

Procedures for Faculty Promotions

Department of Biomedical Sciences Department of Environmental Health Sciences School of Public Health, University at Albany

The University has established the following hard deadlines for submission of cases to the Council on Promotions and Continuing Appointment, which will be strictly adhered to. If dossiers do not arrive at the University by these dates, candidates will not be considered for tenure or promotion.

February 1: All tenure cases

March 1: All promotion cases

In order to meet the University deadlines, candidates must adhere to the following **department/school** deadlines:

April 1	Notify Department of intent to apply for promotion
May 1	Submit complete package to Department Office
October 1	Completion of Department Personnel Committee review
November 1	Completion of Department Faculty Review
January 15	Completion of School of Public Health Personnel Committee review

Candidates seeking promotion should submit the following material to the department office:

- ▶ A letter to the department chair requesting promotion.
- ▶ A current CV that **MUST** include the following:
 - List of courses taught each year, including number of lectures and whether director or lecturer of the course.
 - List of students advised, mentored or supervised (identify whether they are Ph.D., MS, MPH, undergraduate, etc)
 - List of committees served on, indicating year served, and whether chair or member.
 - A complete history of funding. This must include current and pending grants, completed grants, and grants submitted but not funded.
 - First or corresponding author publications must be noted in the CV, and the CV must be signed and dated.

See attached sample CV for accepted University format. Please note that candidates have been asked by the SPH Personnel Committee to reformat CV's to this format before the promotion is approved.

- ▶ A statement of major research themes and future plans, teaching philosophy, and service

in detail. This is an opportunity for the candidate to promote accomplishments. It is not atypical in successful applications before the University Council for each of these sections to be 2-3 pages long.

The statement on teaching should be a detailed discussion of not only your formal teaching but also more informal instruction that occurs in the laboratory and through research meetings and journal clubs. This section should include a statement of your role in and philosophy about teaching in a research environment.

The statement on service should include information concerning service to the department, School of Public Health, University, and community. Community service includes work with schools or other organizations that use your professional expertise. This statement should also include service to the Wadsworth Center since this is a contribution to the intellectual and research environment for students.

The research statement should discuss current research agenda and trajectory for the future.

- ▶ One (1) copy of every publication.
- ▶ Primary teaching material - course syllabi, lecture notes, reading lists, handouts, exam questions, etc.
- ▶ Candidates must **NOT** provide a list of references. University at Albany guidelines on promotion explicitly state the following:

“There will be effective insulation of the candidate from the selection of review. Candidates **must not** be involved in the selection of potential reviewers; however, the candidate may identify potential reviewers who should not be consulted. The names of individuals the candidate does **NOT** wish to be consulted may be included with the promotion request.”

A minimum of 4 qualified reviewers who can provide an objective assessment of the candidate's accomplishments are required. Reviews **cannot** be from persons who have a close personal relationship with the candidate. These include research collaborators, current/former colleagues (professional, postdoctoral or graduate/undergraduate study), current/former students, mentors, thesis or postdoctoral advisors, co-authors.

The reviewer must hold appropriate academic rank, be active in research (with documented standing in the field as noted in their C.V.), have high standing in the subspecialty, be familiar with academic promotion practices and be in academic programs of high quality.

Once the package is submitted to the department, an ad hoc review committee will be appointed, whose responsibilities are as follows:

- ▶ Develop list of 6-8 outside referees. The committee should contact the referees **in advance** to verify willingness to write a letter of evaluation. The list of names should be forwarded to the department office, where the letters will be sent out under the signature of the ad hoc committee chair. A description of the process used to select the referees is required.
- ▶ Solicit, in writing, (solicitation letter will be included in promotion file - see attached for sample letter) a minimum of two letters of peer evaluation for teaching.
- ▶ Solicit, in writing, a minimum of two letters of peer evaluation for service (department, school, university, community, international, etc.).
- ▶ **All reference letters must be signed and on institutional letterhead.**
- ▶ Provide a list of the top scholarly journals in the candidate's field of research.

