

College of Health Sciences **Office of the Dean** *Roles and Responsibilities*

The Office of the Dean encompasses the **Office of Academic Affairs**, **Office of Alumni and Development**, **Business Office**, the **Office of Research**, the **Office of Student Affairs**, and the **Office of Technology Services**. Each of these entities offers its own form of support for the college through its individual services. The mission of the Office of the Dean is to support all entities of the College of Health Sciences and to carry out our mission to help the people of the Commonwealth of Kentucky and beyond to gain and retain the highest level of health through creative leadership and productivity in education, research and service.

Lori Stewart Gonzalez, Dean

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- Responsible for college policies
- Develops and oversees CHS strategic plan
- Supervises and oversees all College activities
- Allocates College resources, including faculty, staff, financial resources, space, furniture, and equipment
- Schedules and presides over CHS Faculty Meetings; Sets agenda in consultation with Faculty Council.
- Appoints CHS P&T Committee (in consultation with FC), Appeals Committee, & ad hoc committees
- Recommends committee appointments external to the CHS
- Consults on risk management issues (FRPA, Sexual harassment, Discrimination, HIPAA, etc.)
- Signs Certificate of Insurance forms
- Manages all matters not delegated elsewhere

Marie W. Poole, Administrative Associate

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- Prepares annual CHS Committee member list
- Schedules conference rooms (also, Riddell-Peavler, Taylor-Washington, Sutardjo, Cook, & Moore)
- Schedules the Commons (also Taylor-Washington)
- Maintains Dean's calendar and appointments
- Maintains faculty status list
- Prepares and disseminates CHS Informational Memo
- Prepares and disseminates CHS Phone Directory
- Maintains Faculty and Staff distribution list; sends emails to the list as needed
- Supervises CHS housekeeping staff
- Prepares CHS Faculty Meeting minutes
- Serves as back-up for faculty database
- Oversees mail schedule
- Serves as contact person for building maintenance issues, including vending machines
- Organizes and serves as college representative for college blood drive and United Way campaign

Office of Academic Affairs

The Office of Academic Affairs supports the academic mission of the College of Health Sciences by providing leadership, oversight, and support for the development, growth, and maintenance of high quality educational programs. The Office offers guidance and assistance pertaining to accreditation-related activities, degree-program and curricular matters, and other efforts to improve students' educational experiences and opportunities.

With the full understanding that high quality education requires capable faculty, the Office promotes faculty growth and success by offering a structured new faculty orientation, ongoing faculty development activities, and opportunities for financial support for creative educational initiatives. The Office also maintains faculty standard personnel files and provides oversight and administrative support to ensure that university procedures pertaining to faculty appointment and re-appointment, periodic and ongoing evaluation, and promotion and/or tenure are followed.

Sharon R. Stewart, Associate Dean

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- Consults with programs about course and curriculum issues
- Oversees CHS internationalization efforts
- Manages and oversees CHS Education Enhancement Grants
- Manages Annual Reports for SACS
- Oversees SACS compliance
- Supports programs concerning accreditation issues
- Facilitates unit reviews
- Consults regarding faculty appointment, promotion, and tenure
- Provides consultation and assistance with faculty position descriptions
- Consults with faculty and supports faculty development in instruction
- Organizes and conducts CHS New Faculty Orientation (with Faculty Council)
- Advises the Dean regarding academic issues, including allocation of space, equipment, and financial support
- Represents the college on university-wide academic committees
- Supports the Academic Affairs Committee; serves as Ex-Officio
- Assists with Academic Common Market applications
- Oversees College safety and security issues

Rena Murphy, Director of Assessment

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- Develops, coordinates, and directs college and program assessment
- Designs data collection instruments and formats for recording data
- Performs data analyses and provides reports as requested
- Serves as the College representative and point of contact for assessment issues on campus
- Leads the *Student Learning Outcomes* initiative
- Ensure that reporting requirements and standards for various accrediting agencies are met
- Provides consultation to the CHS and its programs regarding assessment issues and strategies

Keturah Taylor-Washington, Administrative Associate

ktayL4@uky.edu

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- Oversees the development of dossiers, paperwork, and timelines for the initial appointment, promotion and/or tenure, and other faculty appointment processes
- Follows process and timelines for faculty position descriptions
- Completes faculty re-appointment paperwork
- Maintains records for Faculty Council, Safety Committee, International Committee, and other committees as needed
- Maintain Faculty Database and prepares reports
- Maintains and updates faculty standard personnel files
- Serves as contact point regarding faculty health records (Immunizations)
- Creates and maintains CHS Master Calendar
- Maintains student bulletin board by the first floor elevator
- Provides back-up for CHS switchboard
- Maintains lost and found

Office of Alumni and Development

The role of the Office of Alumni and Development is to increase the visibility of the College through marketing and public relations efforts, connect donors and alumni to the college in meaningful ways, and raise funds to enhance the college's ability to educate our future clinical, educational, and research leaders in the health professions. Donations from alumni and friends of the college support much-needed student scholarships, professorships, and research endeavors. This office works with administration, faculty, alumni, and friends to create partnerships that advance our mission.

