

Deputy Research Integrity Officer

Job Code: 8195

Salary Grade: S11

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 managing the university's response to allegations of scholarly and research misconduct and to foster a culture of research integrity and ethical conduct in research. The Deputy Research Integrity Officer (RIO) leads activities and collaborations with university stakeholders and external partners to support the Research Integrity Office to implement institutional, federal and other policies related to research integrity, research and scholarly misconduct.

- Supports the Research Integrity Officer (RIO) in managing research and scholarly misconduct investigations
- Assists in handling inquiries and investigations into allegations of research and scholarly misconduct to ensure compliance with university policies and applicable federal and sponsor regulations
- Collaborates with the Research Integrity Officer (RIO), cross-functional teams, and key stakeholders (including faculty committees, witnesses, complainants, and respondents) to ensure seamless communication, facilitate necessary actions, and support the research misconduct investigation process.
- Works with the RIO to sequester evidence and assess new allegations (which involves reviewing scientific manuscripts and publications)
- Conducts forensic analyses of materials alleged to be evidence of research misconduct
- Prepares forensic reports and draft other reports, summaries, memoranda and correspondence
- Ensures proper documentation of all inquiries and investigations, maintaining detailed records in accordance with university policy and regulatory requirements.
- Participates in the development and delivery of training and resources on research integrity and the responsible conduct of research (RCR) to the campus community
- Coordinates and updates research integrity and RCR training and tracking procedures to ensure compliance with federal regulations and university policies and standards
- Disseminates educational resources and researches best practice information to the campus community
- Collaborates with external partners to keep abreast of best practices in training and education for research integrity and conduct of research (RCR)
- Assists in developing and updating policies and procedures
- Contributes to reviewing, drafting, and implementing policies and procedures for the Research Integrity Office.
- Serves as Acting RIO when necessary, in the absence of the RIO, assumes responsibility for all RIO duties, including oversight of investigative processes and providing information and collaborative efforts to key stakeholders.
- Other duties as assigned.

Minimum Qualifications

Education:

- Master's degree in Life Sciences, Social Sciences, Ethics, Law, or a related discipline

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 1 years of experience in research, policy, data analysis, or related field

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Strong analytical, problem-solving, and decision-making skills, with the ability to handle sensitive issues confidentially and with discretion
- Understanding of research protocols, scientific writing, and the conduct of research
- Excellent written and verbal communication skills, including the ability to explain complex legal and ethical concepts to diverse



audiences

- Ability to communicate with tact and use independent judgement
- Ability to interpret and apply policies and regulations
- Ability to draft investigation reports, policy documents, and other materials with precision, ensuring clarity and adherence to institutional and federal guidelines
- Ability to work collaboratively across different units and maintain professional relationships with faculty, staff, and external partners
- Ability to clearly present complex regulatory issues and investigation findings to various audiences, including faculty, students, staff, and senior leadership
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite or related software

Working Conditions

Physical:

Prolonged periods of sitting at a desk and working on a computer. Must be physically able to assist with in-person site visits and evidence intake process for relevant research records and devices.

Environmental:

Standard office environment. Travel across campus & other sites for meetings

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