

Title	Policy for IRB Appointment and Composition
Approval Required	Baker College System Provost
Revision Level	2
Revision Date	3/14/19

1 SCOPE

- 1.1 This policy details requirements for membership in the Baker College Institutional Review Board. The purpose of this policy is:
- 1.1.1 To define the number of members required to constitute the Baker College IRB.
 - 1.1.2 To define the length of terms of appointment to be served by each member of the IRB.
 - 1.1.3 To detail responsibility for making appointments to the IRB.
 - 1.1.4 To provide for outside medical expertise.
 - 1.1.5 To establish a system of alternate members to allow the IRB to function when regular members are unable to attend.

2 POLICY

- 2.1 The Baker College IRB shall consist of a minimum of five voting members, with varying backgrounds. The IRB shall be composed of individuals who, by virtue of their expertise, background, and experience, can promote respect for its advice and safeguard the rights and welfare of human subjects, as prescribed by 45 CFR Sec. 46.107.
- 2.1.1 At least one member of the IRB will have primary interest in matters of a scientific nature, and at least one member will have primary interests that are nonscientific in nature.
 - 2.1.2 At least one member of the IRB will not be affiliated with the Baker College system, and who is not also the member of the immediate family of an individual who is affiliated with the Baker College System.
- 2.2 Each individual will be appointed to a three-year term, starting at the beginning of the academic year in which he/she is appointed.
- 2.2.1 Individuals appointed during the academic year, in response to a need to fill an appointment that has become vacated, will serve for the remainder of the term occupied by the individuals whom they replace.
 - 2.2.2 Beginning with the introduction of the Baker College IRB in the Fall of 2003, two members will be appointed for a period of one year each, with the remaining members appointed for a full two year term. This will allow for staggered terms ensuring experienced members on the board following future appointments. This is the only time initial appointments of one year terms will be made.

- 2.2.3 At the request of the President of the Baker College System, or his/her designee, individuals may accept additional two year appointments to the IRB at such time that their current appointment expires.
- 2.3 It shall be the responsibility of the Baker College President, or his/her designee, to make all appointments to the IRB. At the discretion of the President, he/she may seek nominations from others, self-nominations, or otherwise choose from among those individuals he/she believes are appropriately qualified to represent the Baker College System in this role.
- 2.4 The President will appoint to the IRB a qualified physician from the community to provide oversight and consultation on matters where medical expertise on the board is lacking. This appointment will be made in addition to the regular panel of five members and one alternate, only if a physician has not been appointed as a regular member of the board. Any physician appointed beyond the regular board membership may choose to attend any or all meetings, but will be invited specifically only to those meetings where medical expertise is mandated by a particular protocol(s) under review, and in cases where such expertise cannot otherwise be provided by a member of the panel. When in attendance, whether at their own initiative or as the result of a specific invitation, the physician appointed to the board will have full voting privileges.
- 2.5 In addition to the appointment of five regular members to the Institutional Review Board, one alternate member will be appointed from among the Baker College community, and one alternate member from outside the institution. These alternate members will serve a three-year term as defined above, starting at the beginning of the academic year. The alternate members may be members with primary interests in either scientific or nonscientific concerns, but may not be the only member to serve in either of these capacities.
 - 2.5.1 Alternate members may choose to attend all meetings at their discretion, but will be invited to only those meetings to which a regular member has declared an intent not to attend.
 - 2.5.2 Alternate members will have voting privileges only at those meetings where they are acting as a replacement for a regular member who is not in attendance.
 - 2.5.3 Alternate members are not expected to act as a proxy vote for any missing member but are accorded full voting privileges when they are in attendance in lieu of an absent member.
- 2.6 No member of the IRB shall participate in the initial or continuing review of any protocol in which the member has a conflicting interest.

3 PROCEDURE

- 3.1 The President, or his/her designee, will compile a list of individuals for appointment to the IRB.
 - 3.1.1 Each individual will be contacted in writing with notification of his/her appointment. Notification will include the dates of appointment.
 - 3.1.2 A list of all appointees will be provided to the current Chair of the IRB.
 - 3.1.2.1 The Chair of the IRB will update and maintain records and will update records on file with the Office of Human Research Protection.
- 3.2 If at any time prior to the end of an appointed term, any member of the IRB terminates his/her association with the IRB, or his/her association is terminated as a result of a failure to comply with established policies and procedures, the Chair of the IRB will notify the President or his/her designee, of the need for a replacement to be appointed. The President, or his/her designee, will make such appointment as is mandated in writing and provide written notice to the appointee and the Chair.
 - 3.2.1 At the time of notification, the Chair will have the responsibility to inform the President, or his/her designee, of any specific requirements, which must be met to maintain the appropriate composition of the IRB (e.g. need for appointment of a nonscientific member).

- 3.3 If at any time, business shall come before the board in which one or more members has a conflicting interest, the members shall recuse themselves from deliberation and voting. The members may remain in the meeting to represent the business in the same manner that any individual is invited to remain in an IRB meeting and represent their work or the work of others in which they have a stake.

REVISION LEVEL	REVISION DATE	REVISION COMMENTS
0	September 24, 2003	Initial Issue
1	June 11, 2015	Language Revision

APPROVALS:

Approved By _____

Date _____

Latest Revision Approved By _____

Date _____

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