

Chair, Western's Non-Medical Research Ethics Board (NMREB)

We are seeking a Chair of the NMREB for a term of three years.

About the NMREB

The NMREB plays a vital role in upholding the highest ethical standards in research involving human participants across diverse disciplines. It is responsible for protecting the rights, safety and welfare of human participants in non-medical research conducted at, or under the auspices of Western University and affiliated institutions. The NMREB ensures that such research meets established ethical principles and complies with applicable regulations, guidelines and standards.

Authority and Governance

The NMREB operates independently in its review and oversight of research ethics, while being accountable to the Board of Governors for its administrative processes. It adheres to the Tri-Council Policy Statement (TCPS) and other relevant guidelines to ensure rigorous and principled ethical oversight.

The Position

Western is seeking a dynamic and experienced leader to serve as Chair of the NMREB. The Chair plays a key leadership role ensuring the NMREB fulfills its mandate effectively and efficiently. The Chair collaborates with NMREB members, staff in the Office of Human Research Ethics (OHRE) and researchers to ensure the rights and welfare of human participants in non-medical research studies are adequately protected, and that benefits of the research justify any potential risks to research participants.

The Chair is ultimately responsible for ensuring the NMREB acts in accordance with all applicable regulations, guidelines and policies governing research ethics boards (REBs). In partnership with OHRE staff and NMREB members, the Chair leads the review process and may propose modifications to, approve, reject, suspend or terminate any proposed or ongoing non-medical research involving human participants. The Chair is responsible for maintaining the integrity and confidentiality of the NMREB's ethics review process.

In addition to overseeing the NMREB's operations, the Chair consults with key groups – such as the Secretariat on Responsible Conduct of Research; Director, Research Ethics and Compliance; OHRE; and institutional research leaders – to ensure the NMREB has the necessary authority and support to effectively fulfill its mandate.

This position offers an opportunity to hold a leadership role and contribute to the advancement of human research across a wide range of disciplines, such as social, behavioural, cultural and humanities research.

Terms of Appointment

The appointment is for a three-year term (renewable once), commencing on January 1, 2026.

Key Responsibilities of the Chair

- (i) Ensure all research applications received by the NMREB receive ethical review in accordance with the guidelines of [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (TCPS 2) and any applicable regulations. This responsibility includes working with the NMREB and OHRE staff to:
 - Identify the proper level of REB review for applications received.
 - Ensure appropriate review of all submitted applications, including conducting reviews of those assigned to the Chair as part of their responsibilities.

- Ensure that clear NMREB decisions for applications are made, recorded and communicated within required timelines.
- (ii) Ensure appropriate operation and governance of the NMREB. This responsibility includes:
- Championing education and development in research ethics by proactively identifying and delivering learning opportunities for NMREB members, researchers and their teams. This includes programming ongoing training for the board, offering tailored sessions to support investigators and research staff, and meeting with groups who may need additional guidance to navigate and succeed in the ethics review process.
 - Chairing NMREB meetings.
 - Monitoring NMREB membership, including assisting in recruiting and recommending new Board members.
 - Ensuring members of the committee perform their duties diligently and maintain their skills through continuing education.
 - Ensuring ethical standards are maintained and facilitating the review process.
 - Ensuring all phases of the ethical review of a research project – from its submission for review to the communication of the REB's final decision to the investigator – are comprehensive and completed in an efficient and timely manner.
 - Processing all REB reviews, correspondence and communications within timelines, or delegating as applicable and appropriate.
 - With the Director, Research Ethics and Compliance, submitting an annual report to the Board of Governors through the University Research Board and Senate related to REB activities.
 - Participating in regional and national activities (e.g., Council of Research Ethics Board, Canadian Association of Research Ethics Boards) to promote sound ethical practices in the scientific endeavour.

Requirements and Qualifications

- Associate or Full Professor with tenure at Western or an Institute Scientist at the rank of Associate or Full Professor with Sequential Appointment.
- Extensive experience in conducting research with humans.
- Strong knowledge of research ethics and the ethical conduct of research involving human participants (TCPS2 guidelines), Personal Health Information Protection Act (PHIPA) and other policies, regulations and guidelines related to human participant research.
- Demonstrated leadership skills and a positive, proactive and respectful approach to relationship management and problem solving with research partners.
- Experience in chairing and participating in committees, working groups and/or boards.
- Excellent verbal and written communication skills.
- Past experience on a research ethics board is strongly preferred.

Remuneration

Annual stipend will be provided.

Workload

Adjustments to Workload will be negotiated as applicable.

Application Process

Applications must include a cover letter summarizing the applicant's interest, skills and experiences relevant to the outlined requirements and qualifications, and a Curriculum Vitae. The cover letter should convey the applicant's vision for and planned approach to the role that incorporates a commitment to EDIA principles. Applicants may want to consider the external [human research ethics](#) review report commissioned by the Vice-President (Research) in 2025 for context and in preparing their application.

All interested applicants are to submit their information to vpr@uwo.ca. Review of applications will begin on Tuesday October 14.

Selection Process

As mandated by the Tri-Council Policy Statement (TCPS2), the NMREB must report to the highest body at the institution. At Western, reporting is to the Board of Governors. The selection committee will be appointed by the Vice-President (Research). The Vice-President (Research) will make a recommendation to the President and Board of Governors. The successful candidate will be selected based on demonstrated experience and skills outlined above.

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