Psychology and B.S. in Human Services in addition to general education courses. Primary emphases of the Chicago and Joplin Centers are courses offered through the Courts Redford College of Theology and Church Vocations. General education courses are offered at the Dexter Center. Faculty teaching off-campus credit courses will be fully qualified to teach the course, as determined by the academic department. Adjunct and/or part-time faculty will possess the same or equivalent qualifications as the regular faculty and will be approved formally by the academic department or college through which the credit course is offered.

Department chairs are responsible for everything related to their department off-campus. Chairs will evaluate both prospective and current adjunct and part-time faculty members on the basis of their vitae and transcripts, and by personal interview upon request. Current adjunct and part-time faculty will be reevaluated annually.

All faculty teaching off-campus will annually submit to the Center Directors completed Faculty Profile Yearly Update forms, which will give information about their annual professional growth and continuing education activities. Repeat adjunct and part-time faculty will be evaluated by students yearly, and the Department Chair will give input and suggestions to the Center Director concerning faculty.

On-campus department faculty members, under the guidance of the Chair and Dean, must take primary responsibility to design and maintain courses that are both academically sound and instructionally appropriate to fulfill the department's segment of the university's academic mission. To assist the departments in discharging this obligation, procedural guidelines have been developed, and college and university curriculum committees established. The Provost, in consultation with the Academic Council, has the responsibility for all established curriculum programs.

Each college and department will determine what courses can be offered at each off-campus site. The site will have some input into this.

The off-campus site will present its schedule to the Provost at the same time that the on-campus programs do. The off-campus instructor will have the freedom to determine how the material will be presented and the time frame within the constraints of guidelines for the semester requirements for minutes a class is to meet. Those requirements are 750 minutes per hour of credit received. (Note: this may vary with classes which have labs.) The course objectives and content are determined by the Bolivar campus department.

Deans are to make the effort for either exams or units of exams to be administered equally, both on- and off-campus. This is for the purpose of assessing the accomplishment of the core objectives of the course. At the end of each semester, the off-campus instructor will provide a copy of the syllabus and other materials that can be used to evaluated the course. Course evaluations will be sent to Department Chairs for their input. When requested, representative samples of student work will be sent to Department Chairs from off-campus sites; the class mean per examination will also be submitted, along with a copy of the examination given; and student outcomes will be assessed. The Department Chair will be expected to give input and direction for change, if necessary. Off-campus sites will be involved in institutional assessment.

All new sites, new programs, or new courses being considered for off-campus will be investigated thoroughly to determine (1) the availability of library resources needed for each course involved, (2) the cost of information resource provision, and (3) how information resources and bibliographic instruction will be delivered. All off-campus faculty will be oriented to the services and resources of the University Library as soon as possible after they make a commitment to work with SBU as a faculty member.

1.15 **POLICY ON RESEARCH REVIEW** [2006]

1.15.1 Research Review Board for Research and Research-Related Activities Involving Human Subjects

Southwest Baptist University is committed to excellence in teaching, public service, and the pursuit of knowledge within a Christian environment. Concomitantly, the University is committed to the conduct of these activities with the highest possible ethical standards. For projects involving humans as subjects of research and research related projects, Southwest Baptist University is guided by the ethical principles regarding all research involving humans as subjects as set forth in the **Declaration of Helsinki**, and the **National Commission for the Protection of Human Subjects of Biomechanical and Behavioral Research** titled *Ethical Principles and Guidelines for the Protection of Human Subjects of Research; The Belmont Report*. In addition, the requirements set forth in **Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46)** will be followed when

applicable and, except for the requirements for reporting information to DHHS, for all other research without regard to source of funding.