The department office compiles the dossier and provides the following information:

- ▶ Student evaluations – summary and raw data
- ▶ Citation index
- ▶ Summary of faculty composition

Once the package is compiled, the ad hoc committee reviews the package and provides a written evaluation. This is then forwarded to the department personnel committee for consideration before going to the general faculty for a vote. The department chair provides a letter of recommendation before forwarding the package to the School of Public Health Personnel Committee. The SPH Personnel Committee provides a recommendation and forwards the package to the Dean. The Dean provides a recommendation and forwards the package to the University Council on Promotions and Continuing Appointments for final review.

SAMPLE EXTERNAL REFERENCE REQUEST

May 5, 2006

Dear Dr. XXX:

I would like to request a letter of recommendation for Dr. XXX. Dr. XXX is being considered for promotion from Associate Professor to Full Professor in the Department of Environmental Health Sciences, School of Public Health, University at Albany. Dr. XXX's appointment at the University is in addition to her position as a Research Scientist in the New York State Department of Health. Although Dr. XXX's primary appointment is in the Department of Health, her part-time appointment at the University at Albany is subject to the same review as any other faculty member. The opinion of scholars of high standing in other institutions is an important part of the review process at all levels – Department, School, and University. You have been recommended as an outside reviewer who can provide us with a considered assessment of Dr. XXX's achievements and stature in the national and international scientific community.

Please comment on Dr. XXX's scholarly achievements using the norms for promotion from Associate to Full Professor. Please evaluate the quality and quantity of Dr. XXX's scholarly work, the quality of the journals in which she has published, the significance and impact her work has had in the field, and her professional reputation. Does her scholarship compare to that of members of your own department who have received similar promotions? Be sure to state explicitly in your evaluation whether Dr. XXX would, in your opinion, be qualified for promotion to the rank of Full Professor at your institution. A copy of Dr. XXX's curriculum vitae is enclosed to assist your review. Please note that your letter will be held confidential unless otherwise indicated.

I would also ask that you comment on your relationship to and past interactions with Dr. XXX. The review process requires that recommendations come from referees who are unbiased and at "arms length" from the candidate.

Finally, I am also asking that you include a copy of your curriculum vitae. Although this may seem peculiar, the University requires this biographical information from all outside reviewers. Your curriculum vitae will be used by the University-level review committee to appreciate your position and accomplishments.

I would appreciate receiving your evaluation at your earliest convenience, but not later than June 1, 2006. If you have any questions, please do not hesitate to contact me at 518-474-4920.

Sincerely,

Department Chair.

Encl:

SAMPLE SERVICE EVALUATION REQUEST

October 1, 2004

Dear Dr.

Dr. XXX is being considered for promotion from Assistant Professor to Associate Professor in the Department of Biomedical Sciences, School of Public Health, University at Albany.

In addition to scholarship, candidates for promotion are evaluated on the quality and quantity of their service contributions to the University, the profession and the community at large. Dr. XXX was a member of the School of Public Health Council from 1997-1999, while chairing it in 1998-99. Dr. XXX also chaired the SPH Student Affairs committee from 1996-98. I would greatly appreciate your evaluation of Dr. XXX's contributions to the SPH council and the Student Affairs committee during this time.

Please respond at your earliest convenience, but not later than October 14, 2004. Thank you very much for your assistance.

Sincerely,

SAMPLE PEER TEACHING EVALUTION REQUEST

October 1, 2004

Dear Dr.

Dr. XXX is being considered for promotion from Assistant Professor to Associate Professor in the Department of Biomedical Sciences, School of Public Health, University at Albany.

In addition to scholarship, candidates for promotion are evaluated on the quality and quantity of their teaching contributions. Dr. XXX has participated in BMS 601: Introduction to Biomedical Sciences. As course director, I would greatly appreciate your evaluation of Dr. XXX's contributions to this course.

Please respond at your earliest convenience, but not later October 14, 2004. Thank you very much for your assistance.

Sincerely,

SAMPLE FORMER STUDENT EVALUATION REQUEST

May 9, 2006

Dear Dr.

