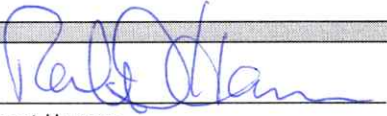


**UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET**  
**University of Louisiana at Monroe**

<b>Committee/Council Name:</b>	Institutional Review Board		
<b>Committee Type:</b>	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
<b>Reports to:</b>	Provost/Vice President for Academic Affairs		
<b>Term/Date formed:</b>	2020-2021		
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 13</b>			
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-2; CBSS-1; CHS-4; CPY-1; OSPR-0; Community-1		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	OSPR (OSPR – OSPR Director & Administrative Assistant 4)		
<b>Officers (Describe in general terms who should serve as officers):</b>			
<i>Chair:</i>	Appointed by Director of Sponsored Programs and Research (OSPR) with the approval of the Provost/VPAA		
<i>Vice-Chair:</i>	Appointed by Chair with approval of the Director of OSPR		
<i>Secretary:</i>	Elected from the committee members		
<b>Charge (Describe the charge or purpose of the committee/council):</b>			
To review and oversee human subjects research conducted under the auspices of the University.			
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>			
Members are appointed for a four-year term. Contingent upon the Chair's recommendation and the Director of OSPR's and VPAA's approval, a member's years of service may be increased or decreased. Vice Chair serves a one- or two-year term, then a two- or three-year term as Chair.			
<b>Duties of Members (Describe the duties expected of each committee member)</b>			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Vice-Chair:</i>	The Vice Chair will assume the responsibilities of the IRB Chair when the Chair is absent or is an investigator on a research project being reviewed or considered by the IRB. Except when serving as acting Chair, the Vice Chair shall have the same duties and responsibilities as any IRB member. The Vice Chair will assume the office role of IRB Chair when the Chair rotates off committee.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
<b>Last updated</b>	<input checked="" type="checkbox"/>	Date: <u>25 SEPT 2023</u>	Signature: 
<b>Last reviewed</b>	<input checked="" type="checkbox"/>	Fall 2023	Chair: Robert Hanser