

Andrea Rossing McDowell, Ph.D.

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EDUCATION

Indiana University Bloomington, IN

M.S.:	Higher Education & Student Affairs (GPA: 4.0)	May 2002
Ph.D.:	Russian Language & Literature	February 2001
M.A.:	Russian Language & Literature	August 1995

University of Missouri Columbia, MO

B.J.:	Magazine Writing, Editing, & Design (<i>Magna cum laude</i> , School of Journalism)	December 1991
B.A.:	Russian Area Studies	December 1991

CURRENT EXPERIENCE

Administrator, Institutional Review Board Seattle University

July 2011–Current
Seattle, WA

- Maintain overall responsibility for all IRB office operations with no professional staff:
 - Issue exempt and “Not Human Participant Research” determinations, including Doctor of Nursing Practice projects. Assess 100-200 student course projects involving human participants annually.
 - Process all expedited and full-board protocols: assign Board members, process reviews, and compile clear feedback for researchers. Serve as expedited protocol reviewer.
 - Partner with the Office of Sponsored Projects to support faculty in development and execution of grants involving research with human participants.
 - Conduct campus and external educational outreach on ethical research and IRB policy/processes. Provide presubmission consultations for students, faculty, and staff.
 - Hire, train, and supervise IRB graduate assistants to ensure regulatory knowledge; SU policies/review processes; and SOPs for requisite recordkeeping and professional communication.
 - Triage instances of unanticipated/adverse events, including investigating and addressing possible and/or actual research non-compliance.
 - Assist external researchers seeking to recruit from SU populations and redirect to decisional authorities; provide input for decision-makers regarding practices/ethics of the research plan.
 - Generate IRB Authorization Agreements for regulatory sIRB (single IRB) requirements.
- Create and update IRB SOPs to reflect regulatory changes and best practices in ethical research.
- Conduct ongoing IRB member and new member training in federal regulatory criteria, SU policies, and review processes, and best practices in human participant research.
- Configured and implemented a new online submission system to enhance processing and facilitate compliance functions. Responsible for ongoing e-system updates and adjustments.
- Developed post-approval monitoring system to meet regulatory auditing functions and maintain accurate IRB oversight continuation and termination.
- Redesigned the IRB website, including upgraded site structure, content review, improved visual layout, and universal design principles for accessibility. Currently updating to ensure inclusive language and guidance on inclusive research practices.

Lecturer, Albers School of Business and Economics
Seattle University

Fall 2016—current
Seattle, WA

- *BCOM2800 Business Communication*: Inclusive pedagogy focuses on crafting persuasive, accurate messages; developing interpersonal skills such as listening, providing and accepting critical feedback; and establishing an authentic, integrated identity to communicate in diverse technological and global business environments. (Approx. 25-30 students per 1-2 sections annually).
- *BCOM1120 Business Editing*: Supported self-study emphasizes English grammar and mechanics via attention to accuracy, emphasis, strong word choice, and coherence, to gain proficiency in professional writing and editing. (Approx. 35-40 students per 3 sections annually.)

RESEARCH ETHICS CONFERENCE PRESENTATION

[Upcoming.] “Not Research, But ... IRB Approaches to Doctor of Nursing Practice Projects.” PRIM&R: Advancing Ethical Research; Washington, DC. Dec. 2023.

[Upcoming.] “Challenges and Opportunities at Small Research Programs.” Northwest Association of Biomedical Research: Research Community Forum & IRB Conference. Previous: Virtual July 2021; Lynnwood, WA, July 2019.

Invited faculty speaker. “Categorical Conundrum: What Is the Tipping Point for Non-Exempt SBER Needing Convened Review” and “‘A Little Help Here?’ Finding Support and Community for Compliance Committees at Small Research Programs.” PRIM&R: Advancing Ethical Research; Virtual. Dec. 2022.

Invited host/interviewer of Nancy L. Segal: *Deliberately Divided: Inside the Controversial Study of Twins and Triplets Adopted Apart*. International Society of Twin Studies Webinar, April 2022.

“College Students and Research: Challenges and Issues for IRBs.” With Julie Simpson. PRIM&R: Advancing Ethical Research; Boston, MA. November 2019. (Presented annually at AER since 2015.)

“Challenges and Opportunities for Institutions with Small Research Programs.” With John C. Smith. PRIM&R’s Advancing Ethical Research; San Diego, CA. November 2018.

