

SOP 102: IRB Chair and Vice Chair

Terms and Abbreviations

IO: Institutional Official; individual who is legally authorized to act for the institution and ensures the effective functioning of the IRB

IRB: Institutional Review Board

IRB office staff: the IRB Manager, IRB Administrator, and any other IRB office staff, either collectively or individually

UWM: University of Wisconsin – Milwaukee

Overview

The IRB has a Chair and one or more Vice Chairs.

The Chair is a respected, active member of the faculty or staff of UWM, who is concerned about human rights and ethical issues. The Chair is knowledgeable about the application of regulations and ethical principles in human subject research. The Chair also leads the IRB meetings and facilitates communication between investigators and the IRB office staff.

As a representative of the institution and the IRB, the Chair exhibits high standards of moral integrity and ethical conduct and sets an example for IRB members. The IRB Chair fosters an environment that encourages the free and full participation of all IRB members in its deliberations.

The Vice Chair is considered a Chair-in-Training. As a representative of the institution and the IRB, the Vice Chair must exhibit high standards of moral integrity and ethical conduct. The Vice Chair leads IRB meetings in the Chair's absence.

Details and Procedures

IRB Chair

1. Appointment process
 - a. The IO solicits recommendations for the Chair from the IRB and IRB office staff. The IO consults with the IRB and the Vice Provost for Research and the Vice Chancellor of Finance and Administrative Affairs regarding the candidate(s) for Chair.
 - b. Once approved by the IO and Vice Chancellors, the IRB office staff forwards the nomination to the Chancellor, who issues the appointment letter.
 - c. The Chair formally accepts this role by signing and returning the Chancellor's Letter of Appointment.

2. A Chair serves continuously without limit at the discretion of the IO.
3. The IO may remove an IRB Chair at any time, after consulting with the Vice Provost for Research, the Vice Chancellor of Finance and Administrative Affairs, the IRB office staff, and/or IRB members, as appropriate.

Vice Chair

1. Appointment Process
 - a. The IO solicits recommendations from the IRB Chair and IRB office staff for a Vice Chair. The IO consults with the Vice Provost for Research and the Vice Chancellor of Finance and Administrative Affairs regarding the nominee(s) for Vice Chair.
 - b. The IO determines the term length (one to three years).
 - c. Once approved by the IO and Vice Chancellors, the IRB office staff forwards the nomination to the Chancellor, who issues the appointment letter.
 - d. The Vice Chair formally accepts this role by signing and returning the Chancellor’s Letter of Appointment.
2. The Vice Chair’s term may be renewed at the discretion of the IO. There is no limit to the number of terms.
3. Whenever the Chair is not available, the Vice Chair assumes the responsibilities of the Chair during the period of absence or other unavailability.
4. The IO may remove an IRB Vice Chair at any time, after consulting with the IRB office staff and the IRB Chair.

Temporary Chair

If both the Chair and Vice Chair are unavailable, the IO may designate a temporary Chair. When feasible, the IO discusses the appointment of a temporary Chair with the IRB.

References

SOP 101: IRB Membership

Revision History

Version	Date	Summary of Changes
1	5 Dec 2018	Initial version