



Title	Policy for Ad Hoc Committees and External Consultants
Approval Required	Baker College Institutional Review Board
Revision Level	1
Revision Date	June 11, 2015

1 SCOPE

1.1 The Baker College IRB recognizes that, at times, business may come before the committee for which the committee is unqualified due to a lack of expertise in specific areas. In response to this, the Chair is empowered to:

- 1.1.1 Appoint a special consultant to the committee for focused review.
- 1.1.2 Constitute an Ad Hoc Subcommittee of the IRB to address specific review needs.

2 POLICY

2.1 The Chair of the IRB, at his/her discretion is given the authority to seek out and appoint special consultants to the IRB to expand the expertise of the board when necessary to address specific review needs. These consultants will be invited to attend the IRB meeting when their expertise is needed.

- 2.1.1 No compensation is to be made available by the IRB to outside consultants for services provided to the IRB.
- 2.1.2 Individuals appointed to fulfill a consulting role on the IRB may be from within the Baker College system or may be external to the system.
- 2.1.3 Special consultants may not replace duly appointed members of the IRB, do not receive consideration in counting attendance for a quorum, and are not extended voting privileges during the period of their consultation.

2.2 In rare instances, the Chair of the IRB may determine that an Ad Hoc committee should be established to more fully review issues related to a specific protocol which has been put before the committee. The Chair may at his/her discretion appoint special consultants to the IRB for service on such an Ad Hoc committee. While it is desirable that any such committee contain one or more regular representative of the IRB, there is no requirement for such. All views of Ad Hoc committees are considered advisory, and the IRB is under no obligation to follow the committee's recommendations. Committee members may be invited to a regular IRB meeting to express their views but will not be afforded voting privileges at any time.

3 PROCEDURE

3.1 At the discretion of the Chair, or upon a vote by a majority of members present at any regularly scheduled IRB meeting, the Chair will seek the expertise of a consultant from outside of the regular IRB membership.

3.2 Upon agreeing to serve in a consulting role, the Chair will provide the consultant with a copy of the protocol under consideration, as well as access to any materials which may assist the consultant in understanding the role and purposes of the IRB.

- 3.3 The consultant will be asked to review the protocol, and whenever possible, will be provided with written questions, raised by the Chair or the board, which need to be addressed.
- 3.4 Upon finishing the review, the consultant will be invited to attend a scheduled IRB meeting, or to submit in writing, responses to the specific questions raised by the Chair and/or board.
- 3.5 In the event that a protocol raises multiple issues from various disciplines, and that a more through review and investigation is required than can be provided by a single reviewer, the Chair will seek consulting services from several appropriately qualified individuals to serve on an Ad Hoc committee. This committee will be provided with copies of the protocol, as well as whatever materials are necessary to understand the role and purposes of the IRB. The committee or individual members of the committee will be invited to present their views concerning the protocol under review at the next scheduled IRB meeting. In the event that members of the committee are unable to attend the IRB meeting, they will be asked to submit their views in writing.

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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