Allison Horseman, Director of Advancement

ahors3@uky.edu

323-1100, x 80563

- Directs college annual and major gifts fundraising activities which support students scholarships, professorships, unrestricted funds, and research.

June 2009

- Establish, convene, and consult with the CHS Philanthropy Board and Deans Advisory Board
- Maintains Alumni database
- Plans activities and maintains contact with alumni
- Initiates and maintains contact with existing and potential donors
- Seeks donors for various programs, such as scholarships and other endowment programs, the Fellows program, and other major gifts
- Plans and oversees fundraising activities (e.g., annual phonathon)
- Supervises event planning (e.g., Hall of Fame, Scholarship Dinner)
- Prepares, writes, and edits promotional materials, including Connections, annual reports, and other publications
- Maintains informational bulletin boards and display case in the CTW Building
- Oversees event planning (e.g. Hall of Fame, Scholarship Dinner, alumni receptions)

Allison Horseman, Public Relations and Marketing

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Nick Basham, Marketing and Design Coordinator

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323-1100, 80848

- Prepares, writes, and edits promotional materials, including Connections, annual reports, and other publications
- Maintains and updates the CHS website
- Maintains informational bulletin boards and display case in the CTW Building
- Seeks media coverage for noteworthy faculty, student and programmatic activities in the college
- Prepares press releases
- Promotes the College both inside and outside the University
- Creates and ensures implementation of a comprehensive college marketing/PR strategic plan
- Oversees event planning (e.g. Hall of Fame, Scholarship Dinner, alumni receptions)
- Partners with UK marketing/pr to promote the college internally and externally

Keturah Taylor-Washington, Administrative Associate

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- Provides administrative support to the Director of Advancement and the Public Relations and Marketing Director

Business Office

The Business Office supports the College's academic, research and service efforts in managing financial resources. The Business Office is committed to providing cost effective, timely information. It aids the faculty by providing financial data that is accurate and useful. The office provides policies and resources that affect business practices at the division, department, college, and university level.

Vicki Riddell-Peavler, Director of Finance and Administration

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- Oversees all activities of the business office, including all college accounts
- Prepares and presents annual budget requests in consultation with the Dean
- Updates and informs faculty, staff, and students concerning business procedures and deadlines
- Maintains staff personnel files
- Oversees staff orientation
- Administers college practice plan
- Distributes nonrecurring dollars generated by salary reimbursement from grants
- Oversees distribution of the Wethington Awards
- Serves as point of contact for corporate compliance issues
- Serves as point of contact for all college accounts and budgetary concerns, such as:
 - Differential tuition
 - Course fees
 - Fund balances
 - Contracts and other financial agreements

Denise McCarthy, Personnel and Payroll Administrator

denise.mccarthy@uky.edu

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- Serves as point of contact and consultant regarding human resource issues, such as:
 - Performance issues
 - Termination and resignation
 - Retirement
 - FMLA
 - Benefits questions and concerns
- Assists in creating new staff positions or filling existing vacancies by working with the UK Office of Human Resources to create and seek approval for positions, posting the position, advertising, and managing the hiring process
- Manages payroll issues and serves as the point of contact
- Approves requests for keys and ID badges
- Enters DOEs and monitors changes
- Files accident/ incident reports
- Enters timesheets for bi-weekly staff

Marie W. Poole, Administrative Associate

mwpool2@uky.edu

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- Provides administrative support to the Director of Finance and Administration and the Personnel and Payroll Administrator

