

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Institutional Research and Institutional Review Board

Adoption Date: October 10, 2018

Responsible Area: Research and Evaluation

Responsible Office: President's Office

Policy Reference: BP 3715; BP 4030; AP 3715; and AP 7371

1. Recognizing the District Mission charges the College of the Siskiyou to wholly focus on providing education for its students, the District acknowledges the valuable opportunity for professional development through academic research, but notes that such endeavors may be ancillary to the District Mission. To that end, neither the creation nor dissemination of academic research shall be used as a criterion in any evaluative instrument for faculty members or staff. Similarly, no compensation shall be granted by the District to any employee upon the creation or dissemination of any research project except that which has been addressed in a Board Policy, Administrative Procedure, or in bargaining agreements.
2. In compliance with AP 7371, use of District resources for the purposes of academic research, except that which is incidental and minimal, shall be solely at the discretion of the President/Superintendent, or designee. This section shall not be construed to apply to the engagement of the students or employees of the District for the purposes of academic research.
3. The use of human subjects is a critical component of many research studies. Recognizing this need but seeking to protect the health and well-being of both the relevant populations and the core educational activities of the District, the District requires the following process be applied to all research projects that use human subjects in the District:
 - a. The author(s) must first demonstrate a good faith effort to secure approval from a registered Institutional Review Board ("IRB"), or whichever body the federal Office of Human Research Protection shall promote for reviewing research at an institution. The District strongly prefers that an IRB registered on behalf of the College of the Siskiyou is the primary source for this approval, but a different registered IRB may be used.
 - b. Upon recognition of the good faith effort to secure approval by a registered IRB, the President/Superintendent, or designee, must approve the research project before it is undertaken. The designated administrator may solicit opinions from the members of the District's IRB on the efficiency or validity of the project, but the IRB shall only make official decisions concerning the compliance of the study with existing regulations on the protection of human subjects.

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4. The College of the Siskiyous shall make a good faith effort to maintain a registered IRB. This task shall be the duty of the Office of Research, in consultation with the President/Superintendent.
5. Issues concerning intellectual property rights that arise from the creation or dissemination of any research conducted in the District shall be resolved according to the processes laid out in BP 3715/AP 3715.
6. Nothing in this administrative procedure shall be construed to limit activities used *solely* as a part of developed curriculum or used as instructional materials and methods created to meet the goals of developed curriculum. Thus, no part of this administrative procedure shall be construed to conflict with BP 4030 on matters concerning academic freedom.