

XIII Senate Research Ethics Board

Approved by Senate
December 7, 2007
Last Revised
February 2008

Seven (7) days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions. Committee members whose positions are listed as ** shall not typically be included in the total when quorum is counted.

Members of the Research Ethics Board must have respect for the diversity of research methodologies used by researchers engaged in human subject research.

Composition

Appointments to the REB, other than ad hoc appointments, are for a term of three years, renewable. Members of the Lakehead University REB, other than ad hoc members, are elected by Senate on the recommendation of the Senate Nominations Committee and will include:

1. Six faculty members with experience in or knowledge of human subject research. In order to accommodate the diversity of research methods applied in human subject research at Lakehead University, appointments will be made so as to maintain a balance in expertise between SSHRC, NSERC and CIHR-eligible areas of research.
2. Faculty members applying for service on the REB may be requested to provide Senate Nominations Committee with a brief description of their background and expertise in human subject research.
3. Two members without affiliation with the institution but recruited from the community served by the institution.
4. One faculty member with expertise in the area of ethics. TCPS guidelines require that there be one member who is "knowledgeable in ethics" (1.3c). This can be someone who has a teaching or research specialization in ethics, or someone who has had extensive experience in the area of research ethics.
5. One member from the Lakehead University Centre for Health Care Ethics.
6. One faculty member whose research is concerned with Aboriginal Peoples, selected by the Aboriginal Management Council.
7. One faculty member from the Northern Ontario School of Medicine. **(delete asterisk to make this a voting member)**

8. One member with legal knowledge.

9. Ad hoc members may be appointed by the REB whenever their expertise is requisite to the provision of fair and reasonable review of research.**

10. Manager, Office of Research (non-voting).**

Terms of Office

Other than ad hoc appointments, appointments are for three-year terms, renewable.

Absenteeism

As outlined in the Absenteeism on Standing Committees policy, "The chair and/or secretary of each Senate standing committee shall to the extent possible publish a meeting schedule for the year. Members of Senate committees are expected to attend committee meetings and are to inform the committee chair of their inability to attend. Members who exceed three (3) absences per academic year will have their membership automatically terminated unless determined otherwise by the Chair."

Organization

1. Chair: to be elected by the REB from among those members holding academic appointment
2. Secretary: Research Ethics and Administration Officer, Office of Research
3. Administrative Office: Office of Research

Annual Report

The REB shall provide an annual report to Senate by April 30 each year.

REB Meetings

1. The REB will hold meetings once monthly from September through April. Additional meetings will be held whenever necessary.
2. In making administrative decisions, the REB will follow University standards according to Robert's Rules of Order. Decisions shall be by consensus as declared by the Chair, subject to the right of any REB member to request a vote on any decision to override the Chair.
3. Observers will be admitted to REB meetings provided that they sign a confidentiality agreement form.
4. The quorum for REB meetings consists of any five voting members.

Reconsideration and Appeal of REB Decisions

Lakehead University's Research Ethics Appeal Board is Laurentian University's Research Ethics Board. Appeals may be granted only on procedural grounds or when there is a significant disagreement over an interpretation of the Tri-Council Policy. The decision of the Appeal Committee shall be final and binding within Lakehead University.

SEE ALSO "ETHICS PROCEDURES AND GUIDELINES FOR RESEARCH INVOLVING HUMANS" in the SENATE POLICIES