Thus, these broad principles are the basis for development of policies concerning review of research involving humans:

A. Whereas the participation of humans in research and training projects may raise fundamental ethical and civil rights questions, no distinctions in the monitoring of projects will be drawn between funded and unfunded projects, or between projects carried out by students, faculty, or other University employees, on-campus or off-campus;

B. All activities involving humans as subjects must provide for the safety, health and welfare of every individual. Rights, including the right of privacy, must not be unduly infringed upon;

C. The direct or potential benefits to the subject, and/or the importance of the knowledge gained, must outweigh the inherent risks to the individual;

D. Participation in projects must be voluntary and informed consent must be obtained from all subjects, unless this requirement is waived by the Research Review Board;

E. An individual does not abdicate any rights by consenting to be a research subject. A subject has the right to withdraw from a research project at any time or may refuse to participate without loss of benefits to which the subject would be otherwise entitled; and

F. Safeguarding information about an individual that has been obtained in the course of an investigation is a primary obligation of the principal investigator.

1.15.2 Southwest Baptist University Research Review Board (RRB)

A. The Research Review Board (RRB) has been established to review all research and training projects which involve humans. The RRB is a five or more member board, appointed by the Provost, composed of faculty and others as necessary, whose main responsibility is to evaluate the use of human subjects in research. In order to approve proposed research protocols the RRB shall determine that all of the following requirements are satisfied (45 CFR 46.111):

1. Risks to subjects are minimized by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and whenever appropriate, by using procedures already performed on the subjects for diagnostic or treatment purposes.
2. Risks to subjects are reasonable in relation to any anticipated benefits to subjects, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the RRB shall consider only those risks and benefits that may result from the research. The RRB shall not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the purview of its responsibility.
3. Selection of subjects is equitable. In making assessment the RRB shall take into account the purposes of the research and the setting in which the research will be conducted.
4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by 45 CFR 46.116.
5. Informed consent will be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117.
6. Where appropriate, the research plan makes adequate provisions for monitoring the data collected to insure safety of subjects.
7. Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute

or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards will be included in the study to protect the rights and welfare of these subjects.

B. Approval of the RRB is applicable to all activities which, in whole or in part, involve research with human subjects if:

1. The research is conducted by or under the direction of any employee or agent of the University using any property or facility of the University; or
2. The research is conducted by or under the direction of any employee or agent of the University in connection with his or her institutional responsibilities: or
3. The research involves the use of the University's non-public information to identify or contact human research subjects or prospective research subjects.

C. It is always the responsibility of the principal investigator to obtain RRB approval prior to initiation of any research activity involving the use of human subjects. Failure to do so may result in restrictions on the research activities of such individuals.

D. Springfield/Nursing, Salem, Mountain View and other off campus centers are to send all research proposals through the RRB on the Bolivar campus

1.15.3 Types of RRB Review and Approval

It is the policy of Southwest Baptist University that the RRB will utilize DHHS criteria for all projects involving human subjects in research when evaluating proposed research protocols. The RRB Chair will initially review all "*Applications for Approval of Investigations Involving the Use of Human Subjects*" to determine the appropriate research category and review process (**Exempt from Review, Expedited Review, or Full Review**).

A. Exempt from Review

In order to establish an individual research project as exempt, the principal investigator must complete the "*Application for Approval of Investigation Involving the Use of Human Subjects*." On the application face page the principal investigator should indicate the number of the category under which an exemption is claimed. Final determination as to whether a research project is exempt rests with the RRB Chair and will be communicated to all members of the RRB. If the project is certified exempt, the principal investigator need not resubmit the project for continuing RRB review as long as there are no modifications in the exempted procedures.

The following categories are considered Exempt from Review:

1. Research conducted in established or community accepted educational settings, involving normal educational practices such as: research on regular and special educational strategies or; research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, or achievement), if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
3. Research involving survey or interview procedures, where all of the following conditions exist:
   a. responses are recorded in such a manner that the human subject cannot be identified, directly or through identifiers linked to the subject;
   b. the subject's responses, it they become known outside the research cannot reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability, and;
   c. the research cannot deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

4. Research involving the observation (including observation by participants) of public behavior where all of the following conditions exist:
   a. observations are recorded in such a manner that the human subject cannot be identified, directly or through identifiers linked to the subject;
   b. the observations recorded about the individual, if they become known outside the research, cannot reasonably place the subject at risk of criminal or civil liability, or be damaging to the subject's financial standing or employability; and
   c. the research cannot deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

B. Expedited Review

Research activities involving no more than "minimal risk" to subjects and in which the only involvement of human subjects will be in one or more of the following categories will be reviewed by the RRB Expedited Review Subcommittee (Chair RRB and other appropriate members as determined by the RRB Chair). The principal investigator shall submit the "*Application for Approval of Investigations Involving the Use of Human Subjects*." On the application face page the principal investigator should indicate the number of the category under which the research might be considered to follow the expedited review process. The type of data collection that would be considered to fall under the expedited review process would include the following as referenced in Federal Register/vol 46, no 16, 8392:

1. Recording of data from subjects 18 years of age or older using non-invasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface or the body or at a distance and do not involve input of matter or significant amounts of energy into the subject or an invasion of the subject's privacy. It also includes such procedures as weighing, testing sensory acuity, electrocardiography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electroretinography. It does not include exposure to electromagnetic radiation outside the visible range (for example, x-rays, microwaves).
2. Voice recordings made for research such as investigations of speech defects.
3. Moderate exercise by healthy volunteers.
4. The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
5. Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigation does not manipulate subject's behavior and the research will not involve stress to subjects.

C. Full RRB Review

Any research or training project involving the use of human subjects which does not fall in the **Exempt from Review** or the **Exempted Review** category must be evaluated by the entire membership of the RRB. The principal investigator shall submit the "*Application for Approval of Investigations Involving the Use of Human Subjects*" for full review.

1.15.4 Informed Consent

A. Informed consent is the process of obtaining the knowing, legally effective consent of any individual or the individual's legally authorized representative to participate in a research project. Informed consent is afforded the subject sufficient opportunity to freely consider whether or not to participate in a given research project. Particular attention should be paid toward minimizing the possibility of coercion or undue influence in obtaining informed consent.

The information given to the subject, or the subject's legally authorized representative must be stated in language that is easily understood by the subject. Written documentation of consent (i.e., a cover letter sheet) is always required.

If the subject is a minor, written parental consent is required unless this requirement is waived by the RRB. In addition to obtaining parental consent, the investigator must obtain the assent of the child unless the child is incapable of giving assent and the RRB has waived the requirement.

Unless waived by the RRB, the following information shall be supplied in all written informed consent documents:

1. A statement that the project is research and an explanation of the scope, aims and purposes of the research, and the procedures to be followed (and identification of any procedures which are considered experimental), including the expected duration of the subject's participation. This statement should include a description of any anticipated benefits the subject might reasonably expect.
2. Identification of the principal investigator, as well as the name of any sponsoring or funding supporting the research. Southwest Baptist University shall be identified as the, or one of the, responsible institution(s).
3. The following statement will be included in ALL written informed consents (including cover letters). It is suggested that this statement be inserted at the bottom margin of the form that is retained by the subject:

   THIS PROJECT HAS BEEN REVIEWED BY THE SOUTHWEST BAPTIST UNIVERSITY RESEARCH REVIEW BOARD FOR RESEARCH AND RESEARCH-RELATED ACTIVITIES INVOLVING HUMAN SUBJECTS (417) 326-1659.

4. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
5. A description of any reasonably foreseeable risks or discomforts to the subject. If the risk potential is currently unknown or unmeasurable a statement to that effect will be required.
6. A statement regarding the availability of compensation and/or medical treatment if injury occurs, will be required for research which involves more than minimal risk. If compensation or medical treatment will be provided, information about how it may be obtained or where further information may be secured will be required.
7. A statement that any new information developed during the course of the research which may be related to the subject's willingness to continue to participate will be provided. Related to this, an offer to answer any questions the subject (or subject's representative) might have regarding the subject's rights shall be included. This statement should include the name, address, and/or telephone number of the principal investigator as the contact point if questions or problems should occur.
8. A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
9. A statement that participation is voluntary and that refusal to participate or a subsequent decision to discontinue participation will not result in penalty or loss of benefits to which the subject is otherwise entitled. This statement should include a description of the consequences, if any, that would accompany such a decision to withdraw.
10. A copy of the signed informed consent shall be supplied to the subject or the subject's legally authorized representative.
11. Federal law mandates that copies of all informed consents be retained for a minimum of three years after completion of the research. The principal investigator is responsible for the maintenance and retention of such records. If the principal investigator is a student, the faculty member is responsible for the maintenance of these records. If the investigator leaves the institution within this three year period, all records must be forwarded to the RRB Chair for retention.

B. Waiver of Informed Consent

A waiver of informed consent requirement in accordance with 45 CFR 36.116 (c and d) may be granted if the investigator can provide adequate justification for the request. However, a statement describing the procedures and objectives of the research shall be supplied to the subjects in a written format.

The RRB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent provided the RRB finds and documents that:

1. The research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine:
   a. programs under the Social Security Act, or other public benefit or service programs;
   b. procedures for obtaining benefits or services under those programs;
   c. possible changes in or alternatives to those programs or procedures; or
   d. possible changes in methods or levels of payment for benefits or services under those programs;
2. The research could not practically be carried out without the waiver of alterations;
3. The research involves no more than minimal risk to the subjects;
4. The waiver or alteration will not adversely affect the rights and welfare of the subjects; and
5. Whenever appropriate, the subjects will be provided with additional pertinent information after participation.

1.15.5 Principal Investigator Responsibilities

1. The principal investigator shall obtain the Guidelines and Procedures for Obtaining Approval for Research and Research-Related Activities Involving Human Subjects from the RRB Chair, College Dean's office, or SBU webpage.
2. The principal investigator shall complete the "*Application for Approval of Investigations Involving the Use of Human Subjects*" and submit these materials to the respective department chair for evaluation and signature.
3. After receipt of department chair's and Dean's approval, the principal investigator shall return one complete copy of the application to the RRB Chair who will schedule an initial meeting within two weeks to review the research proposal with the RRB.
4. Any substantial changes in the protocol, emergence of problems or development of hazardous conditions for the subjects must be reported immediately to the RRB Chair by the principal investigator. An amended protocol must then be approved by the RRB Chair before the research may continue.
5. The principal investigator shall provide the RRB Chair with a final report detailing number of subjects entered into the protocol, the consent process, outcomes, etc., upon termination of the protocol.
6. When the principal investigator is a student, responsibility for the conduct of the research and the supervision of human subjects lies with the faculty sponsor.
7. The principal investigator, student researchers, research assistants, and any research project staff who will have contact with human subjects or data produced by human subjects should complete an approved online course in the Protection of Research Subjects. A list of approved courses may be obtained from the RRB. When the brief, online course is complete, the principal investigator should submit copies of the certificate(s) of completion, with expiration date, to the RRB. No person will be approved to contact human research subjects prior to receipt of this certification.

1.15.6 RRB Review Process

A. The principal investigator should submit the research proposal material to their department chair and dean of the college for determination that the research is appropriate in the context of the department/college and SBU's mission.

B. When approvals have been obtained, then the principal investigator should submit the proposal to the RRB Chair.

C. Once the RRB Chair has determined the appropriate review process for the submitted research proposal, the RRB Chair will schedule either a meeting of the RRB Expedited Review Subcommittee or a full RRB Review to take place within two weeks. The RRB Chair will make the final determination of any **Exempt from Review** projects.

