DELINEATION OF DUTIES

Academic and Faculty Affairs
[Faculty, Curriculum, Programs, Student Advising, Program Assessment]

Assistant Dean – Michelle Lineberry

- Advising
- Handbooks
- Competencies
  - BPH
  - MPH
  - DrPH
  - PhD – Epi/Bio
- Curriculum Maps
  - BPH
  - MPH
  - DrPH
  - PhD – Epi/Bio
- Student Learning Outcomes
  - BPH
  - MPH
  - DrPH
  - PhD – Epi/Bio
  - Global Health Certificate
  - MCH Certificate
- Practicum affiliation agreements
- Syllabus audits
- CPH liaison to University Assessment Council

Erin Louis is the primary contact for the Workforce Development items listed below:

- Promote and track faculty service/engagement (for CEPH, SACS, and university)
- Support College involvement with the Certified in Public Health Exam, including administration of student scholarships, comprehensive preparatory session, and on-campus exam administration

Admissions and Student Affairs
[Recruit, Admit, Nurture Students]

Admissions - Laverne Carter:

- Graduate School Application
- SOPHAS Application
- SOPHAS Management
- Undergraduate Admissions
- Graduate School/Registrar Office Support
- Commencement
- Support for Admissions/Student Affairs Committee
- Degree Application Processing
- Registration support
- Student Data Reporting
  - CEPH
  - ASPPH
  - CAHME
- Student Orientation
- Student Crisis Management
- Student Record Retention
- Monitor Graduation Rates

Student Affairs- Brandy Reeves:

- Recruiting Students
- Student Communication
  - List Serves
  - Newsletters
- Recruiting Material Development (online, written)
- Prospective Student Data and Communication Management
- Student Retention/Tracking
- Health Care Career Colleges Recruiting
- Health Care Career Colleges Committee
DELINEATION OF DUTIES

- Serve as UKCPH liaison for Kentucky Public Health Assistance Support Team (K-PHAST) – group initiated through Building Epidemiology Capacity in Kentucky (BECKY) group

**Academic Affairs – Andrea Perkins:**
- Curricular Proposals and Changes
  - Degrees
  - Certificates
  - Courses
- Capstone scheduling and paperwork
- Teaching/Course Evaluations
- Course Scheduling
- Support for Academic Affairs Committee
- Registration support
- Practicum support
- Support for Practice & Service Committee
- DrPH Phase I-II Exam Management
- AA training for Academic Affairs issues and processes
- Kick-off/Tip-off Meetings

**Faculty Affairs – Becki Flanagan:**
- Recruitment
- Appointments
- Onboarding, Orientation
- Reappointments
- Promotion/Tenure
- Faculty Credentialing
- APT Committee Support
- Leaves of Absence, Sabbaticals
- Resignations, Retirements
- Faculty Development
- Administrative Appointments
- Faculty Performance Evaluations
- Management of FDB and DM

**International Affairs – Marilyn Underwood:**
- Student Engagement
  - Cross-cultural counseling for International students
  - Recruit international students
### Delineation of Duties

| Faculty Employment Records Maintenance | o Develop international student recruiting material
| Faculty-Related policy maintenance | o Track international student academic progress
| AA training on faculty-related processes | o Encourage cross-cultural engagement between US and international students
| Faculty Council support | o Orient international students
| Any other faculty issues that do not include HR functions. | o Plan cross-cultural events and workshops
| | o Advise international students on immigration issues
| | o Develop international student resource manual
| | **International Visiting Scholars**
| | o Assist visiting scholars with housing and cultural orientation’
| | o Advise international visiting scholars on immigration issues
| | o Tracking visiting scholar academic plans
| | o Develop procedures for receiving international students and visiting scholars
| | o Develop visiting scholar resource manual
| | **Student Database**
| | o Administer student database
| | o Define data elements
| | o Update student database
| | o Retrieve student data
| | Develop and issue reports

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