

Research Ethics Office, Research Ethics Boards Standard Operating Procedures
University of Saskatchewan

Section 100:	GENERAL ADMINISTRATION		
Standard Operating Procedure (SOP):	105 MANAGEMENT OF RESEARCH ETHICS OFFICE (REO) PERSONNEL		
This SOP pertains to:	Research Ethics Office Staff		
Responsibility for executing this SOP:	The Vice-President Research, the Director, Research Ethics and the Chairs of the U of S Research Ethics Boards.		
Approval Authority	The Vice-President Research		
Effective Date:	July 1, 2012	Superseded documents dated:	

<p>1. PURPOSE This SOP describes management policies and procedures to promote the long-term commitment of REB staff and ensure the efficient and effective administration and enforcement of REB decisions.</p>	
<p>2. POLICY Research Ethics Office (REO) staff provide consistency, expertise, and administrative support to the REBs and serve as a daily link between the REBs and the research community. REO staff are a vital component in the effective operation of the U of S human participant protection program. The highest level of professionalism and integrity on part of the REO staff is expected.</p>	
<p>3. SPECIFIC PROCEDURES</p> <p>3.1 Job Descriptions Members of the REO staff shall have a description of the responsibilities and accountabilities expected of their positions. The performance of REO staff will be reviewed according to current institutional policy and collective agreements.</p>	REO job descriptions are on file with the Director, Research Ethics
<p>3.2 Staff positions Staffing levels and function allocation will be determined according to institutional policy, management assessment of support requirements and budget constraints.</p>	
<p>3.3 Hiring and terminating REO staff The human resource policies of the University of Saskatchewan determine the policies for recruiting, hiring and terminating staff.</p>	The Administrative and Supervisory Personnel Association and U of S Collective Agreement; The Exempt Staff Handbook; CUPE 1975 and U of S Collective Agreement.
<p>3.4 Documentation The human resource policies of the University of Saskatchewan will be used to determine the policies for identifying, documenting and retaining formal staff interactions.</p>	