

## Standard Operating Procedures

### IACUC COMMITTEE MEMBERSHIP University of Maryland School of Pharmacy

Committee membership is evaluated at least once every six months. The IACUC will determine whether there is a need for additional expertise. If needed, the IACUC Chair will discuss it with the committee at the next convened meeting. If the committee is in agreement, a candidate will be pursued.

Potential committee members are identified as follow:

- a. Contact the Department Chair for recommendation of a faculty member,
- b. The committee identifies a specific faculty member, or
- c. Follow-up with a faculty member that has expressed interest in serving on the committee if and when a need arises.

If a current member resigns, he/she will be asked to recommend another faculty member from their department if possible.

The IACUC Coordinator will contact the identified member, discuss the responsibilities, expectations, and the amount of time required to serve as an IACUC member. If the faculty member is willing and able to commit to serving on the IACUC, the following information is obtained: updated CV and confirmation of willingness to serve on the committee.

The following information will be forwarded to the Associate Dean of Graduate Studies and Research and then to the Dean of the School of Pharmacy for consideration and final approval / disapproval:

1. A formal letter including the need for the additional member and a brief description of the faculty member's qualifications and training.
2. A copy of the updated CV,
3. An IACUC appointment letter for the Dean's signature.

*\*\*\*The School of Pharmacy is considered its own entity with the University of Maryland Baltimore system. All faculty appointments within the SOP are approved by the Dean of the School of Pharmacy. The SOP IACUC is specific to this school and as such all committee members are appointed by the Dean, who also serves as the Institutional Official.\*\*\**

Once a faculty member's appointment has been approved, the appointment letter is sent out. As soon as an acceptance letter is received, the faculty member will be scheduled to meet with the IACUC Coordinator and/or IACUC Chair for new committee member training. Please reference IACUC Education, Training and Resource Manual for training and orientation details.

#### **A. Committee Attendance**

It is the Institutional Official's expectation that all IACUC members be present at each meeting unless unforeseen circumstances arise. If a member has been assigned a review and cannot attend at last minute, the review must be faxed or

emailed to the IACUC Coordinator so that the other reviewer and the chair can present the review to the committee.

## **B. Membership**

Members of the IACUC are appointed by the IO, generally for 2-year terms, except as indicated below.

### 1. Chairperson.

#### a. Appointment:

The Chairperson will generally serve a term of 2 years, but may serve a term of 1 year if approved by the I.O. The Chairperson's appointment is renewable by the I.O. for additional terms, and may be extended to provide continuity leading up to, and during, an AAALAC site visit.

#### b. Qualifications:

- i Knowledgeable and effective leader;
- ii Has been a member of the IACUC for at least two years and has served on the IACUC during an AAALAC site visit.
- iii Responsibilities:
  - a. Works with School Administration to ensure compliance with all applicable regulations and standards and to assist in maintaining the University's AAALAC accreditation.
  - b. Recommends membership changes to the I.O.;
  - c. Reviews and writes policies and SOP as needed;
  - d. Reviews all incoming protocols and amendments and assigns committee members as appropriate;
  - e. Convenes/chairs meetings; designates acting chair if unable to attend meetings or inspections;
  - f. Acts as spokesperson on behalf of the IACUC.

### 2. Members

#### a. Terms

- i Faculty members may be reappointed by the I.O. as deemed necessary and for one additional consecutive term. Staff members representing specific campus units may serve multiple two (2) year terms. Non-Affiliated Members representing the interests of the community at-large may serve multiple two (2) year terms.

#### b. Alternate Members

Alternate members will be appointed to the IACUC by the I.O. in accordance with PHS policy. An IACUC member and his/her alternate may not count toward a quorum at the same time or act in an official member capacity at the same time.

#### c. Ad Hoc

Non-voting attendees may be invited as needed. Examples of such attendees include, but are not limited to, representative(s) from Environmental Health and Services, I.O. or designee.

### **C. Meeting Attendance Requirements:**

The IACUC Office will maintain IACUC member attendance records based on the calendar year

All members are required to do the following:

1. Attend approximately in total 75% of the regularly scheduled meetings and inspections.
  - a. Notify the IACUC Office if attendance at a meeting or inspections is not possible. This notification does not preclude the member from meeting the 75% attendance requirement.
2. All IACUC members are expected to participate in the required IACUC inspections and IACUC subcommittees.
3. Removal of Delinquent Members
  - a. If a member does not meet the 75% attendance requirement his/her membership on the committee can be suspended.