

Policy regarding the use of students and staff as research subjects.

This policy applies to all requests to use college staff and students as research subjects. Since the Tri-Council Policy on Ethical Conduct for Research Involving Humans¹, to which the college subscribes, defines questionnaires as research, this policy applies also to requests to have students answer questionnaires.

It does not apply to research being done for internal institutional purposes, which should be coordinated through the Manager of Institutional Research and Analysis.

1.0 Requests from internal parties.

Requests from internal parties (staff, and students) should in the first instance be discussed with the proponent's immediate manager (or faculty member in the case of students) , and then be submitted to the appropriate Dean. Quality assurance studies, performance reviews or testing within normal educational requirements are not considered to be research. The Dean will then consider whether he/she wishes to make a recommendation to the Vice President Academic and Chief Learning Officer to approve the proposal or not.

2.0 Requests from external parties.

With the following exceptions, requests from external parties to use students and staff as research subjects shall not be approved.

2.01 Exceptions.

- a) Research in which the college is one of a number of participating post secondary institutions, and the research is being used to gain an overall understanding of post secondary educational processes.
- b) Research in which the college has a specific interest.

In these exceptional circumstances, the proponent shall prepare a request to the appropriate Dean, who, upon consideration, will recommend to the Vice President Academic and Chief Learning Officer whether the proposal is acceptable, and under what circumstances.

3.0 Research Ethics Board.

All proposals shall meet the requirements of the college's Research Ethics Board, and the Deans may wish to delay their recommendation until the proposal is approved by the Research Ethics Board.

¹ Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. 1998 (with 2000, 2002 and 2005 amendments).

nsc

4.0 Considerations.

The following shall be taken into consideration when a proposal is submitted (Note that these do not address issues which are the subject of ethics board consideration)

- 4.01 The total number of research subjects requested.
- 4.02 The effect of disruption on academic schedules.
- 4.03 Whether there is academic learning for the research subjects involved.
- 4.04 Whether the results of the research will be made available for college use.
- 4.05 Whether the research is a “one time” request, or part of a continuing study.

5.0 Registration

All requests for use of staff and students as research subjects shall be registered with the office of the Director of Applied Research.