

Title	Management of REB Membership
SOP Code	202.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the management of the membership of the Research Ethics Board (REB).

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members and Research Ethics staff are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or their designee is responsible for monitoring and managing the REB membership.

4.0 DEFINITIONS

See Glossary of Terms.

REB membership (e.g., appointment, terms) must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience and expertise for the type and volume of research reviewed.

5.1 Appointments – Regular Members and Alternates

5.1.1 The Director of Research Ethics or their designee will identify prospective REB members and bring nominations forward to the REB Chair for conditional approval and appointment. This process requires active and ongoing communication between the Director of Research Ethics or their designee and the REB Chair. Once such nominations and conditional approvals and appointments have been made, the Director of Research Ethics or their designee will bring the slate of conditionally approved and appointed REB members to Senate for approval and the Board of Governors for information;;

5.1.2 Community members (meeting membership requirements) are solicited from the greater local community;

5.1.3 Candidates selected to serve on the REB will be asked to sign a letter of appointment and a *Confidentiality of Information and Conflict of Interest Agreement*.

5.2 Appointments – REB Chair and Vice-Chair

5.2.1 The REB Chair is normally a faculty member of the University with previous REB experience gained at the University or elsewhere. The REB Chair will be elected by the current regular voting REB members.;

5.2.2 The REB Vice-Chair will be elected by the regular voting REB members.

5.2.3 The REB Chair and Vice-Chair will be asked to sign a *Confidentiality of Information and Conflict of Interest Agreement*.

5.3 Terms of Appointment

5.3.1 Each REB member will serve a 3-year term;

5.3.2 Re-appointment of an REB member for (an) additional term(s) is allowed, by mutual agreement of the REB member and the REB Chair or



5.3.3 The REB Chair and Vice-Chair will serve for a 1-year term. Normally, the REB Chair will serve no more than 3 consecutive terms;;

5.3.4 REB member terms will be partially overlapping to preserve the experience level, expertise, and continuity of the REB.

5.4 Qualifications and Training of REB Members

5.4.1 Each member of the REB will follow qualification and training procedures as recommended by the Research Ethics staff and the REB Chair. The latest TCPS2 Core training should be completed before REB members attend their first meeting.

5.5 Resignations and Removals

5.5.1 An REB member may resign before the conclusion of their term upon provision of notice to the REB Chair or designee;

5.5.2 The REB Chair or their designee may ask an REB member (including the Vice-Chair) to step down if they consistently miss a specified percentage of the scheduled Full Board meetings in their term;

5.5.3 The REB Chair or designee may otherwise remove an REB member at any time, if they are not fulfilling their designated REB duties in a timely, competent and ethical manner;

5.5.4 An REB member must resign immediately upon substantiated and final determination of a breach of SFU Policy R60.01 as per the process set out by SFU Policy R60.01, including (without limitation) by way of research misconduct;

5.5.5 Every effort will be made to recruit a similarly qualified replacement prior to the departure of an REB member to preserve the level of experience and expertise and to ensure the continuity of the functions of the REB.

5.5.6 The REB Chair may be removed by a two-thirds vote of REB regular voting members at any time, if the REB Chair is not fulfilling their designated REB duties in a timely, competent and ethical manner. If the REB Chair is removed, the Vice-Chair will take their place and a new Vice-Chair will be elected.

5.6 Compensation



- 5.6.1 Participation by University faculty members as an REB member is considered a service component of their employment duties. The REB Chair, Vice-Chair, and other REB members may receive compensation as permitted, and in the form determined by the Vice-President, Research and International in consultation with the Director, Research Ethics .

5.7 Liability and Coverage

- 5.7.1 All REB members are insured for their research ethics review-related work by the organization's insurance policy, subject to the terms and conditions of that policy.

5.8 Documentation

- 5.8.1 Research Ethics staff will maintain an updated electronic REB membership list;
- 5.8.2 The REB membership list will be reviewed and updated by Research Ethics staff as required, or with the initiation of new or conclusion/termination of existing terms;
- 5.8.3 The current REB membership list and archived lists are maintained and available through the Research Ethics staff; The membership list will set out: name, contact information, degree(s), area(s) of expertise and organizational affiliation(s), role on the REB (e.g. scientific, nonscientific), gender, Canadian citizenship status, indications of experience such as board certification, licenses, etc., sufficient to describe each member's chief anticipated contribution to REB deliberations (as applicable), and any additional information on areas of expertise for the purposes of communication and reviewer assignment. These lists will be kept confidential for access only by REB members and the Research Ethics staff to the extent permitted by applicable privacy legislation;
- 5.8.4 CVs, other supporting documents related to education and expertise, signed members' letters of appointment and confidentiality agreements for all current and past REB members will be maintained by Research Ethics staff;
- 5.8.5 Research Ethics staff will update the REB registration with the US Office for Human Research Protection (OHRP) when applicable.

6.0 REFERENCES

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP202.001	15-Sept-2014	Original version
SOP202.002	08-Mar-2016	No revisions needed
SOP202.009	08-Oct-2019	No revisions needed
SOP202.004	15-May-2023	No revisions needed