

POLICY CONCERNING HUMAN RESEARCH ETHICS

CLASSIFICATION:	SENATE
ISSUED BY:	SENATE
EFFECTIVE AS:	May 1990
AMENDED:	May 1993 June 2008

1.0 PREAMBLE

Dawson College recognizes the need for scholarship and innovation. It acknowledges that the search for new knowledge raises new questions of an ethical nature.

The Academic Dean is responsible for granting ethics approval of research projects that involve

- Dawson College students and staff as research subjects
- Dawson College staff who conduct research projects which require ethical approval

The Academic Dean will refer research proposals to the Human Research Ethics Committee (HREC), a Senate Committee, before the research commences.

2.0 THE HUMAN RESEARCH ETHICS COMMITTEE (HREC)

2.1 COMPOSITION
(See Attached.)

2.2 GENERAL MANDATE

The Committee will review all research proposals referred to it by the Academic Dean and make a recommendation to the Academic Dean.

2.3 EXCEPTION

Research conducted by Dawson staff as part of routine institutional research (including program evaluations, revisions, learning activities) and research done by Dawson students as part of their program requirements are not subject to the provisions of this policy. It is expected that teachers and Program Committees will act to ensure that research undertaken by students respects standard ethical guidelines.

2.3.1 PUBLICATION

If, at a later date, research done under the auspices of clause 2.3 is to be published, the methodology (as well as a description of how the privacy of individuals is to be protected) will be submitted to HREC for ethics approval.

2.4 GUIDELINES

The Human Research Ethics Committee will be guided by the most recent version of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. It will consider whether the research proposal complies with all applicable legislative requirements including the Quebec *Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels*.

- 2.5 RECOMMENDATION
The Committee will communicate its recommendation in writing to the Academic Dean. The Committee may recommend:
Approval
Rejection
Approval subject to specified conditions (It may also enter into discussions with the applicant to find solutions to problems.)
Approved research projects will receive a certificate indicating that ethical requirements have been met
- 2.6 TIMELINES
The Committee will make every effort to make a recommendation within thirty (30) working days from the receipt of the request from the Academic Dean.
- 2.7 FOLLOW-UP
The Committee is not expected to monitor approved projects. If, however, the Committee becomes aware that
a) the research is being conducted in a way which differs from that described in the research proposal to the extent that it would not have recommended approval, or
b) unforeseen and insoluble ethical problems have arisen during the course of the research, the Committee may recommend to the Academic Dean that the investigator be required to terminate the research. It is expected that researchers will respect standard ethical guidelines when dealing with specific situations not explicitly addressed in this policy.
- 2.8 PROCEDURES
The Committee will draft operational procedures which will be effective once the policy is recommended by Senate for approval.
- 3.0 RECORDS
- 3.1 The Academic Dean will keep documents related to each research project for at least one year following completion of the project.
- 3.2 Any investigator carrying out research using Dawson students and/or staff will be required to submit a brief report on this research to the Academic Dean as well as copies of any subsequent reports or publications based on this research.
- 4.0 EFFECTIVE DATE
This policy or changes to this policy will become effective on approval of the Academic Dean pursuant to the recommendation of Senate.
- 5.0 REVIEW
The HREC will review this policy at least every five years. The results of the HREC review will be submitted to Senate.

HUMAN RESEARCH ETHICS COMMITTEE

REVISED:
October, 1992
June, 2008

MANDATE

SEE POLICY CONCERNING HUMAN RESEARCH ETHICS

COMPOSITION

CHAIR:	Academic Dean / Delegate
FACULTY:	6 total: 3 regular members named by Senate and 3 alternates to be named by the HREC Chair
PROFESSIONAL:	4 total: 1 regular member to be ratified by Senate, 2 regular members from the OID, and 1 alternate—the Coordinator of Institutional Research
STUDENT:	One (1) named by Senate

Faculty

To be elected at Senate

Professionals

Coordinator of the Centre for Students with Disabilities (ratified by Senate)
Education Consultant (Instructional Development), Office of Instructional Development
Coordinator of Professional Development and Research (Chair designate)
Coordinator of Institutional Research (alternate)

Student

To be elected at Senate

Academic Dean/Designate

Dean of Instructional Development/Designate

Alternates

3 faculty named by the Chair and 1 professional (see below).

Operational Rules

- There are seven regular members (voting) on the HREC and the Chair (non-voting)
- Quorum: 4 members, including the Chair
- Alternates: The Chair will establish a bank of alternates to serve on the HREC when research proposals of regular members are under consideration for HREC approval or when quorum is needed.

Adopted by Senate: June 5, 2008