

**Lancaster Bible College
Office of Academic Affairs**

Institutional Review Board

Primary Task: Review, approve, modify, or disapprove IRB applications from students, faculty, and external organizations and individuals.

Responsible To: Provost

Chair: Associate Vice President for Institutional Effectiveness (AVPIE)

Membership: *Permanent* – AVPIE and the Assoc. Dean for Ph.D. studies
Elected – Bible & Theology, Church & Ministry Leadership, Counseling & Social Work, and Education Department Representation (Departments with graduate programs). Each individual on the IRB should hold a doctorate degree.
Minimum # of elected representatives - 3

Assign. Mode: Department elected representation

Term of Office: Three years rotating membership for departmental representatives. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms.

Responsibilities: To process IRB applications
 To keep current with IRB regulations
 To educate the faculty and students regarding IRB issues and application process

Membership Assignments (effective September 2016)

Office	Representative	Term Ends
Bible & Theology Rep.		August 2017
Counseling & Social Work Rep.		August 2018
Church & Ministry Leadership Rep.		August 2019
Education Rep.		August 2019
Assoc. Dean for Ph.D. Studies		Permanent*
Assoc. VP for Institutional Effectiveness		Permanent*

* So long as the individual holds the appropriate title

^ Indicates Chair