

MANAGEMENT OF IRB PERSONNEL

SOP #:	105	VERSION #:	1	EFFECTIVE DATE:	5/1/09	SUPERSEDES DOCUMENT:	/ /
THIS POLICY PERTAINS TO:		IRB STAFF AND IRB MEMBERS					
RESPONSIBILITY FOR EXECUTING POLICY:		VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT, ASSOCIATE VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT					
LAST REVIEWED ON:		/ /		RESULTS:	REVISED		
APPROVAL AUTHORITY:		Associate Vice President for Research and Economic Development					
APPROVED BY:						DATE:	/ /

1. POLICY

The IRB Staff provides consistency, expertise, and administrative support to the IRB, and serves as a link between the IRB and the research community. Thus, the IRB Staff is the most vital component in the effective operation of the University of North Dakota human subjects protection program. Therefore, the highest level of professionalism and integrity on the part of IRB Staff is expected.

2. SPECIFIC POLICY

2.1 Job Descriptions and Performance Evaluations

The IRB Staff should have a description of the responsibilities expected of their positions. The performance of the IRB Staff will be reviewed by the Associate Vice President for Research and Economic Development according to current University of North Dakota policy.

2.2 Staff Positions

Staffing levels and function allocation will be determined according to the University of North Dakota policy, management assessment of support requirements, and budget constraints.

2.3 Hiring and terminating IRB staff

The human resource policies of the University of North Dakota determine the policies for recruiting, hiring, and terminating staff.

2.4 Delegation of Authority or Responsibility

Delegation of specific functions, authorities, or responsibilities by the IRB Chairperson to an IRB Staff member must be documented in writing and authorized by the Associate Vice President for Research and Economic Development.

3. RESPONSIBILITY

The Vice President for Research and Economic Development is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of the Associate

Vice President for Research and Economic Development, and for guiding the Associate Vice President for Research and Economic Development in establishing personnel requirements for IRB Staff.

The Associate Vice President for Research and Economic Development is responsible for establishing personnel requirements for evaluating the ongoing performance of the IRB Staff.

4. ATTACHMENTS

GA 105-A Associate Vice President for Research and Economic Development Functions

GA 105-B IRB Coordinator Functions

GA 105-C Secretary Functions

5. PROCEDURES EMPLOYED TO IMPLEMENT THIS POLICY

Who	Task
<i>Vice President for Research and Economic Development</i>	With the input of the Associate Vice President for Research and Economic Development, establish the requirements for the IRB staff. Complete personnel recruitment and hiring as per HR policy.
<i>Associate Vice President for Research and Economic Development</i>	Compose job descriptions. Ensure that IRB Staff is adequately oriented and trained. Evaluate the performance of the IRB Secretary and IRB Coordinator. Authorize delegations given by the IRB Chairperson.