

## **Memorandum of Agreement Chair, Institutional Review Board (IRB)**

### **Preamble**

Stockton University embraces a collection of shared values that supports the University's mission. These values include a dedication to teaching and research and a commitment to shared governance. We recognize that the mission of the University is best achieved through cooperative efforts, when varied expertise and talents are brought to bear in completing administrative tasks.

Stockton's Institutional Review Board (IRB) is an administrative body established to protect the rights and welfare of human research subjects involved in research. The impact of the IRB on Stockton is significant in terms of reputation, legal standing, and stature. This agreement establishes the terms and conditions for the faculty chairperson, who is responsible for ensuring that the IRB acts in alignment with posted *Guidelines and Regulations* and *Frequently Asked Questions*, and all applicable federal, state, and local laws.

- I. **Administrative Support:** The IRB office is located within the Office of Research & Sponsored Programs (ORSP) and the equivalent of one (1) full-time staff person in that office is dedicated to IRB duties, including record keeping.
- II. **Eligibility and Appointment:** The Chair of the IRB will be appointed by the Provost upon the recommendation of a selection committee. The selection committee shall consist of the current Chair of the IRB, the Executive Director of the ORSP (or designee), and three (3) faculty members chosen by the Provost in consultation with the President of the Faculty Senate and the Executive Director of the ORSP, and a designee chosen by the Provost.
- III. **Compensation:** 8 TCH over the academic year + a 4-TCH overload at the senior level for additional activities performed over the summer session.
- IV. **Responsibilities:** The IRB Chairperson shall:
  - Complete the required human subjects protection training and ensure that all IRB members are also in compliance with ethics training.
  - Ensure that the criteria for IRB approvals according to 45 CFR 46.111 are met for all review assignments, including expedited and full protocols.
  - Review and approve protocols requiring exempt and expedited review on a weekly basis and communicate results to Primary Investigator.
  - Organize and run nine (9) monthly IRB meetings to discuss IRB proposals requiring full review, complete the relevant review worksheet for protocols requiring full review, ensure that all IRB members have completed their worksheets, and ensure that all worksheets have been uploaded onto the website for storage and reference; communicate results to Primary Investigator.
  - Maintain confidentiality for all matters before IRB review and those provided to the Chair for IRB consultation.
  - Ensure that any member of the IRB who is conflicted is not involved in reviewing a protocol.
  - Provide outreach to Stockton students, staff, and faculty so they can learn about the IRB and its process, including regular maintenance of the IRB website with Frequently Asked Questions, sample applications, and other materials on at least an annual basis.

- Review and update IRB Guidelines and Regulations.
- Execute responsibilities in accordance with University policies and applicable federal, state, and local laws.

**V. General Provisions Regarding Compensation:**

**A. Pay Dates:** Monetary compensation during the academic year shall be made in biweekly payments. For purposes of calculating payment for fractions of a term, designated faculty terms of service for each year begins on July 1 and ends on June 30. Summer stipends shall be paid in two (2) installments: The first half shall be paid during the first pay period after the final pay period for 10-month regular pay; the second half shall be paid two (2) pay periods after that.

**B. Method of Compensation:** Except where specifically provided otherwise, designated faculty may provide their preference to be compensated in the form of overload payment and/or in the form of released time in-load. The affected faculty members shall indicate their preference to the School Dean who shall honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it shall be scheduled within the same Academic Year (Fall-Spring) in which it is earned, except as allowed for below.

**Term**

This Agreement shall remain in full force and effect from this date until June 30, 2023 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2022, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 6-8-2020.

For: Stockton University



\_\_\_\_\_  
Harvey Kesselman, President

For: The Stockton Federation of Teachers



\_\_\_\_\_  
Rodger L. Jackson, President