

Psychology and B.S. in Human Services in addition to general education courses. Primary emphases of the Chicago and Joplin Centers are courses offered through the Courts Redford College of Theology and Church Vocations. General education courses are offered at the Dexter Center. Faculty teaching off-campus credit courses will be fully qualified to teach the course, as determined by the academic department. Adjunct and/or part-time faculty will possess the same or equivalent qualifications as the regular faculty and will be approved formally by the academic department or college through which the credit course is offered.

Department chairs are responsible for everything related to their department off-campus. Chairs will evaluate both prospective and current adjunct and part-time faculty members on the basis of their vitae and transcripts, and by personal interview upon request. Current adjunct and part-time faculty will be reevaluated annually.

All faculty teaching off-campus will annually submit to the Center Directors completed Faculty Profile Yearly Update forms, which will give information about their annual professional growth and continuing education activities. Repeat adjunct and part-time faculty will be evaluated by students yearly, and the Department Chair will give input and suggestions to the Center Director concerning faculty.

On-campus department faculty members, under the guidance of the Chair and Dean, must take primary responsibility to design and maintain courses that are both academically sound and instructionally appropriate to fulfill the department's segment of the university's academic mission. To assist the departments in discharging this obligation, procedural guidelines have been developed, and college and university curriculum committees established. The Provost, in consultation with the Academic Council, has the responsibility for all established curriculum programs.

Each college and department will determine what courses can be offered at each off-campus site. The site will have some input into this.

The off-campus site will present its schedule to the Provost at the same time that the on-campus programs do. The off-campus instructor will have the freedom to determine how the material will be presented and the time frame within the constraints of guidelines for the semester requirements for minutes a class is to meet. Those requirements are 750 minutes per hour of credit received. (Note: this may vary with classes which have labs.) The course objectives and content are determined by the Bolivar campus department.

Deans are to make the effort for either exams or units of exams to be administered equally, both on- and off-campus. This is for the purpose of assessing the accomplishment of the core objectives of the course. At the end of each semester, the off-campus instructor will provide a copy of the syllabus and other materials that can be used to evaluate the course. Course evaluations will be sent to Department Chairs for their input. When requested, representative samples of student work will be sent to Department Chairs from off-campus sites; the class mean per examination will also be submitted, along with a copy of the examination given; and student outcomes will be assessed. The Department Chair will be expected to give input and direction for change, if necessary. Off-campus sites will be involved in institutional assessment.

All new sites, new programs, or new courses being considered for off-campus will be investigated thoroughly to determine (1) the availability of library resources needed for each course involved, (2) the cost of information resource provision, and (3) how information resources and bibliographic instruction will be delivered. All off-campus faculty will be oriented to the services and resources of the University Library as soon as possible after they make a commitment to work with SBU as a faculty member.

1.15 POLICY ON RESEARCH REVIEW [2006]

1.15.1 Research Review Board for Research and Research-Related Activities Involving Human Subjects

Southwest Baptist University is committed to excellence in teaching, public service, and the pursuit of knowledge within a Christian environment. Concomitantly, the University is committed to the conduct of these activities with the highest possible ethical standards. For projects involving humans as subjects of research and research related projects, Southwest Baptist University is guided by the ethical principles regarding all research involving humans as subjects as set forth in the Declaration of Helsinki, and the National Commission for the Protection of Human Subjects of Biomechanical and Behavioral Research titled

. In addition, the requirements set forth in Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46) will be followed when

applicable and, except for the requirements for reporting information to DHHS, for all other research without regard to source of funding.

Thus, these broad principles are the basis for development of policies concerning review of research involving humans:

- A. Whereas the participation of humans in research and training projects may raise fundamental ethical and civil rights questions, no distinctions in the monitoring of projects will be drawn between funded and unfunded projects, or between projects carried out by students, faculty, or other University employees, on-campus or off-campus;
- B. All activities involving humans as subjects must provide for the safety, health and welfare of every individual. Rights, including the right of privacy, must not be unduly infringed upon;
- C. The direct or potential benefits to the subject, and/or the importance of the knowledge gained, must outweigh the inherent risks to the individual;
- D. Participation in projects must be voluntary and informed consent must be obtained from all subjects, unless this requirement is waived by the Research Review Board;
- E. An individual does not abdicate any rights by consenting to be a research subject. A subject has the right to withdraw from a research project at any time or may refuse to participate without loss of benefits to which the subject would be otherwise entitled; and
- F. Safeguarding information about an individual that has been obtained in the course of an investigation is a primary obligation of the principal investigator.

1.15.2 Southwest Baptist University Research Review Board (RRB)

- A. The Research Review Board (RRB) has been established to review all research and training projects which involve humans. The RRB is a five or more member board,

4. Research involving the observation (including observation by participants) of public behavior where all of the following conditions exist:
 - a. observations are recorded in such a manner that the human subject cannot be identified, directly or through identifiers linked to the subject;

B. Waiver of Informed Consent

B. When approvals have been obtained, then the princ

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