Dr. XXX is being considered for promotion from Assistant Professor to Associate Professor in the Department of Biomedical Sciences, School of Public Health, University at Albany. The faculty promotion review process requires input from teaching colleagues, current and/or former students and others. As a former graduate student, your assistance is requested in evaluating Dr. XXX's effectiveness as a teacher and/or mentor at the graduate level.

Receipt of your written comments is requested as soon as possible, but not later than October 28. Your letter will be kept confidential according to University policy.

Thank you in advance for your assistance.

Sincerely,

SAMPLE CV IN STANDARD UNIVERSITY FORMAT

MARY P. GALLANT

Department of Health Policy, Management, & Behavior
University at Albany
One University Place
Rensselaer, NY 12144-3456

(518) 402-0292
fax: (518) 402-0414
E-mail: mgallant@albany.edu

Education:

- 1995 - 1996 **Postdoctoral Research Trainee**, Social Research on Applied Issues of Aging, University of Michigan School of Social Work. Postdoctoral Mentor, Cathleen Connell, Ph.D.
- 1995 **Ph.D.** (Health Behavior and Health Education), University of Michigan School of Public Health.
- Dissertation: The Stress Process among Dementia Spouse Caregivers: The Effects of Burden, Appraised Control, Support and Depression on Caregiver Health Behaviors.
Doctoral Mentor, Cathleen Connell, Ph.D.
- 1990 **M.P.H.** University of Michigan School of Public Health, Department of Health Behavior and Health Education.
- 1987 **A.B.** (Magna cum laude with highest honors in Biology), Harvard University.

Professional Experience:

- 1996 - present **Assistant Professor**, Social Behavior and Community Health track, Department of Health Policy, Management, and Behavior, University at Albany School of Public Health, State University of New York. (Visiting Assistant Professor appointment during 9/99-5/00 for child care, and 1/01-5/01 for Drescher award)
- 1993 - 1994 **Research Project Director**, Caregiver Health Outcomes: Mediating Factors. Department of Health Behavior and Health Education, University of Michigan School of Public Health. Funded by the National Institute on Aging via the Michigan Alzheimer's Disease Research Center. Principal Investigator, Cathleen M Connell, Ph.D.
- 1991 - 1992 **Research Project Director**, Spouse Caregiver Study. Department of Health Behavior and Health Education, University of Michigan School of Public Health. Funded by the National Institute on Aging via the Michigan Alzheimer's Disease Research Center. Principal Investigator, Cathleen M Connell, Ph.D.
- 1989 - 1990 **Graduate Research Assistant**, Heart Education Self-Management Project. Department of Health Behavior and Health Education, University of Michigan School of Public Health. Funded by the National Heart, Lung and Blood Institute. Principal Investigator, Noreen M. Clark, PhD.

1987 - 1988 **Graduate Research Assistant**, The Vaccine Project, Boston, MA.

Other Professional Appointments:

1998 - present **Faculty Associate/Affiliate**, Center for Social and Demographic Analysis, University at Albany, (Affiliate 1998-2001; Associate 2001-).

1998 - present **Affiliated Faculty**, Center for Minority Health Education, Research, and Training, School of Public Health, University at Albany

Honors and Awards:

Delta Omega (Alpha Gamma chapter). 2002-present. National Public Health Honorary Society.

Nuala McGann Drescher Professional Development Award, Spring 2001.

NYS/UUP Individual Development Award. Spring 2001. \$1000.

Rackham Predoctoral Dissertation Fellowship, University of Michigan, 1994-1995.

National Institute on Aging Predoctoral Traineeship, University of Michigan, 1991-1993.

Regent's Fellowship, University of Michigan, 1990-1991.

Harvard College Scholarship and Elizabeth Cary Agassiz Award, 1987.

National Merit Scholar, Harvard University, 1983-1987.

SCHOLARLY ACTIVITY

Peer Reviewed Publications:

Gallant, M.P. & Connell, C.M. (Forthcoming). Neuroticism and depressive symptoms among spouse caregivers: Do health behaviors mediate this relationship? Psychology & Aging.

Gallant, M.P. (Forthcoming 2003). The influence of social support on chronic illness self-management: A review and directions for research. Health Education & Behavior, 30.

