**Statement of Policy**

The selection of AdZU REC members shall be through a nomination process that ensures representation of different disciplines (scientists and non-scientists, medical and non-medical members), sectors (male and female, older and younger age groups) and member/s who are not affiliated with the institution. Members shall be classified as regular or alternate members. The regular members shall serve for a period of 3 years but may be renewed for a number of terms. The alternate members shall serve on a yearly basis and shall attend meetings whenever called to ensure that meetings are conducted with sufficient members.

**Objectives of the SOP**

Selection and Appointment of REC Members aims to ensure that the composition of the REC complies with the international, national and institutional guidelines and that appropriate expertise is taken into consideration.

**Scope/Applicability**

This SOP applies specifically to the selection of members of the REC. This SOP begins with the call for nominations and ends with the filing of appointment documents and CVs of REC members in the membership file.

**Flowchart**

|  |  |  |
| --- | --- | --- |
| ACTIVITY | RESPONSIBILITY | TIMELINE |
| Step 1: Nomination of candidates to be potential members and alternate members of the REC to the University Research and Publication Council (URPC) in accordance with a set of criteria. (SOP 1 Form 001)1.1 Consultation with the recommended faculty in each college regarding their willingness to join the committee. (SOP 1 Form 001)1.2 The list of nominees shall be submitted to the REC Secretariat for collation. (SOP 1 Form 001)1.3 Faculty shall be nominated by the URPC for membership to the REC. 1.4 The University President shall approve the nomination and shall issue letters of appointment to the nominated members of the Research Ethics Committee. (SOP 1 Form 003)1.5 The new REC member/s sign the appointment letter, confidentiality and conflict of interest disclosure agreements (SOP 1 Form 003, 006 and 007) | Non -REC members (Deans, University President) | 10-14 days |
| Step 2: Filing of appointment documents and SOP 1 Form 002 CVs in the membership file (SOP on Management of Active Files (SOP # 23)) | Staff | 1 day |

**Description of Procedures**

Step 1. The Deans of the different schools and colleges shall nominate candidates to be potential members and alternate members of the REC to the University Research and Publication Council (URPC) in accordance with a set of criteria. (SOP 1 Form 001)

1.1 The Deans shall consult with the recommended faculty in each college regarding their willingness to join the committee. (SOP 1 Form 001)

1.2 The list of nominees shall be submitted to the REC Secretariat for collation. (SOP 1 Form 001)

1.3 Faculty shall be nominated by the URPC for membership to the REC.

1.4 The University President shall approve the nomination and shall issue letters of appointment to the nominated members of the Research Ethics Committee. (SOP 1 Form 003)

1.5 The new REC member/s sign the confidentiality and conflict of interest disclosure agreements (SOP 1 Form 006 and 007)

Step 2. Filing of appointment documents and SOP 1 Form 002 CVs and signed Agreements in the membership file: See SOP # 23 Management of Active Files.

**Forms:**

SOP 1 Form 001: Nomination Form

SOP 1 Form 002:CV Template

SOP 1 Form 003 : Appointment Letter

SOP 1 Form 006: Confidentiality Agreement

SOP 1 Form 007: Conflict of Interest Disclosure Agreements

**History of SOP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date** | **Author/s** | **Main Change** |
| 01 | 01/28/2015 |  |  |
| 02 | 06/21/2019 | krva | Number of members |
| 03 | 09/21/2022 | krva | Revision of SOP |
| 04 | 11/20/2023 | krva | Revision of SOP (activities done by non-REC persons |