Dresden Carpenter, Account Clerk and

dccarp01@uky.edu

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Diane Laue, Account Clerk

dmlaue00@uky.edu

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- Consults regarding travel requests, including transportation, housing, registration, subsistence, etc., and processes all documents regarding travel
- Processes Communications and Network Services requisitions
- Processes Cash Handling
- Orders business cards
- Process absence records
- Processes procard requests
- Maintains account ledgers and reconciliation
- Provides regular financial reports to programs and departments for various accounts
- Processes orders for materials and equipment (e.g., verify funds, place orders, match packing slips with orders/ invoices, process payment)
- Serves as point of contact for electronic equipment surplus, furniture surplus, repair, and inventory (Laue)
- Processes Motor pool requests
- Processes project requests online, including large purchases
- Serves as point of contact for the UK physical plant; processes work order requests
- Serves as back-up for college switchboard (Laue)
- Completes SAG awards and submits to Financial Aid (Laue)

Office of Research

In the last several years, the College of Health Sciences has made a major commitment to building an internationally recognized research enterprise. The Associate Dean for Research was hired in 2006 and charged with building interdisciplinary research teams that bridge the two departments: Clinical Sciences and Rehabilitation Sciences. The three major areas of research focus are 1) Reproductive Health; 2) Voice and Language Disorders; and 3) Frailty Prevention.

The long term goal is to develop areas of research excellence in reproductive health and functional independence, with the latter emphasizing both mobility and communication skills. The Office of Research provides for project development and infrastructure for obtaining and managing extramural funding.

Charlotte Peterson, Associate Dean

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- Assists faculty in developing a research agenda, identifying resources, and establishing collaborations
- Represents the college on university-wide research committees
- Appoints and Chairs the Research Advisory Committee (RAC)

June 2009

- Oversees allocation of university and college-funded research support
 - College Incentive Fund
 - Indirect recovery
 - Wethington Awards
- Oversees selection of college research activity awards in consultation with the RAC
 - Robinson Awards for Graduate Student Research
 - CHS Award for Excellence in Research
- Assists with new faculty start-up requests and negotiates with the Vice-President for Research
- Advises the Dean regarding allocation of research space and resources
- Provides ongoing consultation and reviews grant proposals
- Provides assistance with research study coordination and statistical support
- Consults on compliance issues

Michael Nava, Staff Associate

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- Purchases research-related equipment, supplies and services
- Regularly oversees the sorting and delivery of mail

Kim Stroth, Grants Officer

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- Tracks grant and contract submissions and awards
- Assists faculty develop grant proposal budgets
- Completes the administrative information on the sponsor forms or application packages
- Assists faculty with compiling the entire proposal package for submission
- Assists faculty with electronic proposal submission
- Reviews grant proposals and submits them to UKRF for the RA (Research Administrator) to review, obtain the official institutional signature and submit to the sponsor
- Assist faculty with completing required paperwork as required for subcontracts in pre and post award grant administration
- Assist faculty with preparing and routing budget revisions
- Assist faculty with finding funding opportunities by working with the Office of Proposal Development
- Oversees pre- and post- award grant administration
- Manages financial management and budget issues re: grants (e.g., order forms, travel forms, and payroll)
- Oversees completion and routing of UK internal approval form and other necessary forms for grant proposals
- Provides regular financial reports to PI's regarding grants
- Creates and maintains the salary reimbursement information
- Tracks and summarizes salary reimbursement funds received from grants
- Generates reports on grant activity in the college
- Updates DOEs for faculty receiving grant support

Office of Student Affairs

The Office of Admissions and Student Affairs in the College of Health Sciences offers services to the prospective and currently enrolled student from the University of Kentucky and other institutions as well as to the applicants to the CHS programs. Personnel are here to answer any questions students might have concerning CHS programs and to assist in preparation and admission to the college.

Peter Berres, Assistant Dean

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- Advises and counsels students interested in health careers
- Oversees student/ program admissions, evaluates academic records
- Advises and counsels students on professional & personal issues
- Consults with programs, faculty, and students violations of Student Behavior Code
- Serves as liaison to class officers
- Provides Orientations for incoming freshmen and parents, and Professional students matriculating into CHS
- Participates and oversees student recruitment and information efforts (Visitor's Center; UK Preview Nights; Health Fairs, AHEC, high school and college recruitment, etc.)

