP and/or the Board, at the chair's discretion.
6. If a newly appointed alternate or member does not complete CITI training within two months of appointment, the Chair will discuss the situation with the member, the member's Dean (or other administrator as appropriate), the VP and/or the Board, at the chair's discretion. If the newly appointed alternate or member does not complete CITI training within two months following such discussion, then the Chair and the VP may remove the newly appointed alternate or member. If an IRB member or alternate has CITI certification expire, and has not passed the Refresher Course, the Chair will discuss the situation with the member / alternate member. If the Refresher Course is not passed within the next two months, the Chair and the VP may suspend or remove the member or alternate. No member or alternate may review protocols while their certification has lapsed.
7. The term of the Chair begins on January and ends two years later on December 31. As of January 1, 2011, the terms for members are staggered beginning on the calendar year. Members who predate the January 1, 2011 date will have their terms adjusted to new terms begin on January 1 of the year their term expires. If a dean/direct elects not to request reappointment for a member, the new member's term

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- will be set to begin January 1. At the conclusion of the Chair's term he/she becomes an ex-officio member for a period of one year.
8. At a time deemed appropriate by the Chair and Board, nominations and self nominations are solicited for Vice Chairs. At a minimum, the Board will have elected a vice chair and one vice chair elect. Majority vote of the IRB present at a convened meeting is required to forward a nomination to the VP. The VP may accept or reject the nomination. If rejected, the nomination process will return to the Board.