



**The Role of Department Chairs as Instructional Leaders**  
**Study Information Sheet**  
**IRB Approval Number: XXX**

You are being asked to participate in a research study determined to be exempt from IRB review by the University of La Verne IRB and conducted by Debra Morgan, Ed.D., and Dexter Bateman, Ed.D., from the La Fetra College of Education, Department of Organizational Leadership at the University of La Verne. Dr. Morgan is the Program Chair for Educational Leadership, and Dr. Bateman is a candidate for the Administrative Services Credential. This research will contribute to a graduate capstone project.

If you decide to participate in this study, we will ask you to do the following things:

1. Participate in an interview (up to one hour) with the researcher (Dr. Morgan or Dr. Bateman). You may select the location (your school, university campus, or other). The following interview questions and general questions will be asked:
  - 1) Describe some of your duties as a high school department chair.
  - 2) Do you perceive yourself as an instructional leader at your school site?
  - 3) Do you feel that you are effective in leading instructional change within your department? If so, please elaborate. If not, please explain.
  - 4) What can your administrators do to help you engage your department in teamwork that could enhance collective professional learning and support student achievement?
  - 5) How can your role as department chair best be developed and implemented at the high school level?
  - 6) What kind of professional development and/or resources do you believe are needed to support you to be an effective instructional leader for your department?
2. Allow the interview to be recorded using an audio recorder so that accurate transcription of the interview can occur.
3. You will be given the opportunity to review the transcription of your interview for accuracy provide interpretation if necessary.
4. For the purposes of confidentiality, you will be provided a number, which will be used in the study (ex: Chair 1).

The potential risk to the participants is minimal. Possible minimal risks include exposure to some personal information to the researcher, potential for your participation to be inferred through interaction with researcher, and the possibility of the interview question will bring up something that may involve negative or emotional reactions. In order to protect the research participants, your information will be confidential. No identifiable names, schools, or districts will be reported in the study. The researchers understand the possible risk to individuals if personal identifiable information is used. Instead, a number will be used to identify the participants (ex: Chair 1).

Participation in this study is voluntary, confidential, and will not affect physical or mental well-being, and participants can stop at any time. The audio recording of your interview will be password protected, and will be transcribed only by the named researchers. The device will be stored in a locked cabinet. When data collection is completed, the audio file will be destroyed. Electronic data will be stored in a password-protected computer stored in a locked University of La Verne office. The completed paper surveys will be maintained under locked in a University of La Verne filing cabinet, also locked in a University of La Verne office and will be destroyed after 3 years. Only the researcher will have access to this data.

If you have any questions or concerns about the research, please feel free to contact Dr. Debra Morgan ([dmorgan@laverne.edu](mailto:dmorgan@laverne.edu) or 909-448-4743) or Dr. Dexter Bateman ([dbatemen@laverne.edu](mailto:dbatemen@laverne.edu) or 909-214-8668). If you have questions regarding your rights as a research participant, contact the La Verne IRB

Office at 909-448-4564 ([irb@laverne.edu](mailto:irb@laverne.edu)), University of La Verne, Institutional Review Board, 1950 3rd Street, La Verne CA, CAFE 112, La Verne, CA 91750.