



Arkansas Division of Higher Education

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Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

April 27, 2020

The Honorable David Wallace, Chair
The Honorable Jim Wooten, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Arkansas State University Jonesboro (ASUJ) requests the establishment of one (1) non-classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Research Compliance Coordinator
LIM – FY20: \$94,563
Salary – FY20: \$35,000
Institution Match Rate % – FY20: 41%
Institution Match \$ - FY20: \$14,350
Total Compensation FY20: \$49,350
Number of Positions: 1

Recommendation

Title: Research Compliance Coordinator
LIM – FY20: \$94,563
Salary – FY20: \$35,000
Institution Match Rate % – FY20: 41%
Institution Match \$ - FY20: \$14,350
Total Compensation FY20: \$49,350
Number of Positions: 1

The Research Compliance Coordinator position is requested due to the increase in on-line students and to accommodate the expanding Institutional Review Board (IRB) needs. This title is currently used at this institution.

The Research Compliance Coordinator will assist with overseeing in research regulatory committees. His/her responsibilities will include assisting in designing and implementing training programs, administrative support and strategic direction. In addition, the Research Compliance Coordinator will advise faculty and university administrators on regulatory requirements.

Sincerely,

Maria Markham, Ph. D.
Director



OFFICE OF HUMAN RESOURCES
P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

April 27, 2020

Dr. Maria Markham
Arkansas Department of Higher Education
114 East Capital
Little Rock, AR 72201

Dear Dr. Markham:

In accordance with Act 1065 of 2011, Arkansas State University System requests a Full Time Non-Classified, Research Compliance Coordinator from the Central Pool. Consistent with the current ASU System appropriation act, the following title and line item maximum is requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Research Compliance Coordinator	1	\$94,563

Justification:

Research compliance needs for the Arkansas State University campus have exceeded the capacity of one full-time employee. Specifically, due to the increase need of online students. This request is for a new position to accommodate the expanding IRB needs. The university has added an online doctoral program that has increased enrollment by over 200 students. These students all have dissertation requirements which require support in IRB.

This position requested is for the fiscal year 2020 and forward. Thank you for your consideration of this request.

Sincerely,

Lori A. Winn
Assistant Vice Chancellor for Human Resources

Non-Classified Central Pool Justification Form



Institution:	Arkansas State University Jonesboro	Date:	4/27/2020
Requested Authorized Title:	Research Compliance Coordinator	LIM:	94,563
Working Title:	Assistant Director of Research Compliance	Estimated Salary Range:	35,000

Board Approval Date	June 6, 2019
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.

This request is for a new position due to an increase in the number of online students and is needed to accommodate the expanding IRB needs. The university has added an online doctoral program that has increased enrollment by over 200 students. These students all have dissertation requirements which require support in IRB.

Educational Requirements

What are the educational requirements to perform this job?

What are the unique skills needed to perform this job?

Is certification required?

Minimum of bachelor's degree in business or public administration, social work or education.

Detail oriented, executive decision making skills, work independently with follow through, excellent communication skills (both verbal and written) and cultural competency.

No certification is required.

Duties

Please list in order of priority and include supervisory responsibilities if applicable.

1. Assist in overseeing in research regulatory committees to ensure compliances with federal and state regulation.
2. Assist in designing and implementing training programs and administrative support of the electronic based record system (CAYUSE) for research compliance.
3. Assist in strategic direction and support for report to oversight agencies.
4. Serve as liaison with federal regulatory agencies.
5. Advise faculty and university administrators on regulatory requirements.

Additional Information

Example: Will this be a new hire?

Example: Is this job currently being done? If so please explain.

Example: Who will this position report to?

This will be a new position. The university currently has one person handling this role in addition to other duties. With the increased online enrollment, an additional person is needed. This position will report to the Office of Research & Technology Transfer.

Non-Classified Central Pool Justification Form



Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications	

Signatures (for official use only)			
Institutional Finance		Date:	
ADHE Director		Date:	