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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 16-A-14**

Approved by Faculty Senate  
April 20, 2016

**BRIEF SUMMARY:** This bill revises the procedures portion of the existing *Faculty Handbook* section on Research Involving Human Subjects (Chapter 3, Section D9) in order to maintain compliance with federal regulations.

**REVISE THE PROCEDURES SECTION FOR “RESEARCH INVOLVING  
HUMAN SUBJECTS”**

**BE IT RESOLVED THAT:** subject to the passage and approval of both this bill and its companion bill revising the corresponding “policy” section, Chapter 3, Section D9 of the *Faculty Handbook* be amended by replacing the existing content with the following “procedure” section (to follow the companion “policy” in the *Faculty Handbook*).

**Research Involving Human Subjects**

**Procedures**

There shall be an Institutional Review Board (IRB) that shall be charged to maintain familiarity with federal guidelines concerning the use of human subjects in research; to review and recommend appropriate changes in institutional policies and procedures concerning the use of human subjects in research; and to review and make recommendations concerning proposed use of human subjects in research at the University.

**Composition and Selection of the IRB**

The Provost shall appoint the committee chair and voting membership of the IRB as follows:

1. One member from each college and Kent Library (from two nominees from each submitted by the College Councils),
2. One representative from the community who is not otherwise affiliated with the University and who is not part of the immediate family of a person who is affiliated with the University,

3. One representative from the division of student services, and
4. The Dean of Graduate Studies.

The terms of membership for the IRB members shall be three years, staggered to ensure an orderly rotation of members. Because members are required to undergo extensive training regarding federal rules and procedures, they shall not be limited to serving only one three-year term. Members may, however, not exceed two consecutive three-year terms, but may be reappointed following a one-year hiatus. The Dean of the School of Graduate Studies shall not be subject to any term limit. In addition to the above voting members, the IRB may also invite the participation of an undefined number of non-voting liaisons to assist it. A quorum of the Board shall be defined as a majority of its total voting membership.

### **Duties of the IRB**

It shall be the responsibility of the IRB to develop procedures for the submission and review of proposals for research involving human subjects so as to implement the policy established in this section. The IRB is authorized to develop its own internal operating procedures not inconsistent with this section and with federal law or procedures.

The IRB shall maintain a web page or similar mechanism to make available to the University community the appropriate forms, guidelines, etc. to be used when seeking approval for research involving human subjects. At least annually, the IRB shall issue a report on its activities to the Provost, with a copy provided to the Faculty Senate.

*Academic Affairs Revised April 1993  
Reenacted with slight amendment by Faculty Senate Bill 13-A-18 approved by the Faculty Senate March 13, 2013 and by the President April 11, 2013, Posted for 15 day review on April 11, 2013 Significantly revised by Faculty Senate Bill 16-A-14.*

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<b>Action</b>	<b>Date</b>
Introduced to Senate	4/06/2016
Second Senate Meeting	4/20/2016
Faculty Senate Vote	4/20/16
President's Review	11/15/16
15 Day Review	12/16/16
Posted to Faculty Handbook	1/10/17