

## **Part I: Position Overview and Instructions**

*The following information describes the IRB Chair Position and application process. This section is for reference only and should not be included in the application submission.*

The Institutional Review Board (IRB) oversees the ethical review of research involving human participants conducted under the auspices of the University of North Alabama. The IRB ensures that research involving human subjects complies with applicable federal regulations and ethical standards, including the Common Rule (45 CFR 46).

The IRB Chair provides leadership and oversight for the Institutional Review Board and works in coordination with the Division of Academic Affairs to maintain effective institutional processes for the review of research involving human subjects.

### **Appointment and Term**

The IRB Chair will be appointed by the Provost/EVPAA following a campus-wide application process. The appointment will be for a three-year term, with the possibility of renewal upon mutual agreement between the IRB Chair and the Provost/EVPAA. All of the provisions of previous employment letters not in conflict herewith, including the “at-will” provision, will remain in effect if selected for this supplemental assignment.

### **Responsibilities**

- Chair IRB meetings and oversee the review of research protocols.
- Ensure that IRB operations comply with federal regulations governing human subjects research.
- Guide IRB members in the evaluation of research protocols.
- Ensure appropriate documentation and records are maintained.
- Coordinate with the Division of Academic Affairs regarding institutional policies and compliance matters.
- Support training and guidance for faculty, staff, and students conducting human subjects research.
- Select and appoint IRB members consistent with federal regulatory requirements.

## **Application Components (For Reference)**

### 1. Letter of Application (maximum 2 pages)

The letter should address:

- Interest in serving as IRB Chair
- Relevant experience with human subjects research, research ethics, or regulatory compliance
- Administrative or leadership experience
- Vision for strengthening the IRB process and supporting ethical research at UNA

### 2. Curriculum Vitae

A current CV detailing:

- Academic appointment
- Research activity
- Grants and funded projects
- Prior IRB experience (if applicable)
- Administrative leadership experience

## **Application Checklist and Instructions**

Before submitting your application, please confirm that you have completed and included all required materials.

### Required Components

- Completed Application Form
- Letter of Application (maximum 2 pages)
- Curriculum Vitae
- Department Chair's Acknowledgement and Approval
- Dean's Acknowledgement and Approval

### Submission Requirements

- All materials combined into one single PDF
- Submitted via email to [academicaffairs@una.edu](mailto:academicaffairs@una.edu)
- Submitted by: April 15, 2026, 4:30 p.m.

**Part II:** *Applicants should complete and submit the following section, along with all required components, as a single PDF via email to [academicaffairs@una.edu](mailto:academicaffairs@una.edu) by April 15, 2026, at 4:30 p.m.*

**Institutional Review Board Chair Application  
University of North Alabama**

**Personal Information**

Name: Click or tap here to enter text.

Present title/position: Click or tap here to enter text.

Tenured (yes or no): Click or tap here to enter text.

College/Department: Click or tap here to enter text.

Email address: Click or tap here to enter text.

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**Eligibility Confirmation**

(Please mark all that apply.)

I am a tenured faculty member at UNA.

I am able to fulfill the responsibilities of the IRB Chair position.

I understand the responsibilities associated with the IRB Chair role.

**Application Materials**

A Letter of Application is attached:  Yes  No

A current CV is attached:  Yes  No

**Applicant Acknowledgment**

By signing below, the applicant acknowledges understanding of the responsibilities associated with the IRB Chair position and affirms that the information provided in this application is accurate.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair Acknowledgment and Approval**

By signing below, the Department Chair confirms awareness of this application and approval of the applicant's participation as IRB Chair.

Department Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Dean Acknowledgment and Approval**

By signing below, the Dean confirms awareness of this application and approval of the applicant's participation as IRB Chair.

Dean's Signature \_\_\_\_\_ Date: \_\_\_\_\_