

**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

**SUBJECT: Chairpersons**

**Appointment.** Each IRB chairperson must be (1) a respected, active member of the faculty of the University of Arkansas for Medical Sciences (UAMS) and/or (2) has a Central Arkansas Veterans Healthcare System (CAVHS) appointment, (3) who is concerned about human rights and ethical issues, and (4) is well informed in regulations relevant to the use of human subjects in research and/or has previous IRB experience. The Vice Chancellor for Academic Affairs and Research Administration appoints the chairpersons based on the above mentioned criteria.

**Duties.** The chairpersons' duties may include reviewing protocols submitted for exempt or expedited review, assigning studies to IRB reviewers, determining the IRB committee agenda, convening and conducting IRB meetings, summarizing IRB review recommendations to be sent to investigators, reviewing and signing letters generated from committee actions, reviewing investigator responses to committee requests that are minor, reviewing correspondence from investigators and responding when appropriate, reviewing SAE and safety reports and determining if a study needs to be sent for safety review or full committee review.

When a chairperson is not available, the vice-chairperson will assume the responsibilities of the chairperson during the period of his/her absence.

The chairpersons may be relieved of responsibility for failure to perform duties of chairperson in an appropriate manner as determined by the Vice Chancellor for Academic Affairs and Research Administration.