



Associate Vice President & Research Integrity Officer

Job Code: 6461

Salary Grade: A04

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for promoting and assuring the ethical conduct of research across the university. Leads initiatives to foster responsible conduct of research, research training, and activities related to said research and/or research training. Receives and handles allegations of scientific, research, and/or other scholarly research misconduct that includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Implements federal regulations, sponsor policies and NC policies; manages inquiry and investigative processes and responds to allegations of research misconduct; develops written policies and procedures for responding to allegations of research.

- Serves as the subject matter expert as it pertains to research integrity/compliance concerns.
- Oversees the process of fielding/handling allegations of scientific and/or research conduct involving members of the Campus community.
- Establishes and promotes a culture of compliance and integrity whereby all scholarly research is conducted in an ethical manner.
- Identifies and develops training, policies, and procedures pertaining to all aspects of research integrity and compliance; and establishes and promotes a culture of compliance and integrity whereby all scholarly research is conducted in an ethical manner.
- Serves as a representative with governmental agencies related to research integrity and compliance, and on key committees across the University.
- Keeps abreast on state laws, federal regulations, and national trends influencing issues related to research integrity/compliance and attends appropriate federal compliance training sessions.
- Liaises as necessary with key constituents across the University and its three campuses – including, but not limited to, the Office of the Senior Vice President and Provost, the Office of the General Counsel, the Office of Compliance, and the Research Integrity Office, as well as with individual colleges, schools, centers, and institutes.
- Provides appropriate training to university constituents, as it relates to research integrity.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: MS/PhD/MD in science/engineering/medicine, and/or Juris Doctor.

Experience:

Required: 48 months of general work experience post- PhD/MS/MD/JD.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge pertaining to federal, state and university laws, policies and procedures pertaining to research.
- High level of confidentiality and professionalism.
- Excellent communication and presentation skills.
- Ability to manage a caseload of complex and intricate investigations.
- Proven experience in fostering and maintaining key relationships with internal and external constituents.

Working Conditions

Physical:

Ability to engage in repetitive motion and communicate effectively.

Environmental;

Standard office environment.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Printed Date: 06/20/2026