D. If the proposed project falls within the **Expedited Review** category the RRB Expedited Review Subcommittee will evaluate the proposal and make a decision. If the project requires **Full RRB Review** then the entire RRB will evaluate the proposal.

E. For research projects that require **Full RRB Review**, copies are sent to all members of the RRB.

F. With proposals requiring **Full RRB Review**, the RRB Chair will appoint one member of the RRB with expertise in the area of the proposed research and, if necessary, invite a consultant with expertise in the subject area to assist in the evaluation. They will be assigned to:

1. review the proposed project and informed consent form in detail;
2. discuss same with the principal investigator if necessary; and
3. present the project to the full RRB for discussion.

G. The RRB Chair will notify the principal investigator in writing of the decision for any research category within one week after the final RRB meeting.

H. If changes in the proposed protocol are required by the RRB Expedited Review Subcommittee or full RRB, the principal investigator must submit them in writing to the RRB Chair. The proposal may or may not be sent back for further RRB Expedited Review Subcommittee or Board discussion. If the revised proposal and/or consent forms are in accordance with the RRB's suggested changes, the proposal is approved.

I. When initial approval of a protocol is given, the RRB Chair will indicate the minimum intervals between re-evaluation of the project so that continued acceptance of the protocol is assured. Routine projects will be reviewed at yearly intervals; more complex, and potentially dangerous projects will be reviewed at a frequency commensurate with the related risks. Projects that are determined to be exempt will not require additional reviews.

J. **The project should not be considered as approved until the RRB Chair has informed the principal investigator in writing that the project has RRB approval**.

1.15.7 Application for Approval of Investigations Involving the Use of Human Subjects

BEFORE COMPLETING THE ATTACHED APPLICATION FORM, THE PRINCIPAL INVESTIGATOR SHOULD BE FAMILIAR WITH THE "GUIDELINES AND PROCEDURES FOR OBTAINING APPROVAL FOR RESEARCH AND RESEARCH-RELATED ACTIVITIES INVOLVING HUMAN SUBJECTS" OF SOUTHWEST BAPTIST UNIVERSITY.

THE PRINCIPAL INVESTIGATOR MAY NOT INITIATE ANY RESEARCH INVOLVING HUMAN SUBJECTS UNTIL WRITTEN NOTIFICATION OF RBB APPROVAL OR COMPLIANCE WITH ANY AND ALL CONTINGENCIES MADE IN CONNECTION WITH SAID APPROVAL HAS BEEN RECEIVED.

This application should be completed by the principal investigator. If the principal investigator is a student, the application must be approved by the applicant's faculty sponsor. The applicant's Department Chair or Department Review Committee and Dean of the college must review and sign the application. After completing the application and obtaining signatures, one copy of the application and all supporting materials such as questionnaires, approval letters from cooperating institutions, informed consents, etc., must be forwarded to the RRB Chair.

If you have submitted or plan to submit this project to an external agency for funding you must forward one complete copy of the external proposal to the RRB Chair as soon as it is available.

The Chair of the RRB will notify each applicant of the RRB's decision. If you have questions, please contact the RRB Chair.

1.15.8 Composition of the Research Review Board (RRB)

A. The RRB shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The RRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the RRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and the standards of professional conduct and practice. The RRB shall therefore include persons knowledgeable in these areas. If the RRB regularly reviews research that involves a vulnerable category of subjects, such as children, prisoners, pregnant women, handicapped or mentally disable persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these subjects

B. Every nondiscriminatory effort will be made to ensure that the RRB does not consist entirely of men or entirely of women, including the institution's consideration of qualified persons of both sexes, so long as no selection is made to the RRB on the basis of gender. The RRB may not consist entirely of members of one profession.

C. The RRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.

D. The RRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

E. The RRB may not have a member participate in the RRB's initial or continuing review of any project in which the members has a conflicting interest, except to provide information requested by the RRB.

F .The RRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the RRB. These individuals many no vote with the RRB.