Connell, C.M, Janevic, M.R., & Gallant, M.P. (2001). The costs of caring: The impact of dementia on family caregivers. Journal of Geriatric Psychiatry and Neurology, 14, 179-187.

Gallant, M.P. & Dorn, G.M. (2001). Gender and race differences in the predictors of daily health practices among older adults. Health Education Research, 16, 21-31.

Connell, C.M, & Gallant, M.P. (1999). Caregiver health behavior: Review, analysis, and implications for intervention. Activities, Adaptation, and Aging, 24, 1-16. (Reprinted as a chapter in M. J. Keller (Ed.) *Caregiving -- Leisure and Aging*, The Haworth Press, Inc., 1-16, 1999).

Gallant, M.P., & Connell, C.M. (1998). The stress process among dementia spouse caregivers: Are caregivers at risk for negative health behavior change? Research on Aging, 20, 267-297. (Abstracted in AD Weekly, Dec 1999).

Gallant, M.P., & Connell, C.M. (1997). Predictors of decreased self-care among spouse caregivers of older adults with dementing illnesses. Journal of Aging and Health, 9, 373-395.

Connell, C.M., & Gallant, M.P. (1996). Spouse caregivers' attitudes toward obtaining a diagnosis of a dementing illness. Journal of the American Geriatrics Society, 44, 1-7.

Connell, C.M., Gallant, M.P., & Davis, W.K. (1995). Psychosocial impact of diabetes on depression among young, middle-aged, and older adults. Journal of Mental Health and Aging, 1, 37-43.

Sharpe, P.A., Connell, C.M., & Gallant, M.P. (1995). Measurement of social interaction in health behavior change. Psychological Reports, 77, 867-871.

Connell, C.M., Sharpe, P., & Gallant, M. (1995). Effect of Health Risk Appraisal on health outcomes in a university worksite health promotion trial. Health Education Research: Theory and Practice, 10, 199-209.

Connell, C.M., Davis, W.K., Gallant, M.P., & Sharpe, P.A. (1994). Impact of social support, social cognitive variables, and perceived threat on depression among adults with diabetes. Health Psychology, 13, 263-273.

Clark, N.M., Muugi, G.K., & Gallant, M.P. (1993). Health beliefs and practices of Kenyan primary school students. International Quarterly of Community Health Education, 13, 277-285.

Manuscripts under Review in Peer Reviewed Journals:

Gallant, M.P. The influence of equipment assistance and personal help on well-being outcomes. Under review in Journal of Aging and Health.

Spitze, G. & Gallant, M. "He's a pain in the teeth": Ambivalence in relations between elderly persons with chronic illness and their adult children. Under review in Journal of Marriage and the Family.

Manuscripts in Progress:

Gallant, M.P., Spitze, G., & Prohaska, T. Help or hindrance? How social network members influence chronic illness self-management among older adults.

Gallant, M.P., Spitze, G.D., Onufrak, M., Payne, L., & Poulard, C. Positive and negative social influences on diabetes self-management.

Funded Research:

Role: Principal Investigator

Project: "Successful Exercisers" among People with Arthritis

Source: Association of Schools of Public Health/Centers for Disease Control and Prevention

Time Period: 10/1/02-9/30/03

Total Funding: \$142,282

Role: Research Project Principal Investigator and Center Co-Investigator

Project: A Social-Ecological Approach to Diabetes Prevention and Management: Assessing Multiple Levels of Influence (Central Research Project of "Community-Based Interventions to Prevent Chronic Disease", University at Albany Prevention Research Center, D.S. Strogatz, P.I.)

