Title	2.02 Management of REB Membership
Version	2.0
Effective Date	June 1, 2025

Purpose

This standard operating procedure (SOP) describes the management of the membership of the Research Ethics Board (REB).

Scope

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines.

Responsibilities

All REB members and Office of Human Research Ethics (OHRE) Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for monitoring and managing the REB membership.

Procedure

REB membership (e.g. appointments, terms) must be adequately managed to continue to meet applicable requirements and to maintain the appropriate diversity, experience, and expertise for the type and volume of research reviewed.

Appointments of REB Members:

- The Director will review the REB membership lists each spring and advise the appropriate administrator of each unit with representation on the REB.
- Nominees are provided by each unit in a manner determined by the unit.
- Names and CVs of nominees are provided to the Director.
- Community members (meeting membership requirements) are solicited by the Director and OHRE Personnel from the greater local community.
- Voting and non-voting REB members are appointed by the Associate Vice-President (Research) (AVPR) upon recommendation of the Director.
- New REB members must undertake an orientation and sign an Oath of Confidentiality.

Appointments of REB Chairs:

- REB Chairs are appointed by the Senate Committee on University Research (SCUR) on the recommendation of the Director.
- When an REB Chair is being appointed temporarily to replace a Chair on leave, the temporary appointment is recommended by the Director and approved by the Associate Vice-President (Research).

Resignations and Removals – REB Chairs:

- An REB Chair may resign before the conclusion of their term upon provision of written notice to the Director.
- An REB Chair may be asked to resign if they are not fulfilling their designated Chair duties in a timely, competent and ethical manner.
- An REB Chair should resign immediately upon determination of research misconduct, mismanaged conflict of interest or any other relevant behavior that could be perceived as compromising their ethical judgment.
- The mandated resignation or removal of a Chair will be approved by SCUR on the recommendation of the Director.

Resignations and Removals – REB Members:

- An REB member may resign before the conclusion of their term upon provision of written notice to the Director and REB Chair. The appropriate authority in the member's academic unit should also be notified.
- The REB Chair or designee may ask an REB member to step down at any time, if they are not fulfilling their designated REB duties in a timely, competent and ethical manner.
- An REB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest or any other relevant behavior that could be perceived as compromising their ethical judgment.
- The mandated resignation or removal of an REB member will be approved by the Associate Vice-President (Research) upon recommendation of an REB Chair.
- Every effort will be made to recruit a similarly qualified replacement prior to the departure of a member to preserve the level of experience and expertise and to ensure the continuity of the functions of the REB.

Liability and Coverage

- All REB members are insured for their research ethics review-related work by the University’s insurance policy, subject to the terms and conditions of that policy.

Documentation:

- The OHRE Personnel will maintain an updated REB membership list.
- The REB membership list will be reviewed and updated as required.
- The current REB membership list and archived lists will be maintained and available through the OHRE.
- CVs and signed Oaths of Confidentiality for all current and past REB members will be maintained by the OHRE.
- A detailed membership list will be kept in the REB Office. This list will contain REB member contact information and additional information on areas of expertise for the purposes of communication and reviewer assignment. It will be kept confidential for access only OHRE Personnel.

Revision History

Version	Effective Date	Summary of Changes
V.2	January 22, 2026	Notification of member resignation to include the appropriate authority in the member's academic unit