

Research Ethics Board

Terms of Reference

Office of the Provost and Vice President Academic

September 2022

A. MANDATE OF THE RESEARCH ETHICS BOARD

A.1. Purpose

The Research Ethics Board ("REB") has been designated by the Office of the Provost and Vice President Academic to review the ethical acceptability of research involving human participants according to the principles described in the Government of Canada's most current *Tri Council Policy Statement: Ethical Conduct for Research Involving Humans* ("TCPS") and the College's Research Ethics Board Policy.

A.2 Establishment of the Research Ethics Board

The Provost and Vice President And ensure that the REB is provided with reasonable and necessary ongoing financial, administrative, and training resources to fulfill its duties. There is one REB at Okanagan College that conducts research ethics reviews.

Accountability and Independence in Decision Making

The REB is independent in its decision making and is accountable to the Provost and Vice President Academic in carrying out the process of research ethics review. The REB shall require that all research conducted at or under the auspices of the College is in accordance with these Terms of Reference, College policies, relevant laws, and the current TCPS, including any amendments.

B. COMPOSITION

Okanagan College is committed to fostering Equity, Diversity, Inclusion and Social Justice (EDISJ) practices by identifying and eliminating systematic barriers that impede the recruitment and retention of underrepresented and/or disadvantaged groups to becoming members of the Research Ethics Board. The diverse membership on the REB shall include Co chairs, voting and non-voting members as described below.

B.1. REB Chair

The role of the Chair is to provide overall leadership for the REB and to facilitate the REB review process based on the current *TCPS*, College policies and procedures, and these Terms of Reference. The Chair monitors REB decisions for consistency and ensures that these decisions are recorded accurately and communicated clearly to researchers in writing as early as possible. The following provisions apply to appointment of the REB Chair:

(a) Eligibility

The Chair shall have been an internal OC community REB member for at least one year prior to becoming Chair.

(b) **Chair Appointment**

The Provost and Vice President Academic shall appoint the Chair of the REB from among the Okanagan College REB members on the recommendation of the REB members. If no REB member wishes to serve as Chair, the Provost and Vice President Academic may appoint a Chair from the College, following the guidelines in B.2 **REB Membership** below.

(c) **Term of Office**

The appointment of the Chair sha

before commencing duties. Submission of the certificate of completion shall be emailed to the REB assistant and remain on file for the duration of the member's term.

(d) **Terms of Office**

The term of office for all REB members, including the Community Representative, shall be for two years. At the expiry of the initial two year term, the appointment may be renewable for an additional term with mutual agreement of the member, REB Chair, and Provost and Vice President Academic. Further terms of office may occur in exceptional situations with mutual agreement of the member, REB Chair, and Provost and Vice President Academic. The start date of REB appointments shall be intentionally staggered on an annual basis such that recruitment of some new REB members i

D.

G. REVIEW

- G.1.** The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the VP Academic for review and approval.

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