Source: Centers for Disease Control and Prevention

Time Period: 10/01/02 – 9/30/04

Total Funding: \$378,385 for Research Project (\$1,376,099 for Prevention Research Center)

Role: Principal Investigator (G. Spitze, Co-Investigator)
Project: Social Network Influences on Illness Self-Management
Source: National Institute on Aging
Time Period: 5/1/01 - 4/30/02
Total Funding: \$74,950

Role: Principal Investigator
Project: Development of a Survey Instrument to Assess Older Adults' Knowledge and Attitudes of Assistive Technologies
Source: Faculty Research Awards Program, University at Albany
Time Period: 4/15/01 - 4/15/02
Total Funding: \$3994

Role: Principal Investigator
Project: Predictors of Self-Care Behaviors among Older Adults
Source: Faculty Research Awards Program, University at Albany
Time Period: 4/1/98 - 4/1/99
Total Funding: \$9000

Grants Approved but not Funded:

Role: Co-Principal Investigator (R.W. Toseland, Principal Investigator)
Project: Prostate Cancer: Quality of Life and Service Use in Two Racial Groups
Source: National Cancer Institute
Time Period: 4/1/02-3/31/03
Total Funding: \$1,409,274

Role: Principal Investigator (G. Spitze, Co-Investigator)
Project: Family Influences on Older Adults' Self-Management Behavior
Source: National Institute on Aging
Time Period: 6/01/00 – 5/31/01
Total Funding: \$74,950

Peer-Reviewed Abstracts and Presentations at Scholarly Conferences:

Gallant, M.P. & Spitze, G. Social network influences on chronic illness self-management among older adults. Presented at the 55th Annual Scientific Meeting of the Gerontological Society of America, Boston, MA, November, 2002. (Abstract published in The Gerontologist, 42, Special Issue I, 161).

Gallant, M.P. The influence of equipment assistance and personal help on well-being outcomes. Accepted for presentation at the 54th Annual Scientific Meeting of the Gerontological Society of America, Chicago, IL, November, 2001. (Abstract published in The Gerontologist, 41, Special Issue I, 201).

Gallant, M.P. (2000, November). Self-care practices among older adults who live alone. Presented at the 53rd Annual Scientific Meeting of the Gerontological Society of America, Washington, DC, November, 2000. (Abstract published in The Gerontologist, 40, Special Issue I, 93).

Gallant, M.P. & Connell, C.M. (1998, November). The contribution of personality to the physical and mental health of caregivers. Presented at the 51st Annual Scientific Meeting of the Gerontological Society of America, Philadelphia, PA, November, 1998. (Abstract published in The Gerontologist, 38, Special Issue I, 285).

Gallant, M.P. (1997, November). Gender differences in the predictors of daily health practices. Presented at the 50th Annual Scientific Meeting of the Gerontological Society of America, Cincinnati, OH, November, 1997.

(Abstract published in The Gerontologist, 37, Special Issue I, 169).

- Gallant, M.P., & Persky, N.W. (1996, November). Age differences in knowledge, beliefs, and intentions regarding screening mammography among older women. Presented at the 49th Annual Scientific Meeting of the Gerontological Society of America, Washington, D.C., November, 1996. (Abstract published in The Gerontologist, 36, Special Issue I, 283).
- Feld, S., Dunkle, R., Wray, L., Gallant, M., Gibson, G., & Lindgren, C. (1996, November). Racial/ethnic variation in caregiving. Presented at the 49th Annual Scientific Meeting of the Gerontological Society of America, Washington, D.C. (Abstract published in The Gerontologist, 36, Special Issue I, 222).
- Gallant, M.P., & Connell, C.M. (1995, November). Predictors of self care and health behavior risk among spouse caregivers of people with dementing illnesses. Presented at the 48th Annual Scientific Meeting of the Gerontological Society of America, Los Angeles, California. (Abstract published in The Gerontologist, 35, Special Issue I).
- Connell, C.M, & Gallant, M.P. (1995, November). Attitudes toward the diagnosis of a dementing illness. Presented at the 48th Annual Scientific Meeting of the Gerontological Society of America, Los Angeles, California. (Abstract published in The Gerontologist, 35, Special Issue I).
- Gallant, M.P., Connell, C.M, & Davis, W.K. (1993, November). Psychosocial impact of diabetes: Age invariance among young, middle-aged, and older adults. Presented at the 46th Annual Meeting of the Gerontological Society of America, New Orleans, LA. (Abstract published in The Gerontologist, 33, 320).
- Connell, C.M, Gallant, M.P., Sharpe, P.A., & Davis, W.K. (1992, November). Predictors of depression among adults with diabetes: A Social Cognitive Model. Presented at the 45th Annual Meeting of the Gerontological Society of America, Washington, D.C. (Abstract published in The Gerontologist, 32, 209).
- Sharpe, P.A., Connell, C.M, & Gallant, M.P. (1992, November). Measurement of social interaction related to health behavior change: A social network approach. Presented at the Annual Meeting of the American Public Health Association, Washington, D.C. (Abstract published in proceedings).
- Gallant, M.P. & Connell, C.M. (1992, November). Impact of daily and chronic stress on diabetes self-management: Comparison among dementia caregivers, non-dementia caregivers, and non-caregivers. Presented at the 45th Annual Meeting of the Gerontological Society of America, Washington, D.C. (Abstract published in The Gerontologist, 32, 150).
- Gallant, M. & Connell, C.M. (1991, November). Depression and daily physical health self-ratings: A health diary approach. Presented at the 44th Annual Meeting of the Gerontological Society of America, San Francisco, CA (Abstract published in The Gerontologist, 31, 64).
- Connell, C.M, Gallant, M., & Schulenberg, J. (1991, November). Daily variation in caregiver hassles: A factor analytic approach. Presented at the 44th Annual Meeting of the Gerontological Society of America, San Francisco, CA (Abstract published in The Gerontologist, 31, 193).

