

RESEARCH USING FACULTY, STAFF AND/OR STUDENTS AS SUBJECTS

PURPOSE: To ensure the psychological and physiological safety and well being of any individual who is a subject of any University research project.

POLICY: Any research conducted by the University, or allowed to be conducted by an employee, including but in no way limited to surveys, questionnaires, observations, interviews, or experiments using faculty, staff or students as subjects, shall require prior approval by the Vice President and Dean of Student Affairs when it involves students, or the Manager of Human Resources when it involves employees.

DATE APPROVED: July 7, 1999

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

- I. The researcher shall submit a proposal (or example of the intended research) describing the purpose, method, intended use of the results, and the probable impact on both the University and the individual subjects to the appropriate vice president.
- II. The appropriate vice president, if deemed necessary, may appoint an ad hoc ethical review committee. The function of the committee shall be to monitor and evaluate the proposal. Special consideration is given to the possible and actual impact on the participants proposed to be involved in the research, and the committee will report back to the vice president.
- III. The researcher shall have the responsibility of safeguarding the well-being of the subjects at all times, and during the research will report back to the appropriate vice president, who will monitor the research activities. Research shall be halted at any point when it is deemed to be detrimental to the welfare of the subjects or to the University.
 - A. The researcher shall make a copy of the final research results available to the University by presenting a copy to the appropriate vice president.