JOB DESCRIPTION

Director Research Integrity/Compliance

Definition of Class
This professional position promotes ethical conduct of research and assures that research is planned and conducted in accordance with University, local, state, and federal guidelines and regulations. The incumbent initiates and/or controls a subset of communications with USDA, PHS, FDA, assesses viability of allegations of research misconduct, selects persons who will add value to the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC), determines whether export control law requires licenses from US Department of State or US Department of Commerce for foreign nationals who have access to research equipment and/or technical data, and manages budgets. This position reports to the Vice Chancellor of the Office of Research and Sponsored Programs.

Examples of Work Performed
Oversees and contributes to review and processing of IRB & IACUC applications, amendments, progress reports, and significant event reports.

Supervises research integrity and compliance staff members, provides training and mentoring, and carries out performance review and coaching.

Assures that University policies and procedures are consistent with applicable guidelines and regulations and coordinates committees that oversee the activities in these areas. Drafts new and modifies existing policies in response to new experiences and new federal mandates and guidance.

Provides direction, counseling and guidance of activities necessary to maintain Assessment and Accreditation of Laboratory Animal Care (AAALAC) accreditation.

Oversees and conducts investigations of noncompliance and adverse events and drafts reports for the Vice Chancellor to federal agencies on such occurrences, including developing remediation and prevention strategies.

Ensures compliance with federal Responsible Conduct of Research (RCR) education mandates and University policy on RCR education for all students, faculty, and staff conducting any aspect of research on sponsored projects.

Coordinates triennial AAALAC accreditation site visits and oversees responses to issues that may be identified.

Maintains official records and files in accordance with Federal record retention and documentation laws, as well as institutional regulations.

Oversees space utilization in the University Vivarium and ensures facility is adequately maintained for conducting animal research.

Reviews sponsored projects with potential export controlled (EC) research, determines if EC applies. Develops and implements US Department of State mandated Technology Control Plans and conducts associated briefings to educate research project staff on EC laws.

Prepares and files license applications to the Department of State or Department of Commerce for actual or 'deemed' exports to foreign nationals / foreign countries.
Collects significant financial interest disclosure forms from PIs and staff applying for and receiving awards from PHS and other agencies. Determines if conflict management measures must be taken.

Leads conflict of interest management committees. Collaborates with Technology Management & UM General Counsel to determine compliance with MS Code on 'Ethics in Government' for research employees affiliated with external businesses.

Receives allegations of research misconduct and investigates viability via interviews and analysis of existing information at the direction of the Vice Chancellor.

Implements sequestration measures, including seizure of laboratories, computers, laboratory data and specimens, etc. in accordance with federal guidance & University policy.

Oversees preparation and writes components of grant applications for research support. Reviews and critiques small research grant applications from graduate students and faculty submitted to ORSP for funding.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides leadership and oversight in operation of the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) to promote responsible conduct of research.

2. Directs activities necessary for maintenance of Assessment and Accreditation of Laboratory Animal Care (AAALAC) accreditation.

3. Serves as the University’s export control officer under US Department of State regulations.

4. Oversees financial conflicts of interest in research and assists in investigation of research misconduct allegations.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; stand; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or bend; and taste or smell.
Experience/Educational Requirements:

Education:
Master’s degree in Administration, Science, or a related field from an accredited four-year college or university, or a Juris Doctor Degree from a law school accredited by the American Bar Association

AND

Experience:
Five (5) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

02/10/2016

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.