

1. FUNCTION

The main function of the Chair of the University of Saskatchewan Animal Research Ethics Board (AREB) (hereafter called “the Chair”) is to work with and through the AREB to review, propose modifications to, set conditions on, approve, reject or terminate any proposed or ongoing research involving animal subjects under the auspices of the University of Saskatchewan, using the considerations set forth in the University of Saskatchewan policy document on Experimental Animal Care and Use and related policies, and the Canadian Council on Animal Care (CCAC) guidelines on animal use protocol review.

The Chair provides leadership and management to the AREB, and maintains the integrity and confidentiality of the ethics review process.

2. ROLES AND RESPONSIBILITIES

2.1 Administrative support to the AREB and the Chair is provided by the staff of the Research Ethics Office. The Chair shall be responsible for the following:

2.1.1 AREB mentorship and guidance

- Participate in and ensure the provision of ongoing training and mentorship to AREB members

2.1.2 Chairing of monthly AREB meetings

2.1.3 Administrative duties as required for the normal functioning of the AREB

- Oversee the review of all new applications to use animals, protocol modifications, study closures, responses to correspondence and Letters of Approval, and re-approvals.
- Provision of correspondence to applicants and signature approval on behalf of the AREB
- Together with Research Ethics Office staff, meeting with researchers, departments, colleges, research centres, and affiliated institutions as required in relation to submissions for ethics approval and ongoing studies.

2.1.4 Consulting with the UCACS and Research Ethics Office staff in the development of policies, procedures and templates for the AREB and the Research Ethics Office.

2.1.5 Act as a communications link between the UCACS and AREB.

2.1.6 Completion of all necessary training and establishment of contacts with the regional and national animal research ethics community

- Attendance at relevant regional and national animal ethics-related meetings and conferences, with the expectation that information gained through these forums will be shared with the AREB, the Research Ethics Office, and any other relevant parties.

- Membership on relevant listserves
- Completion of the on-line training core course on the *care and use of experimental animals*.
- Completion of other educational and training requirements as outlined in the relevant AREB's education plan for new members and as required for the effective functioning of the AREB.

2.2 The Chair shall serve as an active member and representative of the AREB on the following committees (a designate may be appointed):

- University Committee on Animal Care and Supply. (UCACS)
- Education and Training Committee

2.3 The Chair should not take on any administrative position or committee membership over the course of his or her term that may compromise the independence of the ethics review process.

2.4 The Chair, while respecting the integrity, confidentiality and independence of the ethics review process, shall communicate, either to the Vice-President Research or through the Research Ethics Office staff, any matter that may be of concern to the responsible management of research by the University or its appropriate affiliated institutions.

2.5 In the event that the Chair is not able to fulfill his or her duties, the Vice-Chair of the AREB shall assume responsibility as necessary and be compensated accordingly.

3, RECRUITMENT AND APPOINTMENT OF CHAIRS

3.1 Terms of Appointment

3.1.1 Chairs shall be appointed by, and shall report to, the Vice-President Research.

3.1.2 Chairs shall normally be appointed for a three (3)-year term, and can normally serve for two (2) concurrent terms, for a total of six (6) years. Exceptions will be considered on a case-by-case basis. Decisions on Chair re-appointment shall be made by the Vice President Research, based on the results of the annual evaluation process outlined below in Item 3.1.6. Normally, any further appointments to either the Chair position or the AREB would occur after a three (3) year absence.

3.1.3 Newly appointed Chairs shall assume their responsibilities on July 1 of each year. When an existing Chair is unable to complete his or her term, the start date for the incoming Chair shall be negotiated accordingly.

3.1.4 Chairs shall be provided an expense account as per the *Research Ethics Board Chair Expense Account Terms of Usage*.

3.1.5 The Chair must maintain regular communication and contact with the Research Ethics Office. Office space for AREB Chairs is provided within the Research Ethics Office to facilitate an efficient working relationship between the board chairs and the Research Ethics Office staff.

