AUB    JOBSITE DESCRIPTION

JOB TITLE: Institutional Integrity Officer    DEPARTMENT: Provost’s Office

DIVISION: SECTION:

1. BASIC FUNCTION:

Serves as the provost’s representative and advisor on matters relating to the University’s Principles of Ethical Conduct, with particular focus on developing, implementing, and monitoring policies and procedures on institutional integrity (including academic and research integrity and intellectual property), discrimination, harassment, and grievance. Serves as the University’s designated Title IX coordinator, undertaking tasks and responsibilities attendant to ensuring compliance with Title IX and the Title IX regulations, as well as other US federal and state requirements concerning the prevention of discrimination, discriminatory harassment, and sexual violence. Leads AUB’s efforts in relation to campus climate and gender, and oversees education and training campus-wide on sex discrimination and sexual misconduct.

2. DUTIES PERFORMED:

Principal Duties

a. Investigates, evaluates, and follows up on faculty, staff, and student grievances forwarded by the provost and/or president.

b. Represents the provost in the implementation of University policies on institutional integrity (including academic and research integrity); intellectual property; patents and trademarks; technology transfer; etc.

c. Assists in developing, reviewing, and updating policies and procedures in the above areas and others which may be identified by the provost and/or president.

d. Liaises as directed with Human Resources, University Counsel, Internal Audit, and other administrative offices to promote and uphold the University’s “Principles of Ethical Conduct” and the policies and procedures falling under its umbrella.

e. Other duties as assigned by the provost.

Title IX Coordinator Related Duties

f. Serves as a resource person for questions and complaints regarding sex discrimination, sexual harassment, and sexual violence from members of the AUB
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community (as defined in the “Principles of Ethical Conduct”) and those most likely to witness, receive reports of, or deal directly with a victim of such conduct.

g. Receives formal and informal complaints of sexual or other discriminatory harassment and proceeds in accordance with the University’s “Procedures to Address Formal Allegations of Sexual and Other Discriminatory Harassment.” (See: http://www.aub.edu.lb/PROVOST/INITIATIVES/Pages/Inst_Integ.aspx)

h. Monitors informal faculty, staff, and student grievance procedures in which sex discrimination may be a factor, and provides advice and assistance to those tasked with resolving these concerns.

i. Serves as the non-voting chair of faculty and staff grievance panels in which sex discrimination is alleged to be a factor in accordance with the Universities “Grievance Policies and Procedures.”

j. Serves as a non-voting resource person on faculty committees convened by academic deans to address student grievances alleging sex discrimination; and as the non-voting chair of student grievance panels convened by the dean of student affairs to address student grievances alleging sex discrimination by a unit of the Office of Student Affairs.

k. Receives formal complaints of alleged sex discrimination from those who are not members of the AUB community and acts to investigate them as directed by the president or the president’s designee.

l. Maintains complete files on all a) informal and formal allegations of sexual and other discriminatory harassment; and b) grievance procedures in which sex discrimination is cited as a factor, and archives them in the President’s Office.

m. Develops and participates, in coordination with the ombuds, in training and other activities to raise awareness about issues of sex discrimination, sexual harassment, and sexual violence, and the University’s policies and procedures to address them.

n. Identifies systemic sex discrimination, sexual harassment, or sexual violence issues or patterns, and proposes and implements appropriate corrective measures.

o. Coordinates with relevant campus/hospital offices (e.g., Protection Office, Counseling Center, Emergency Room, Student Housing) for the implementation of University policies relevant to sex discrimination, sexual harassment, and sexual violence

p. Assembles relevant data and reports annually to the institution on Title IX compliance.

q. Ensures notification to all faculty, staff and students of the name, office, address, and telephone number of the Title IX coordinator.
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3. **WORK CONTACTS:**

   Regular contacts with the provost, members of the AUB community, and recipients of health care services at facilities operated by AUB personnel.

4. **INDEPENDENCE OF OPERATION:**

   Reports to the provost.

5. **SUPERVISORY RESPONSIBILITY:**

   May give work direction to an administrative assistant in the Provost’s Office.

6. **PHYSICAL EFFORT:**

7. **WORK CONDITIONS:**

   Minimal physical effort. Clean and pleasant.

8. **MINIMUM REQUIREMENTS:**

   a. Advanced degree in a relevant field.
   b. Minimum five years’ relevant administrative experience at a US institution of higher education.
   c. Strong communication and interpersonal skills, and the ability to work with a high degree of professionalism and cultural sensitivity.
   d. Ability to moderate disputes and facilitate constructive dialogue to resolve disputes.
   e. Knowledge of Title IX compliance.
   f. Skilled at investigating sensitive matters, including strict adherence to protocols on confidentiality.
   g. Experience designing or implementing effective organizational training for academic and non-academic staff and students at the university level.
   h. Ability to analyze and evaluate data to make appropriate decisions and recommendations.
   i. Ability to develop, prioritize, and accomplish goals.
   j. Fluent English; Arabic desirable.

Compiled by:   Date:   Reviewed by:   Date:
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Approved by: Date: Approved by: Date: