

PROFESSIONAL DEVELOPMENT
RESEARCH AND PUBLICATION

DME1
(REGULATION)

GENERAL
DESCRIPTION

RESEARCH
COMMITTEE

1. The District recognizes the need for investigations in which human beings may serve as research subjects. The District acknowledges and accepts its responsibilities for ensuring that the privacy, safety, health, and welfare of such subjects are adequately protected. The District has established a Research Committee to review and approve requests to conduct research in the District. The committee membership shall possess competence not only to comprehend the nature of the proposed program, but also to permit complete and adequate review and judgment as to the acceptability of the program in terms of Board policy, elements of the law relevant to the activity, and standards of professional conduct and practice. [See Reference (a)]

MEMBERSHIP

2. The members of the Research Committee are appointed by the assistant superintendent, Research and Accountability. At least three committee members must participate in each research proposal review. The current membership is as follows:

- Assistant Superintendent, Research and Accountability, Chairperson;
- Managers, Research and Accountability;
- Research Specialist, Research and Accountability;
- External Reviewers (Department and/or School Staff directly impacted by the research); and
- Secretary, Research and Accountability.

The secretary, Research and Accountability, serves as secretary to the committee. In addition to the above individuals, the immediate workplace supervisor, and the direct report to the Superintendent of the requesting or affected workplace, may be asked to be present when the request is reviewed by the committee.

OPERATING
PROCEDURES

3. The operating procedures for the committee are as follows:

MEETINGS

- a. Meetings are held the third Tuesday of every month or on an as-needed basis at the call of the assistant superintendent, Research and Accountability.

AGENDA

- b. The secretary is responsible for preparing the agenda.

RECORDS

- c. A record of all decisions and significant discussion items is maintained by the secretary of the committee.

TYPES OF REVIEW	d. There are two types of review:
INITIAL REVIEW	(1) The Research Committee receives a request for permission to conduct research from the principal investigator. The committee is expected to complete its action prior to making a review decision. The review action must be completed within 30 days after the submission date.
CONTINUING REVIEW	(2) The investigator must report to the committee for review any problems or proposed procedural changes that may affect the status of the ongoing program with regard to the established Criteria for Approving Studies. [See References (a) and (b)] No changes, except those necessary to eliminate apparent immediate hazards, will be made without prior approval by the committee.
DECISIONS	e. Decisions are based on the majority approval of the committee. At least two of the three committee members must agree that a proposal meets criteria for approval.
CONSULTATION	4. This regulation does not require consultation.
MAINTENANCE RESPONSIBILITY	5. The assistant superintendent, Research and Accountability, is responsible for maintenance of this regulation.

REFERENCES:

- (a) DME2(REGULATION)
 - (b) DME(EXHIBIT), Exhibit B
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