- 3.1.6** The Chair shall be subject to – and shall participate in – an ongoing evaluation process throughout his or her term. This process shall occur annually during the month of June.
- The Chair shall be evaluated on an annual basis through a collaborative process led by the Associate Vice-President Research, involving AREB members, Research Ethics Office staff and the research community.
 - The Chair shall provide an annual report to the Associate Vice-President Research and to UCACS outlining his or her personal successes and challenges over the course of the year and any outstanding issues or concerns.
 - In the event that the results of the evaluation of the Chair necessitate that he or she be immediately removed from the position, the Vice-Chair of the AREB shall assume responsibility, and be compensated as necessary, until a new Chair is appointed.
 - In the event that a formal complaint against the Chair is put forward, the complaint will be assessed by the Vice-President Research and the necessary action will be taken, which could result in the immediate removal of the Chair from the position.
- 3.1.7** The outgoing Chair shall agree to be available on an as-needed basis for consultation and advice to the incoming Chair and Research Ethics Office staff, for a period of one month prior to, and 6 months after, the end of his or her term.

3.2 General Guidelines for Recruitment and Appointment of Chairs

- 3.2.1** The process for Chair recruitment and appointment for a three-year term to begin on July 1 shall start January 1 of the same year.
- 3.2.2** The recruitment process shall be led by the Vice-President Research or designate, with assistance from the Research Ethics Office.
- 3.2.3** The Vice-President Research or designate shall call for nominations from the AREB, colleges, departments, research centres, and any relevant affiliates of the University of Saskatchewan. The Terms of Reference for the Chair (this document) shall be available for information.
- 3.2.4** Nominations or self-nominations shall be accepted up to a deadline, normally one month following the announcement. Nomination packages shall include a curriculum vitae and an accompanying document outlining the nominee's relevant experience and background, and shall clearly indicate the nominee's willingness to be nominated.
- 3.2.5** A search committee appointed by the Vice-President Research shall carry out the review process and make a recommendation to the Vice-President Research. This search committee shall be composed of:
- One representative from the Research, Scholarly and Artistic Work Committee of Council (RSAW)
 - One active researcher in the general area of research under the mandate of the AREB
 - One graduate student in the general area of research under the mandate of the AREB
 - One representative from the Associate Deans Research Forum
 - One AREB member
 - The Chair of UCACS
 - The Director of the Research Ethics Office
 - The Associate Vice-President Research or designate, who shall act as Chair of the search committee.

3.2.6 A Letter of Appointment shall be signed by the new Chair and the Vice-President Research, outlining the terms under which the successful candidate was appointed. Copies of this letter shall be held by the Vice-President Research, the Research Ethics Office, and the candidate's Department, College, research centre, and/or affiliated institution, as appropriate.

3.2.7 The Vice-President Research shall announce the new Chair to the AREB, the University, and all relevant local, national and international bodies.

3.3. Eligibility and Qualifications

3.3.1. Current and retired members of the University of Saskatchewan General Academic Assembly (any faculty member, professional librarian or extension specialist), as well as Professional Research Associates and Research Scientists, and those holding associate or adjunct faculty positions from affiliated institutions, shall be eligible for appointment to the Chair.

In the recruitment of potential Chairs, the following shall be considered:

- Knowledge of, and demonstrated experience in, the current local research context, ethics and policy development
- Expertise in the area of research under the mandate of the AREB
- Experience with relevant administrative or committee work
- Integrity (personal and academic)
- Willingness to learn and to continuously update knowledge and skills
- Ability and willingness to work as part of a team, both in relation to the AREB and the Research Ethics Office
- Personal and professional interest and motivation in, and commitment to, the role of the AREB Chair
- Ability to manage workloads in a timely manner
- Ability to positively represent the AREB, the University of Saskatchewan, and its affiliates locally, regionally and nationally
- Ability and willingness to undertake Chair Roles and Responsibilities, as defined in Section 2