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- Consults regarding individual student issues
- Oversees CHS student lounge, student mailboxes and mass mail
- Oversees CHS student scholarships and awards
- Oversees proposals for new awards

- Maintains undergraduate student record archives
- Monitors and reports student enrollment
- Represents CHS on UK and Medical Center Committees: Admissions, Registrar, SAP-Campus Enrollment, Student Affairs, ROTC, MC Pipeline, Interprofessional Education, etc
- Sits on various UK Senate Committees: University Study Program, Student Financial Aid Appeal Committee, Student Behavioral Code Committee, and other Ad Hoc Committees.
- Represents the college on various AHEC committees and activities
- Ex-Officio on CHS Student Advisory Council & Academic Affairs Committee
- Oversees planning and conduct of CHS Recognition Ceremony
- Determines disposition of students on Academic Probation and Suspension. Counsels suspended-readmitted students.
- Oversees and verifies graduation requirements and eligibility.
- Serves on Community Health Careers Advisory Committee-Bryan Station Health Academy and as mentor to Fayette County High Schools EBCE students
- Serves as mentor for UK Honors Program Student Journals
- Serves on UK Scholarship Reading Committees: Singletary and William Parker Scholarships

Corrie Scott, Student Advisor

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- Oversees and participates in student recruitment and information efforts (e.g., Visitor's center, UK Preview Nights, health fairs, high school and college recruiting events, etc.)
- Advises pre-professions students for CLS, CD, PT, PA, CLM
- Oversees pre-professional student groups
- Evaluates transcripts for prospective and incoming students
- Consults with students regarding undergraduate academic probation and dismissal
- Oversees classroom scheduling, including final exams
- Serves as contact for prospective students and families
- Organizes Freshman Reception
- Serves as contact for international students (coming to CHS) ?
- Prepares student support letters
- Prepares monthly pre-professional student newsletter
- Prepares semester parent newsletter
- Provides IB, AP, & Transfer evaluation and equivalencies
- Conducts probation counseling
- Participates in student recruitment activities, including student recruiting trips
- Focuses on retention issues for Freshmen and Sophomores

Linda Allen, Admissions Officer I and Study Abroad Coordinator

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- Coordinates, manages, and tracks program applications for admissions (pre- and post- admissions activities)
- Manages the College switchboard
- Oversees and serves as College contact for study abroad opportunities
- Oversees CHS Recognition Ceremony planning and implementation
- Oversees new student orientation (Fall, Spring, Summer)
- Responds to student requests for program information
- Prepares monthly professional student newsletter

Sharon Goins, Registrar

sgoins@uky.edu
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- Serves as CHS Registrar (custodian of student academic records)
- Oversees requests for changes to UK Bulletin
- Schedules courses for UK Schedule of Classes Book and on-line class schedule
- Manages degree confirmation and enrollment data

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- Distributes and processes all UK student forms (repeat option, withdrawal, grade assignments, degree applications, faculty grade report, etc.)
- Oversees degree audit and certification
- Serves as liaison to campus Registrar and Admissions office
- Submits Pink sheets
- Oversees SAP data entry
- Assists Academic Advisor and Assistant Dean during Freshman Summer Advising Conferences
- Registers all 1st semester CHS Professional students for their classes
- Creates admissions profile in SAP for all admitted DPT students.

Office of Technology Services

The Office of Technology Services is a support unit for the College of Health Sciences. Its mission is to provide the highest quality technology-based services in the most cost-effective manner in order to facilitate the College's mission as it applies to the management, teaching, learning, and community service.

Office personnel are available to help faculty and staff and to answer any questions pertaining to the need and implementation of the information and communication technology in the College. To expedite service requests, use the *sysaid* program on the computer desktop or access it at the **Online Service Requests** page.

Bam Sutardjo, Director of Technology

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- Plans/oversees implementation of various technologies within College
- Assesses end-user technology needs.
- Provides Blackboard technical support
- Oversees maintenance and distribution of CHS mailing lists
- Oversees computer and equipment loans and set-up
- Oversees computer and equipment inventory, replacement, and surplus
- Consults and assists with computer security
- Consults and approves requests for IT purchases and vendors
- Coordinates training in technology and software
- Provides assistance regarding CHS and unit web issues
- Manages CHS Sharepoint site
- Assists with University account requests and maintenance

Carlo Labudiong, Computer Support Specialist

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- Installs and configures computers and peripherals including their connectivity to the UK Network
- Troubleshoots and resolves software, hardware, peripherals, and network problems for the end user
- Performs PDA/Smartphone email setup with UK Exchange system
- Installs and configures the College's servers including its connectivity to the UK Network
- Administers the College's server disaster recovery plan including data backup and restoration
- Documents all the College's server configurations, changes, upgrades, and installations
- Maintains the audio-video and computer systems in the College's conference rooms
- Scans all the capital equipments and uploads them to the UK eBars site.
- Documents all equipments for off-campus use and surplus equipments