

## Institutional Review Board (IRB) Member Appointment and Evaluation

### Appointment of IRB members

The WHF Board of Directors appoints IRB members, IRB Chair and Vice-Chair, and alternate members; there is no selection of IRB members by investigators. IRB appointments are for one-year terms with no maximum number of terms. Membership is evaluated and reassessed annually. The IRB Chair will recruit qualified members to the IRB, as needed, to include expert, non-scientific, and unaffiliated representation. The Human Protections Administrator (HPA) is responsible for evaluating the composition of the IRB and providing orientation to new members to familiarize them with the federal regulations and ethical principles, as well as IRB meeting procedures and protocol review.

All IRB members must complete the CITI training in human subjects research provided online at: <http://citiprogram.org>. Members are subject to removal without cause by the Board of Directors.

### IRB Member and staff evaluations

IRB Chair(s), Vice Chair(s), and IRB members will be asked to complete a self-evaluation annually, including a comprehensive update of expertise (e.g., certifications, memberships, personal experiences, volunteer work). Positive and constructive feedback from the evaluation team (IRB Chair, IRB staff, and the Organizational Official) will be shared with the IRB members via written communication.

IRB staff (IRB Secretary and the HPA) will complete a self-evaluation annually. These self-evaluations will be shared with the IRB members for their comments and feedback. Positive and constructive feedback from the IRB members regarding the staff self-evaluations will be compiled by the IRB Chair and will be shared with the IRB staff via written communication.