

Office of Research Guidelines on Faculty Participation on OR Committees

The Office of Research (OR) has responsibility administering the following WSU committees that require faculty participation:

- Conflict of Interest
- Institutional Animal Care and Use Committee
- Institutional Biosafety Committee
- Institutional Review Board
- Intellectual Property Committee
- Radiation Safety Committee
- Research and Arts Committee*

Faculty participation in OR Committee work is essential in a Research Institution and represents a significant and important opportunity for faculty to contribute to the WSU research enterprise. Furthermore, many of these committees are required by the WSU Faculty Manual, State of Washington law, or Federal Government law to ensure safety and compliance when working on the activities associated with these committees.

Therefore, to maintain well-functioning committees, it is important to follow these standard practices when appointing committee members or chairs:

1. The administering OR Unit makes a nomination request to a unit Chair/Director, with approval from the respective Dean or delegate (as needed), to recommend faculty for a committee membership appointment or committee Chair appointment. At the option of the administering OR unit, a general Call for Nominations may be made prior contacting the unit Chair/Director or Dean.
2. The nomination request should be initiated by the oversight OR cognizant administrator of that committee and should communicate the roles and responsibilities of the position and the associated work load (expected number of meetings/yr., time length of meetings, average # of protocols to review per meeting, expectation of service during summer months, and other duties such as reviewing policy, managing non-compliance, outreach involvement, etc.). Distinction of the various position responsibilities should be clarified, including those of the Chair, full member and alternate member.
3. The ideal nominee should possess highly desirable traits relevant to that particular committee's work (e.g., faculty experience in that related committee's activities, be research active, not be already overcommitted to other committees).
4. Once member recommendations are approved by the Committee Chair with concurrence from the cognizant OR administrator, the cognizant OR administrators will work with unit Chairs/Directors to appoint committee members. Committee Chairs require VPR approval.
5. Upon approval, appointment letters should be drafted for VPR for appropriate signature.

* Membership vacancies of the Research and Arts Committee of the Faculty Senate, which is supported by the Office of Research Support and Operations, are appointed by the Faculty Senate leadership.