**Department: UAMS Institutional Review Board**

**Policy Number: 3.4**

**Section: Committee Membership**

**Effective Date: July 31, 2002**

**Revision Date: March 5, 2004; March 29, 2007; January 24, 2011; August 6, 2015; February 15, 2016**

**SUBJECT: IRB Chair**

**Appointment.** Each IRB Chair must demonstrate knowledge about human rights and ethical issues and regulations relevant to the use of human subjects in research and applications thereof, and must have previous experience as an IRB reviewer. The Vice Chancellor for Research appoints Chairs based on the above mentioned criteria.

**Duties.**

The duties of the Chair may include, but are not limited to the following activities:

1. Reviewing protocols submitted for exempt or expedited review;

2. Assigning studies to IRB reviewers;

3. Determining the IRB committee agenda;

4. Convening and conducting IRB meetings;

5. Summarizing IRB review recommendations to be sent to investigators;

6. Reviewing and signing letters generated from committee actions;

7. Reviewing minor modifications and responses to minor contingencies;

8. Providing guidance to investigators;

9. Reviewing SAE and safety reports and determining when reports need full committee review.

The Vice Chancellor for Research will evaluate the Chair on an annual basis and meet with the Chair to address any concerns. Failure to perform duties in an appropriate way may lead to dismissal of Chair.