

**Position Announcement**  
**Chair, UW-Green Bay Institutional Review Board (IRB)**  
**Application Deadline – Monday, April 25, 2022**

The Office of the Provost seeks a faculty member to serve as Chair of the UW-Green Bay Institutional Review Board (IRB). The IRB provides campus leadership in the area of human subjects research in educating faculty, staff and students of legal and ethical research standards, in overseeing the review of research protocols, and in assuring compliance with the most current federal and state guidelines for standards of conducting research on human subjects. Under the guidance of the Associate Vice Chancellor for Graduate Studies and Research (AVC), the IRB Chair will work with the AVC designee (the Director of Grants & Research), and the IRB Board members to develop, oversee, and implement activities associated with the goals of the IRB and the advancement of human subjects research at UW-Green Bay. Responsibilities include:

**Training**

- Overseeing the implementation and management of the University's Collaborative Institutional Training Software (CITI) for IRB-related modules
- Maintaining the database of researcher training certifications
- Developing and offering IRB professional development workshops for faculty, staff, and students
- Maintaining office hours wherein faculty, staff, and students may consult on their protocols

**Proposal Review and Research Compliance**

- Reviewing all proposals thoroughly and evaluating them within the context of completeness for review, for adherence to federal and state regulations, and for adherence to the ethical standards of the University of Wisconsin-Green Bay
- Conducting timely reviews of applications
- Developing and maintaining an efficient and effective protocol submission process
- Meeting with Director of Grants & Research in advance of IRB meetings to –
  - discuss IRB agendas and activities
  - identify protocols requiring full-board review
  - discuss applications requiring external consultation
  - identify conflicts of interest for self, IRB members, or the institution
- Convening, developing agendas, and managing IRB meetings, with substantial support from the Office of Grants & Research

**General**

- Keeping abreast of developments in relevant Federal and State Regulations (this may involve attending national or state-wide conferences or workshops),
- Monitoring, developing, and keeping up to date of technology and resources available for efficient submission, evaluation, and record keeping,
- Serving as a liaison with the Research Council and the Director of Grants & Research to advocate for institutional infrastructure and potential University opportunities to promote an enhance IRB-related scholarship and granting,

- Networking with the other UW campuses (and the UW System) to promote the sharing of IRB-related ideas, procedures, and processes,
- Coordinating with non-academic areas on campus regarding external requests for access to UW-Green Bay subjects for research (e.g., Registrar, Dean of Students, Athletics, etc.).

### **Qualifications**

Candidates must be a full-time professor (open rank) with a strong background in human subjects research and committee work, and have a dedication to promoting and enhancing ethical human subject research at UW-Green Bay. The successful candidate must have a desire to work with faculty and students. The candidate must be willing to keep apprised of current developments in legal and ethical standards for human subject research, and have a willingness to establish relationships with other UW-campus IRB committees or chairs. Applicants with documented experience in leadership and collaboration will be received favorably. Logistical and technical support and guidance for this position and the committee as a whole will be provided by the Office of Grants & Research.

### **Compensation**

Support for the IRB is \$10,200 annually, which can be applied to cover a combination of the costs of teaching reassignment during the academic year (the IRB chair will need to negotiate with, and gain approval of, the department chairperson and the dean) and summer support, negotiable on an annual basis based upon remaining available funds. Compensation is for the full 12-month period each year and any reduction of effort (including leaves or additional administrative duties) will need to be negotiated beforehand with the AVC or designee.

### **Appointment Period**

This is intended as a three-year appointment beginning July 1, 2022, with initial training beginning June 1, 2022.

### **Application Procedures**

To apply, submit, via e-mail, a letter of application (2-page maximum) justifying qualifications and general vision for the UW-Green Bay Institutional Review Board, along with a brief (2 page) vita to:

Pieter deHart  
Associate Vice Chancellor for Graduate Studies and Research  
[dehartp@uwgb.edu](mailto:dehartp@uwgb.edu)

### **Application Deadline**

The application deadline is Monday, April 25, 2022

### **Questions?**

For questions or more information, please contact Pieter deHart (465-2816; [dehartp@uwgb.edu](mailto:dehartp@uwgb.edu)) or Roger Wareham (465-2565; [warehamr@uwgb.edu](mailto:warehamr@uwgb.edu)).