

**Department:** UAMS Institutional Review Board  
**Policy Number:** 3.6  
**Section:** Committee Membership  
**Effective Date:** July 31, 2002  
**Revision Date:** June 1, 2005; January 25, 2005

**SUBJECT: Members**

**Appointment**

The Vice Chancellor for Academic Affairs and Research Administration at UAMS and the IRB Chairpersons solicit nominations and self-nominations from all members of the faculty of UAMS for scientist members and from all members of the faculty and research staff of the University for non-scientist members, and also seek the advice of Deans and administrative officers in making their recommendations. Non-university affiliated members are also actively solicited from the local community. The Vice Chancellor for Academic Affairs and Sponsored Research at UAMS extends invitations to IRB membership in writing. Additionally all VA representatives will receive an appointment letter from the CAVHS Medical Center Director to renewable 3 year terms.

Appointments or reappointments of voting members will occur as needed.

**Scientist Members**

Scientist members of the IRB will have had experience in research involving human subjects, and will be recruited from among active members of the faculty of the University of Arkansas for Medical Sciences and its affiliates.

**Non-Scientist Members**

Non-scientist members will have had expertise in human rights issues and/or ethical or legal issues considered to be relevant to human subject research, and will be recruited from among active members of the faculty or the full-time staff of the University of Arkansas for Medical Sciences and its affiliates.

**Non-University Affiliated Members**

The non-university, community representatives will be scientists and non-scientists; they or their families will not have any affiliation with the University of Arkansas (non-university members), and will be recruited from among the community of Little Rock and its vicinity.

**Duties**

An IRB member's duties include reviewing studies for risk/benefit and protection of human subjects for new studies and for studies at continuing review, evaluating investigators' requests for changes in studies, and playing an important role in the University's human research protection program to educate investigators and establish an environment of safeguarding human subjects in research.

For new studies, a Primary and Secondary Reviewer will be required to complete a new submission checklist in ARIA and discuss the items on the checklist at the meeting.

The IRB member may be relieved of his/her responsibilities for failure to perform duties in an appropriate manner as determined by the Vice Chancellor for Academic Affairs and Research Administration at UAMS. Additionally, the IRB chairperson may request that any committee member who misses two consecutive meetings without notice or cause be replaced.

**Non-Voting Representatives**

University affiliated representatives may be appointed by the Vice Chancellor for Academic Affairs and Research Administration.

**Experienced IRB Member**

The Chair may designate one or more IRB member to perform exempt and expedited review procedures. In order to qualify as an Experienced IRB Member, one must meet the following criteria:

1. Served on an IRB for a minimum of one year.
2. Demonstrate a consistent and comprehensive pattern of reviewing assigned protocols as a committee member.
3. Willing to devote a set number of hours for exempt and expedited reviewing in addition to their regular committee reviewing.
4. Willing to undergo training with the Chair in principles of reviewing and approving exempt and expedited protocols.
5. Actual experience with conducting human subject research.
6. Recommendation by Chair and approval by the Executive Committee.

**Compensation**

Committee members typically serve voluntarily without compensation but may be compensated by the University.