

**MAJOR ROLES/RESPONSIBILITIES for
CPH ASSOCIATE/ASSISTANT DEANS**

**I. Dr. William Pfeifle
Associate Dean for Academic Affairs**

Duties:

Student Affairs

- Consult with Chairs and /or Assistant Dean for Student Affairs on disciplinary matters and other issues which may involve the input of legal counsel.
- Consult with the Assistant Dean for Student Affairs and the Director of Admissions on various program admission criteria, application-review, and selection processes.
- Serve as the point of appeal as the College-wide authority on issues referred by, chairs, and students on irresolvable issues.

Instructional Development

- Oversee the preparation, administration and processing of Instructor/Course Evaluations, and monitor results to identify common instructional weaknesses.
- Consult with and mentor individual faculty members, as requested or referred by Chairs, to provide assistance in the development and/or enhancement of specific instructional and evaluation techniques.
- Coordinate the offering of faculty development activities on topics identified by the faculty, chairs, and other administrators.

Academic Affairs

- Monitor and coordinate curricular matters related to the College's degree and certificate programs.
- Review course and curriculum proposals approved by the CPH Academic Affairs Committee/Faculty Council for accuracy and completeness, prepare appropriate University notifications, and serve as an interface with Medical Center and University review committees to expedite approval.
- Participate in accreditation application and renewal processes, participate in the site visitation, review resulting accreditation reports, and make recommendations for corrective actions as needed.
- Appoint and monitor the College's Teaching Award Committee.

College Affairs

- Represent the College, in the Dean's absence or at this request at campus-wide meetings.
- Participate in the budget hearings and biannual budget request process and coordinate input to the preparation of the College's strategic plan.
- Serve on University task forces dealing with matters of overall CPH concern, e.g. Classroom Scheduling, Instructional Technology, Promotion and Tenure, etc.
- Generally facilitate the work of the Dean, Chairs, DGSs and faculty to accomplish their academic mission and provide leadership to the College's activities toward meeting strategic goals and objectives.

**II. Drs. Ann Coker and Pam Teaster
Co-Associate Deans for Research**

Duties:

- Help faculty be successful
 - Mentoring junior faculty
 - Review draft grants
 - Review draft manuscripts
 - Disseminate funding opportunities
 - Training opportunities in grant development/submission
 - Develop tools for CPH faculty
 - Website
 - Template content
 - University Research Leadership
- *Detailed efforts and shared distribution on CPH Research page.**

**III. Cynthia Lamberth, MPH
Associate Dean for Workforce Development, Practice and Service**

Duties:

Workforce Development

- Coordinate all workforce development activities for the public health workforce and the community
 - o Specific emphasis on leadership development, management, quality improvement, accreditation, and geriatric population
 - o Strategic Planning and Succession Planning modules developed for TRAIN and offered through Buckeye Bluegrass Regional Leadership Academy
 - o Provide CEU's for conferences, distance learning (CECentral)
 - o Add CPH to list of professional CEU's
 - o Provide KPHLI for cohort 13 – new class started in April
- Conduct Statewide Workforce Development Needs Assessment
 - o Develop bi-annual needs assessment in collaboration with State Department for Public, KPHA, KHDA, WKU, EKU, and U of L.
- Develop Leadership Workforce Development Curriculum
 - o In conjunction with statewide Leadership Executive Council TRAIN LMS, KPHA and KHDA.
- Provide technical assistance in the area of Quality Improvement, Accreditation, Strategic Planning and Succession Planning.
- Provide Accreditation Readiness and Leadership Development Pilot Project with LCDHD
 - o Presentations at NACCHO
 - o Presentations at APHA
 - o Manuscript in progress
- Work with KHDA to reintroduce legislation requiring accreditation of LHD with appropriation to KPHLI.
- Oversee the work of the KY Institute for Public Health Practice Enhancement including the undergraduate certificate in Public Health

- Provide grant writing assistance to DPH Component I and II under the CDC OSTLTS infrastructure grants.
- Coordinate PHTC grant submission – September 1 start date.

Practice and Service

- Establish and maintain relationships with practice settings to allow for student placements for practica experiences.
- Maintain a high level of participation in the college practice and service committee.
- Ensure Director of Practice and Service works closely with DGS for all CPH programs to plan, coordinate and evaluate all practice experiences.
- Oversee the student certificate programs administration for the certificates in Gerontology, Global Health and Maternal Child Health
- Streamline the method to document service for faculty and staff.
 - o Use interim method to gather information for 2010.
 - o Coordinate efforts with new digital measures faculty database to document service.
- Personally serve on National PHLS Board of Directors and UK Presidential Commission on Oral Health.

IV. Dr. Larry Prybil (Part-time) Associate Dean

Duties:

- Advise and assist in the process of integrating the MHA Program into the College of Public Health and transforming it to meet contemporary standards.
- Launch and direct a new, two-year study of governance structures, practices, and policies in a set of the nation's largest nonprofit health systems.
- Collaborate on a new initiative directed at improving the governance of local health departments.
- Assist the Dean in the continuing development of the College of Public Health
 - o Serving as Associate Dean and assisting in or leading special projects (examples – Occupational Medicine Clinic facilitation, program and fund development), as assigned.
- Develop and co-teach a graduate level course in healthcare ethics for MHA and other graduate students.

V. Dr. Michael Smith Assistant Dean for Evaluation and Planning

Duties:

- Assessment Data, Collection and Analysis
- Assessment Planning
- Strategic Planning and Monitoring
- External to College Assessment/Evaluation Connection

- UK→SACS process
- Annual College progress reports
 - UK
 - CEPH
 - ASPH
- Creating a culture of continuous quality improvement

VI. Kim Judd
Assistant Dean for Finance and Administration

Duties:

- Budget planning
- Budget execution
- Human Resources
- Building/Space Management
- Equipment purchase/lease etc.
- Other purchasing
- Administrative Assistant – co-oversight
- IT management/leadership
- Grant/contract management assistance
- Grant/contract development
- Occupational Medicine Clinic fiscal status monitoring

VII. Tony Hartsfield, MHA
Assistant Dean for Advancement and Student Affairs

Duties:

- **Admissions**
 - Process
 - Planning
 - Recruitment
- **Student Affairs**
- **College Communications**
 - Marketing
 - Website
- **Development/Advancement**
 - Solicitations
 - Hall of Fame
 - UK Fellows
 - Phon-A-Thon
- **Alumni Relations**