AUBURN
Human Resources

Asst VP, Research Integrity & Compliance

Job Description

JOB INFORMATION

Job Code	HC17
Job Description Title	Asst VP, Research Integrity & Compliance
Pay Grade	RE15
Range Minimum	$138,600
33rd %	$184,800
Range Midpoint	$207,900
67th %	$231,000
Range Maximum	$277,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/29/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

Reporting to the Vice President for Research and Economic Development (VPRED), the Assistant Vice President for Research Integrity and Regulatory Compliance provides senior-level direction, management, administrative, and fiscal oversight for the Office of Research Compliance (ORC) in support of Auburn University research, teaching, and outreach programs. Serves as principal advocate for the Regulatory Compliance Programs (Human Research Protection, Animal Care and Use, Biological Safety) and Research Integrity Programs (Financial Conflict of Interest, Responsible and Ethical Conduct of Research, and Research Misconduct) for Auburn University.

RESPONSIBILITIES

- Provides overall management and proactive direction for the Office of Research Compliance including providing leadership, development, and implementation of plans, establishment of priorities for research compliance/research integrity initiatives, and administrative and fiscal oversight. Provides day-to-day guidance to staff and makes balanced decisions for the positive reputation of the University in the administration of the Research Integrity Program, Human Research Protection Program, Animal Care and Use Program, and Biological Safety Program.
- Facilitates the compliant and ethical conduct of research and regulated activities through support, guidance, and education of faculty, students, and university investigators. Advocates for and manage resources appropriate to achieve programmatic goals, maintain compliance, and attain operational efficiencies.
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- Oversees development, implementation, and/or interpretation of university policies and procedures related to research integrity and compliance.
- Provides advice and counsel to the Institutional Official (Vice President of Research and Economic Development) on strategic and operational issues as well as critical policy issues, related to research compliance and research integrity and administration.
- Strengthens and supports faculty across the institution with research compliance and integrity requirements. Regularly communicates with University senior administration, Deans, and department chairs on the compliance efforts at the University. Advises University administration, faculty, staff, and students on research compliance and research integrity regulations and requirements.
- Represents the Institutional Official on institutional compliance committees and matters related to research compliance and integrity. This includes membership on the Institutional Compliance Committee, Institutional Review Boards, Institutional Animal Care and Use Committee, Institutional Biological Safety Committee, and the MRISAC.

RESPONSIBILITIES

- Represents the University and the Research Compliance and Research Integrity Programs at the local, regional, and national levels. This includes organizations, conferences, committees, panels, inspections, audits, and site visits by federal or state agencies and accrediting bodies.
- Supervises the Research Compliance Office including overseeing the day-to-day activities and tasks of personnel. Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Business Administration, Science, or related field.		10 years of	Demonstrated experience in research compliance, research integrity, and related activities including human research, animal care and use, biological safety, research misconduct, financial conflict of interest, and responsible conduct of research. Experience and strong technical competence addressing compliance requirements, complex and standard, including an understanding of both research needs and regulatory compliance requirements.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In depth knowledge of federal regulations, state laws, and institutional policies and procedures including, but not limited to, the areas of animal care and use, human subjects research, biological hazards, financial conflict of interest, responsible conduct of research, research misconduct, Alabama Open Records Act, and Freedom of Information Act required.	
Understanding of research administration; the research enterprise; the scientific method; the design and conduct of human research, animal use, biological use; scientific terminology; safety and security ofresearch data; legal aspects of business entities; contract law and negotiation; roles of ownership and responsibilities within business entities; research metrics.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Licensure or certification in human research, animal care and use, biological safety,	Upon Hire	Desired	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	research integrity, or other as applicable is preferred.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.