



GUIDELINE FOR BOARD MEMBER TERMS OF APPOINTMENT, EVALUATION AND RE-APPOINTMENT

According to OHSP Policy 302 RSRB Organization and Membership, all new Board Members are appointed for an initial term of one year. This represents a trial period permitting new members to evaluate their commitment to the board. At the end of this period, the members' participation and contributions will be reviewed. Subsequent terms of service are for three years. Chairs and Vice Chairs are evaluated on an annual basis by the OHSP and RSRB Directors, three randomly selected board members, and RSRB Specialist(s) as applicable. Primary members are evaluated prior to the end of each term of service by the RSRB Director, the Board Chair, and RSRB Specialist(s) as applicable.

Approximately 60 days in advance of the end of service date (or prior to annual review for the Chair/Vice Chair), the board member will receive notification of his/her upcoming evaluation. Evaluators will use the RSRB Member Evaluation form or the RSRB Chair Evaluation form as applicable. Once all evaluations are completed, the RSRB Director will review the forms and determine one of the following outcomes:

- 1) There is agreement for continued membership. The member agrees to continue. A written membership renewal is provided by the IO and maintained in the member's file.
- 2) There is agreement that membership should be discontinued. The IO provides written documentation thanking the board member for his/her service.

It is expected that members will rotate off the board after seven years unless the Directors and Chair/Vice Chair agree that their contributions to the board warrant additional service. Members who request to discontinue membership are asked to give three months notice prior to leaving the board.

Dismissal of members from the RSRB will be made by the RSRB Director, with the concurrence of the OHSP Director. Dismissal of the Chair or Vice Chair will require concurrence of the RSRB and the OHSP Directors and the IO. Grounds for dismissal may include, but are not limited to: failure to act in compliance with applicable federal and institutional regulations and failure to attend at least 50 percent of RSRB meetings within any six-month period.

In conjunction with the University's annual budget process, or as necessary, the RSRB Director, in consultation with the OHSP Director, will conduct an annual review to ensure that RSRB membership and composition continue to meet regulatory and institutional requirements. In addition, the annual review will include an assessment to ensure that the number of RSRBs is appropriate to the volume and types of research reviewed so reviews are accomplished in a thorough and timely manner. The Directors will adjust RSRB membership based on their review of the RSRB rosters and the volume of research conducted by department/school. Input from board chairs and specialists will be sought as necessary.