Invited Presentations:

- Gallant, M.P. Help or hindrance: How family and friends influence chronic illness self-management. Presented at the Center for Social and Demographic Analysis Colloquium series. University at Albany. September 13, 2002.
- Connell, C.M, & Gallant, M.P. (1994, December). Using the Michigan Alzheimer's Disease Research Center (MADRC) database for caregiver research. Invited presentation as part of the Michigan Alzheimer's Disease Research Center's Investigators Meeting series, University of Michigan, Ann Arbor, Michigan.

Gallant, M.P. (1993, April). Psychosocial impact of diabetes: Age invariance among young, middle-aged, and older adults. Presented at the Public Health and Aging Training Grant Seminar Series, University of Michigan, Ann Arbor, MI.

Gallant, M.P. (April, 1992). A model of adaptation to a chronic illness. Presented at the Public Health and Aging Training Grant Seminar Series, University of Michigan, Ann Arbor, MI.

TEACHING ACTIVITY

Graduate Courses Taught, University at Albany:

HPM 525 - Social and Behavioral Aspects of Public Health (S97, F97, S98, F99, S00, F00).

HPM 521 - Family and Community Health (F96, F97, F98, S00).

HPM 626 - Social and Behavioral Aspects of Chronic Illness (F98, F99).

HPM 520 - Fundamentals of Research Design (S97, S98, F00, F01, F02).

HPM 627 – Public Health Education (S02, S03).

Teaching Experience, University of Michigan:

Qualitative Methods & Participatory Action Research (Co-Instructor, 1994).

Psychosocial Factors in Health-Related Behavior (Teaching Assistant, 1991, 1992).

Program Development in Health Education (Teaching Assistant, 1991, 1992, 1993).

Doctoral Dissertation Committees:

Melanie Besculides (1999-2000) *Racial Discrepancies in Medical Care: An Intervention Plan to Change Patterns of Physician Recommendation for Cardiac Surgery*. School of Public Health. **Member**.

Eileen Franko (1999-2002) *Development of a Model to Predict Suicide at the Community Level*. School of Public Health. **Chair**.

Debra Lacey (2002) *End-of-Life Decision-Making for People with Dementia: A Survey of Nursing Home Social Workers*. School of Social Welfare. **Member**.

Patricia Lillquist (1998-) *Case Management Services within Publicly Funded Breast Cancer Screening programs*. School of Social Welfare. **Member**.

Master's Thesis Projects, Field Placements and Internships:

Sudha Mehta (1997-1998). *Social Factors in Health*. Dr.P.H. internship mentor.

Barry Gell (1998). *Physician-based Physical Activity Programs*. M.S. Thesis. Chair.

Lisa Verstandig (1999-2000). *The Development of an Osteoporosis Prevention Program*. M.S. Thesis. Chair.

