

## Institutional Review Board

### Written Consent Form for Adult Participants

#### Examination of Pathways to Senior Executive Leadership for Indigenous Native Hawaiians

##### What is the purpose of this research project?

You are invited to participate in a research study conducted by Mary Ellen Aylward Wolf, M.Ed. from St. Edward's University School of Behavioral and Social Sciences. This project's Principal Investigator (PI) is Mary Ellen Aylward Wolf. This is a student research project under the supervision of faculty member Dr. Kris Sloan Department of Teaching, Learning, and Culture. This study has been approved by the IRB, protocol #0000118.

This research examines how current Native Hawaiian leaders navigated pathways to become senior executive leaders in public higher education institutions and agencies. Your participation will help further research and understanding in the fields of Leadership and Higher Education - Organizational Leadership and Change.

The purpose of this qualitative study is threefold. First, this study will examine current Native Hawaiian leaders and their navigated pathways to become senior executive leaders. The participants for this study will be current or former Native Hawaiians in leadership positions who have successfully achieved their senior executive leadership positions in public higher education agencies throughout the Hawaiian Islands. Secondly, this study hopes to explore, examine, and identify patterns and opportunities for leadership pathways for Native Hawaiians who want to be senior executive leaders in public higher education institutions, agencies, or universities. Finally, by successful former and current Native Hawaiians sharing their pathways to senior executive leadership positions, higher education organizations, institutions, or agencies may increase their recruitment of qualified Native Hawaiians, resulting in more diverse, inclusive, and equitable environments that reflect the Native Hawaiian people.

Eligibility: To be eligible for this study, the participants must be over 18 years old, Native Hawaiian, and current or former senior executive leaders. You were selected as a possible participant in this study because you hold a senior executive leadership position and are of Native Hawaiian heritage.

##### What will I have to do?

If you decide to participate in this research study, you will share your experiences in becoming a senior executive leader. Please review and sign this written consent form for adult participants and the release of recordings form. Then email a signed copy back to me, the primary investigator (PI). The PI will act as the interviewer. You will share your leadership experiences in two 45-minute, one-on-one interviews using St. Edward's University's Zoom, a secure web-based audiovisual conferencing device. Scheduled interviews will take place when you are available. A preview of flexible interview questions will be emailed to you before the first interview.

However, this is your story. The Primary Investigator will focus on your experiences and collect your information. If you feel two interviews are not enough time to share your experiences, a third follow-up 45-minute, one-on-one interview videoconferencing will be scheduled. As the participant, you have the right to skip any questions during the interviews. The final transcription of the recorded interviews will be emailed to you for your review to confirm accuracy. No procedures of this study are experimental.

##### What are the risks and benefits?

The potential risks to this study are minimal. However, if you feel uncomfortable during an interview and would like the PI to stop recording, the recording will stop and resume when you are ready.

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The benefits of participating in this study will be the ability for you to contribute to the field of leadership in higher education and organizational change through sharing, describing, and explaining your experiences as a former or current Native Hawaiian senior executive so that future Native Hawaiian leaders can learn from you. Another benefit of being involved in this study is you are part of a qualitative research project that focuses on successful pathways former and current Native Hawaiians took to become senior executive leaders. However, as the Primary Investigator, I cannot guarantee that you will personally receive any benefits from this research. This research project is not a funded research study.

#### **Is my information confidential?**

Any personal and identifiable information obtained from this study will remain confidential. Additionally, any information acquired from you during this study will be disclosed only with your permission or as required by law. Participants' identities will be kept confidential. The only identifying information I will collect will be your name and email address as a means of contacting you and sending you the written informed consent forms, recording release forms, possible interview questions, transcripts from interviews for your review, your interview audiovisual videos if requested, and a copy of the final qualitative research study. Access to personal participant information is restricted to the Principal Investigator.

Data will be stored in an external hard drive belonging to the Principal Investigator during the study. Your information collected during this study will remain confidential. As a participant, you will be referred to by your initials or numerical identification. No first or last names will be used in the research study. Released final information will be in the form of the research study.

#### **Who is funding the study**

St. Edward's University is not funding this study. Furthermore, this study will not receive funding from any state organization, national institutes, federal agencies, international agencies, or privately held companies or organizations.

#### **Is this voluntary?**

Your participation is voluntary. Your decision whether or not to participate will not affect your relationship with St. Edward's University, any other agency, organization, or institution where a participant is a leader. If you decide to participate, you can withdraw your consent and discontinue participation, even after the informed consent form has been signed, without penalty.

#### **Do you have any questions?**

If you have any questions about the study, please contact the Primary Investigator for this study, **Mary Ellen Aylward Wolf, M.Ed.** call 281-300-7602 (mobile), or email me at [mwolf2@stedwards.edu](mailto:mwolf2@stedwards.edu).

Please do not hesitate to contact my faculty research dissertation chair, **Kris Sloan, Ph.D., Faculty Advisor** at [ksloan@stedwards.edu](mailto:ksloan@stedwards.edu)

If you have questions or concerns about this study or regarding your rights as a research participant, please contact the IRB at [IRB@stedwards.edu](mailto:IRB@stedwards.edu) or **Laurie Cook Heffron, Ph.D., LMSW, IRB Chair** [lheffron@stedwards.edu](mailto:lheffron@stedwards.edu)

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You will be offered a copy of this form to keep.

**Statement of consent**

*Your signature indicates that you have read and understand the information provided above, that you willingly agree to participate, that you may withdraw your consent at any time and discontinue participation without penalty, that you will receive a copy of this form, and that you are not waiving any legal claims.*

*I certify that by signing this form, I am at least 18 years of age.*

**Participant name** \_\_\_\_\_

**Signature of participant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Participant's email address** (office or home) \_\_\_\_\_

**Signature of primary investigator (PI)** \_\_\_\_\_

**Date** \_\_\_\_\_