

**Department of Health Education and Behavior  
Department Committee Assignments  
2017 - 2018**

**1. Academic Personnel Committee**

The departmental Academic Personnel Committee shall consider all matters relating to faculty tenure and promotion and courtesy appointments. All tenured faculty members shall serve on the Committee. The Committee will elect its chair. All tenured faculty may review documents, discuss and vote on the question of tenure. Only faculty at the rank or a higher rank may vote on the question of advancement in rank, the only exception being a vote of full professors on the question of nomination for distinguished professor. Specifically, only full professors review documents, discuss and vote on nominees for full professor or for distinguished professor. The committee will act as described in the departmental guidelines for tenure and promotion.

Dr. Delores James

**2. Graduate Program Advisory Committee**

The Graduate Program Advisory Committee has the responsibility to review and make recommendations about procedures, policies and curricula relating to the graduate program. Such recommendations are presented to the HEB faculty for information, discussion and as appropriate a vote. The Graduate Program Coordinator who is appointed by the department chair will serve as chair of this committee with membership to be appointed by the department chair from those who are nominated to serve (self-nominations are accepted).

Dr. Virginia Dodd, Chair

Dr. Rob Leeman

Dr. Ali Yurasek

Dr. Suzanne Sneed-Murphy (ex-officio member)

Ms. Jennifer Neelands (ex-officio member)

**3. Undergraduate Program Advisory Committee**

The Undergraduate Program Advisory Committee has the responsibility to review and make recommendations about procedures, policies and curricula relating to the undergraduate program. Such recommendations are presented to the HEB faculty for information, discussion and as appropriate a vote. The Undergraduate Program Coordinator who is appointed by the department chair will serve as chair of this committee with membership to be appointed by the department chair from those who are nominated to serve (self-nominations are accepted).

Dr. Sadie Sanders, Chair

Dr. Tina Garcia-Guettler

Dr. Holly Moses

Dr. Suzanne Sneed-Murphy

Dr. Megan McVay

Ms. Brittany Schambow (ex-officio member)

#### 4. Annual Performance Review and Merit Committee

This committee has the responsibility to develop and/or review in consultation with the department chair the criteria for determining how faculty performance will be evaluated for the purpose of awarding merit pay raises. These criteria will be developed in such a manner that faculty workload assignments are taken into consideration. Further, the process will include peer review of materials prepared by individual faculty members for his/her annual evaluation. The criteria will be approved by the faculty prior to implementation.

Dr. JeeWon Cheong, Chair  
 Dr. Joy Rodgers  
 Dr. Richard Yi

#### 5. Ad Hoc Committees

The department chair may create ad hoc committees to achieve specific tasks not assigned to other committees in the department. The chair shall solicit participation from the faculty and appoint an ad hoc committee to study and report on any issue of concern to the faculty. The department chair will designate one of the members to serve as chair of the committee. As ad hoc committees are appointed the chair will announce to the department the committee and the charge to the committee. The ad hoc committee will report to the faculty the results of their work. A list of ad hoc committees and their membership will be maintained in the departmental office and published on an annual basis.

- **Communications and Event Planning** – This committee is charged with maintaining current and accurate information on department websites, locating/using other appropriate venues for department communications and publicity, and planning department events. Select functions will be delegated to others with oversight by this committee.  
 Dr. Richard Yi, Chair  
 Jennifer Neelands, M.S.  
 Susan D. Chandler, M.P.H., M.A.  
 Mrs. Kelly Smith
- **Computing Committee** – This committee is charged with reviewing software and hardware needs for key department functions, particularly research, and advising the chair accordingly.  
 Dr. Robert Leeman, Chair  
 Dr. JeeWon Cheong  
 Dr. Megan McVay  
 Soyeon Jung, M.S.
- **Leadership Council** – Department leadership group advisory to the chair on administrative and academic matters.  
 Dr. Jalie Tucker, Chair  
 Dr. Robert Leeman  
 Dr. Holly Moses

Dr. Sadie Sanders  
Dr. Virginia Dodd (ex-officio member)

- **Tenure-track Faculty Search Committee**

Dr. Richard Yi, Chair  
Dr. JeeWon Cheong  
Dr. Ali Yurasek  
Dr. Jesse Dallery (external member)

- **Lecturer Faculty Search Committee**

Dr. Julia Varnes, Chair  
Dr. Amber Emanuel  
Dr. Robert Leeman  
Dr. Cyntice Thomas (external member)

- **HEB MS Online Committee** – This committee is responsible for oversight and continued development of the on-line non-thesis MS degree program in HEB. The work of this committee is coordinated with GPAC and UF policies and procedures concerning self-funded educational programs.

Dr. Holly Moses, Chair  
Dr. Joy Rodgers  
Dr. Suzanne Sneed-Murphy

- **Recognition Committee** – This committee is responsible for identifying UF and external (e.g., professional society) awards and recognitions suitable for HEB faculty, students, and staff; identifying and recommending individuals for such awards/recognitions; and, as applicable to the award, preparing and submitting nomination packets, subject to approval by the academic program director for student nominations and the HEB Leadership Council for faculty and staff nominations depending upon the specific award requirements. The committee will maintain an archival record of all awards and recognitions received by HEB faculty, students, and staff to be forwarded at the end of each calendar year to the department chair.

Dr. Delores James, Chair  
Dr. Julia Varnes  
Dr. Richard Yi  
Ms. Jennifer Neelands (ex-officio member)

- **Course Scheduling Committee** – This committee is responsible for developing preliminary course schedules in advance of each semester for all HEB courses, working with faculty instructors and the department chair and taking into account student needs; budgetary issues; and department, college, and UF curricula policies and procedures.

Dr. Holly Moses, Chair  
Dr. Virginia Dodd  
Dr. Sadie Sanders  
Ms. Jennifer Neelands (ex-officio member)  
Ms. Brittany Schambow (ex-officio member)

Mrs. Donna Varghese (ex-officio member)

- **Seminar Committee** – This committee is responsible for organizing the department's seminar series, including selecting and inviting speakers; working with staff to make travel and presentation arrangements; and publicizing events to the UF and other relevant communities.

Dr. JeeWon Cheong, Chair

Dr. Amber Emanuel

Ms. Susan Chandler

Dr. Jalie Tucker (ex-officio member)