Gail Dorn (1998). *Self-care among Older Adults*. M.S. Field placement mentor.

Aisha Fields (2000). *Self-care in Response to Functional Limitations*. M.S. Field placement mentor.

Jamie Evans (2000). *Relationships among Adults' Self-care Behaviors*. Undergraduate Sociology internship mentor.

Phyllis Light (2000-2001). *Development of a Community Garden for Persons with AIDS*. MPH internship co-mentor with Donna Armstrong.

Cathlen Poulard (2001). *Social Network Influences on Illness Self-management*. MPH Internship mentor.

SERVICE ACTIVITY:

Department of Health Policy, Management, & Behavior:

Director, Social Behavior & Community Health Track, 2002 - present

Chair, Search Committee for Social Behavior & Community Health faculty, 2002 - present

Member, Personnel Committee, 2001 - present

Chair, Student Recruitment Committee, 1997 - present

Member, Executive Committee, 1996 - present

Member, Search Committee for Social Behavior & Community Health faculty, 2001 - 2002

Chair, Search Committee for tenured Associate Professor of Social Behavior & Community Health, 1999 - 2000

Member, Search Committee for two tenure-track Assistant Professors of Health Policy & Management, 1999 - 2001

Chair, Admissions Committee, 1996 - 1997

School of Public Health:

Member, Diversity and Recruitment Committee, School of Public Health Council, 1997-present

Chair, Search Committee for Associate Dean and Assistant to Dean, 2001 - 2002

Member, Professional Education Program Steering Committee, 2001 - present

Representative of University Senate to School of Public Health Council, 1999 - 2002

Member, School of Public Health Council, 1997

Member, Ad Hoc CEPH Accreditation Interim Report Committee, 1998

University at Albany, State University of New York:

Elected Representative, University Senate, 1999 - 2002

Member, Graduate Academic Council, 2000 - present

Member, Committee on Curriculum & Instruction, Graduate Academic Council, 2000 - present

Chair, Committee on Curriculum & Instruction, Graduate Academic Council, 2001 - 2002

Member, University Life Council, 1999 - 2000

Professional Consulting Activities:

Health Care Association of New York State, 2000. Consultant on proposal to Robert Wood Johnson Foundation for development of smoking cessation programs for pregnant women

Consultant on a grant entitled "Telephone Counseling Intervention to Promote Caregiver Self-Care Behavior" funded by the National Institute on Aging to the Michigan Alzheimer's Disease Research Center. Principal Investigator: Cathleen Connell. 6/1/99 - 5/31/02

Healthy Capital District Initiative, Albany County Department of Health, 1997. Contributed to survey instrument

development

Professional Service:

Reviewer, The Journal of Gerontology: Psychological Sciences, 2002 - present

Reviewer, Health Education and Behavior, 1996 - present

Reviewer, Research on Aging, 1998 - present

Reviewer, Health Education Research, 1998 - present

Reviewer, Social Science & Medicine, 2000 - present

Reviewer, Journal of Geriatric Psychiatry and Neurology, 2001 - present

Academic Anchor, Society of Public Health Education, 2000 - present

Reviewer, Association of Schools of Public Health Internship Program, 1998

Abstract Reviewer, Gerontological Society of America Annual Meeting, 1998, 2000, 2001, 2002

Abstract Reviewer, American Psychological Association Conference on Women's Health, 2000

Co-chair, paper session, Gerontological Society of America Annual Meeting, 1998

Chair, poster session, Gerontological Society of America Annual Meeting, 2000

Advisory Committees and Boards of Directors:

Member, Arthritis Work Group, Bureau of Health Risk Reduction, New York State Department of Health, 2001 - present

Advisory Board, Center for Health Workforce Studies, School of Public Health, 1999 - present

Board of Directors, Senior Services of Albany, January 1997 - present. Board Secretary, 2001 - 2002

New York State Office for the Aging Technical Advisory Group, 1997

Professional Affiliations:

American Public Health Association (1988 - present)

Gerontological Society of America (1992 - present)

Society for Public Health Education (1997 - present)

New York State Society on Aging (1997 - present)