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## Auburn University Job Description

Job Title: **Asst VP, Resrch Integ & Comp**

Grade RE15: \$128,700 - \$257,400

Job Code: **HC17**

FLSA status: Exempt

Job Family: Research

Job Function: Research Integrity & Compliance

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### 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.

### Essential Functions

1. Provides overall management and proactive direction for the Office of Research Compliance to include 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.
  2. Facilitates the compliant and ethical conduct of research and regulated activities through support, guidance, and education of faculty, student, and university investigators. Advocates for and manage resources appropriate to achieve programmatic goals, maintain compliance, and attain operational efficiencies.
  3. Facilitates the compliant and ethical conduct of research and regulated activities through support, guidance, and education of faculty, student, and university investigators. Advocates for and manage resources appropriate to achieve programmatic goals, maintain compliance, and attain operational efficiencies.
  4. Oversees development, implementation, and/or interpretation of university policies and procedures related to research integrity and compliance.
  5. 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.
  6. 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.
  7. 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.
  8. Represents the University and the Research Compliance and Research Integrity Programs at the local, regional, and national level. This includes organizations, conferences, committees, panels, inspections, audits, and site visits by federal or state agencies and accrediting bodies.
  9. 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
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resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.

10. May perform other duties as assigned by supervisor.

### **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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Degree in Business Administration, Science, or related field
<b>Experience (yrs.)</b>	10	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.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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 of research data; legal aspects of business entities; contract law and negotiation; roles of ownership and responsibilities within business entities; research metrics.

#### **Certification or Licensure Requirements**

None required. Licensure or certification in human research, animal care and use, biological safety, research integrity, or other as applicable is preferred.

#### **Pre-Employment Screening Requirements**

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### **Physical Requirements/ADA**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing,

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stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/29/2023

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