AUBURN
Human Resources

Dir, Research Integrity & Compliance

Job Description

JOB INFORMATION

Job Code	KC24
Job Description Title	Dir, Research Integrity & Compliance
Pay Grade	RE14
Range Minimum	$115,500
33rd %	$154,000
Range Midpoint	$173,250
67th %	$192,500
Range Maximum	$231,000
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	7/15/2025 2:19:45 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

JOB SUMMARY

Leads the Office of Research Integrity & Compliance, overseeing research misconduct proceedings, the Responsible Conduct of Research (RCR) program, and Financial Conflict of Interest (FCOI) initiatives. Serves as the University's Research Integrity Officer (RIO), ensuring compliance with federal mandates and institutional policies. Partners with university leadership to promote ethical research practices and implement comprehensive integrity and compliance programs.

RESPONSIBILITIES

- University Research Integrity Officer (RIO): Leads institutional efforts to foster a culture of research integrity and compliance, ensuring adherence to federal regulations and university policies governing the responsible conduct of research.
- Research Misconduct Oversight: Assesses allegations of research misconduct, determines appropriate procedural actions, and ensures compliance with internal and external reporting requirements. Advises on corrective measures and supports the implementation of institutional responses.
- Regulatory & Institutional Collaboration: Works closely with university leadership and administrative offices to oversee research misconduct proceedings. Engages with regulatory agencies and institutional leadership to navigate allegations, assessments, inquiries, investigations, and final resolutions. Serves as the primary liaison to federal oversight agencies during misconduct proceedings.
- Responsible Conduct of Research (RCR): Develops and administers a comprehensive RCR education program for faculty, researchers, staff, students, and trainees. Utilizes workshops, presentations, and online resources to promote research integrity and compliance.
- Policy Development & Compliance: Leads the creation, revision, and implementation of institutional policies addressing research misconduct, including the Auburn University Policy on Research Misconduct. Ensures policies remain aligned with federal requirements in collaboration with University Counsel and relevant offices.
- Guidance & Support: Provides expert guidance to faculty, researchers, staff, and students regarding regulatory interpretations, research misconduct investigations, and compliance best practices.
- Institutional Compliance - RCR Training Requirements: Partners with senior leadership and administrative offices to ensure compliance with federal research training mandates, including requirements from agencies such as the National Institutes of Health (NIH) and the National Science Foundation (NSF).
- Financial Conflict of Interest (FCOI): Develops and delivers FCOI education programs for faculty, researchers, staff, students, and trainees. Uses workshops, presentations, and digital resources to reinforce ethical research practices. Collaborates with senior leadership and administrative units to maintain compliance with federal sponsor training and disclosure requirements, including mandates from the National Institutes of

RESPONSIBILITIES

	Health (NIH) and the Department of Energy (DOE). Coordinates closely with the Office of Audit, Compliance, & Privacy to manage conflict-of-interest training, reporting, and institutional policies.
•	Research Integrity Enhancement: Identifies integrity gaps and develops resources to strengthen research compliance and ethical standards.
•	Subject-Matter Expert: Serves as the university's expert on research integrity, advising faculty, researchers, staff, and students on compliance concerns, including EthicsPoint reporting.
•	Policy Updates & Development: Maintains and updates institutional policies related to research integrity, including creating new policies on RCR and authorship as needed.
•	Regulatory Monitoring & Leadership Advisory: Remains current on evolving state laws, federal regulations, and national trends affecting research integrity and compliance. Provides informed recommendations to university leadership, including the Senior Vice President for Research & Economic Development (SVPRED) and campus stakeholders.
•	Federal Compliance Monitoring: Ensures institutional adherence to federal regulations regarding research misconduct, RCR, and conflict of interest for faculty and researchers. Leads reporting efforts to relevant internal and external stakeholders.

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	Supervises others with full supervisory responsibility.

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	No specific discipline. Degree in Science, Engineering, Business, Law, Ethics, Mathematics, Statistics or related field is desired.	and	8 years of	Experience in research compliance, research integrity, and/or research administration. Other experiences such as Contracts, Grants, or Law may be considered. Preferred experience in a university, hospital, or other research setting with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth knowledge of federal regulations, state laws, and institutional policies and procedures related to research integrity and compliance.	
Understanding of research administration, the research enterprise, legal aspects of business entities, and roles of ownership and responsibilities within business entities.	
Understanding of human research, animal use, biological use, the scientific method, and scientific terminology.	
Understanding and experience with electronic compliance training and tracking systems such as COI-SMART FCOI disclosure management system, the CITI training system, and SharePoint.	
Strong leadership skills.	
Strong employee supervisory skills.	
Excellent communication (written and verbal) skills.	
Highly developed critical thinking skills.	
Strong organizational skills.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong presentation skills.	
Ability to work collaboratively with individuals at all levels of the organization (faculty, staff, university administration, and college and departmental leadership, etc.)	
Ability to administer multiple campus-wide research compliance programs.	
Strong technical aptitude.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Office of Research Integrity Training required with experience indicated above.	Upon Hire	Required	

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				10 lbs
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.