“Flying Solo: A Moderated Discussion on Challenges Encountered by Single Staff IRB Offices.” With April Baker and Rachel Zand. PRIM&R’s Advancing Ethical Research; San Diego, CA. November 2018.

“Recruitment, Incentives, and Compensation in SBER.” With Michelle DuBois and Linda Petree. PRIM&R’s Advancing Ethical Research; San Antonio, TX. November 2017.

“Building and Maintaining an HRPP within a Primarily SBER Institution with a Small Research Portfolio.” With Greg Manship. PRIM&R’s Advancing Ethical Research; Anaheim, CA. November 2016.

PUBLICATIONS AND EDITORIAL WORK

Reprint in Book Collection. “I ona byla chelovekom’ (For the Dog Was Once a Human Being): The Moral Obligation in Bulgakov’s *Heart of a Dog*.” *Short Story Criticism*. Ed. Rebecca Parks. Vol. 313. Prod. Layman Poupard. Detroit: Gale, Cengage, 2022. 57–69.

Book Review. [Review of Nancy L. Segal’s *Deliberately Divided: Inside the Controversial Study of Twins and Triplets Adopted Apart*](#) (2021). *Monash Bioethics Review*. Springer, June 2022.

Peer Course Review. “Social-Behavioral Data Management Course.” Collaborative Institutional Training Initiative (CITI Program), October 2021.

Author ~ Training Module. “Students in Research Course.” Collaborative Institutional Training Initiative (CITI Program), December 2019.

Poster. “Establishing Institutionally Appropriate Incentive Payment Policies.” With Michelle DuBois. PRIM&R’s Advancing Ethical Research; San Diego, CA. November 2018.

Article. [‘I ona byla chelovekom’ \(For the Dog was Once a Human Being\): The Moral Obligation in Bulgakov’s Heart of a Dog.](#)” *Otherness*, 5.2 (2016).

Content/Copy Editor, Typesetter. Gilbert O. Rossing, *Dignity, Dogmatism, and Same-Sex Relationships*. Eugene: Wipf and Stock Publishers, 2009.

Article. “Lev Tolstoy & the Freedom to Choose One’s Own Path.” *Journal for Critical Animal Studies*, 5.2 (2007).

Book Review. “Konstantin Barsht. *Risunki v rukopisiakh Dostoevskogo* (Illustrations in Dostoevsky’s manuscripts).” (St. Petersburg: Formika, 1996. 319 pp.) *Canadian-American Slavic Studies/Revue Canadienne-Américaine d’études Slaves*, Spring 2000.

Technical/Content Editor—Slavica Publishers (Bloomington, IN) July 1998–August 2000

Responsible for article and book manuscript content editing, proofreading, manuscript tracking, author communication, and producing camera-ready copy.

OTHER TEACHING EXPERIENCE

University Honors (Lecturer, Fall 2019, Seattle University): *Russian and Soviet Literature*

Dept. of English (Visiting Assistant Professor, 2004–2013, Seattle University): *19th-century & Soviet Russian Literature, Russian and Soviet Cinema, Tolstoy & Dostoevsky, Russian/Soviet Satire, Punctuation and Grammar, Editing and Style*

Dept. of Professional Studies (Adjunct Faculty, 2003–2005, Seattle University): Master’s and Doctoral course: *Student Development Theory and Research*

Dept of Slavic Languages & Literatures (Associate Instructor, 1994–1999, Indiana University): *Elementary/Intermediate Russian*

Dept. of German and Russian (Adjunct Instructor, Spring 1998, University of Missouri): *Topics in Russian Literature (upper-division seminar), Intermediate Russian*

Dept. of English (Associate Faculty, Fall 1997, Indiana University/Purdue University–Indianapolis): *English Composition/Professional Development*

OTHER ADMINISTRATIVE AND PROFESSIONAL EXPERIENCE

Social-Behavioral Biannual Conference Committee Co-Chair, Promoting Responsibility in Medicine & Research (PRIM&R) 2019/2021

Module Consultant, Collaborative Institutional Training Initiative (CITI Program) 2019/2021

Faculty Co-Advisor, Sullivan Leadership Award Program (Seattle University) 2008–2011

Speechwriter for the Chancellor, Office of the Chancellor (Indiana University-Bloomington) 2001–2002

AVAILABLE UPON REQUEST:

References, Recommendation Letters, Course Syllabi,
Student Evaluations, Writing/Editing Samples