**Kansas Wesleyan University**

**Criteria for Performance Excellence**

Year 2019-2020

UNIT: Institutional Review Board

RESPONSIBLE/REPORTING PARTY: David S. Silverman

CODES: KPI: Key Performance Indicator/ Dashboard Indicator

 OFI: Opportunities for Improvement

Key Performance Indicators/Dashboard Indicators

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| Code | Operational Definition of Indicator | 2017-18 Goal | 2017-18 Actual | 2018-19 Goal | 2018-19 Actual | 2019-20 Goal | 2019-20 Actual |
| KPI 1 | Ensure documented training of all members of the IRB | 100% compliance. | Achieved. | 100% compliance | Achieved. | 100% compliance. Will require recertification this year. |  |
| KPI 2 | Set up a centralized location for the storage of all IRB documents | Use the Provost’s office to store electronic data. | Achieved through use of LMS. | Use the Provost’s office to store electronic data. | Achieved through use of LMS. | Continue to use the Provost’s office to store electronic data. |  |
| KPI 3 | Keep faculty informed of IRB process and procedures | Communicate via email and verbally in faculty meetings. | Achieved. | Communicate via email and verbally in faculty meetings. | Achieved. | Communicate via email and verbally in faculty meetings. |  |
| KPI 4 | Ensure regular updates to the Intranet | Upload forms as required. | Achieved. | Upload forms as required. | Achieved. | Upload forms as required. |  |
| KPI 5 | Ensure timely response to IRB submissions | Ensure two week turnaround for all non-exempt submissions. | Achieved. | Ensure two week turnaround. | Achieved. | Ensure two week turnaround for all submissions when possible. |  |