**Department: UAMS Institutional Review Board**

**Policy Number: 3.5**

**Section: Committee Membership**

**Effective Date: July 31, 2002**

**Revision Date: March 12, 2004; January 24, 2011; August 7, 2015; February 15, 2016**

**SUBJECT: IRB Vice-Chair**

**Appointment.** The Vice Chancellor for Research may appoint Vice-Chairs as necessary to provide support to the IRB Chairs. Each IRB Vice-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.

**Duties.** The Vice-Chair assumes the duties of an IRB Chair when the Chair is not available to conduct a meeting or has to recuse due to a conflict of interest. The Vice Chair may carry out expedited review.

**Evaluation.** The Vice Chancellor for Research will evaluate the Vice-Chairs on an annual basis. Failure to perform duties in an appropriate way may lead to dismissal of a Vice-Chair.