

Mary Frances Thetford, M.Ed.
Program Director
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Main Office Room No. 415G
Office: 934-8728
Cell: 532-0368

Mary Frances has served as the Executive Program Director for the department since November 2000. Primary responsibilities include planning and coordination of departmental projects that involve faculty and facilities including Psychology's UAB designated Centers/Clinics/Research Laboratories. Other projects include overseeing departmental strategic planning, departmental research compliance policies for human and animal research, coordination of faculty recruitment and distinguished lecturer visits, scheduling of the ongoing *Psychology Colloquium Series*, and publishing the department newsletter. Other items include:

- Manages the Human Subjects/Animal Subjects Research Approval Process for the Department of Psychology including the *Scientific Review Process and Forms* for new research study submissions;
- Reviews the narrative (excluding budget) for all grant proposal submissions and IRB submissions prior to obtaining the Chair's signature;
- Coordinates with UAB Continuing Medical Education (CME/CEU Credit) to prepare documentation for our psychology faculty who attend UAB CEU designated lectures to maintain their Psychology Licensing requirements;
- Conducts mandatory UAB Annual Space Inventory assessment of space occupied by Psychology and reports confirmed use/nonuse of space;
- Oversees department physical facilities and assigns office or lab space as directed by the Chair, in Campbell Hall for faculty, graduate students and staff; and negotiates research space acquisitions as needed;
- Prepares departmental requests to UAB Design Build and UAB Campus Planning for departmental renovations to buildings, offices, laboratories where needed;
- Coordinates the moving of furniture for faculty and staff, storage of all unused/surplus/stored furniture and equipment, and office preparations for new faculty (office layouts/set-ups, purchasing of furniture);
- Monitors special UAB requirements for the department and faculty, staff and students including: Departmental Strategic Planning, SACS Accreditation reporting, Diversity Training, Card Key Entry for Campbell Hall
- Coordinates departmental efforts and events including: Faculty Candidate Recruitment visits, Visiting Lecturers for the Psychology Colloquium Series, and the annual *Distinguished Alumnus Award Event*, etc.
- Prepares and publishes the Psychology Newsletter – "*Psychology Update*"
- Works with the SBS Development Officers to prepare the "Annual Fund Raising Letter" to Psychology Alumni in order to raise money for the department.
- Coordinates the development of brochures and other publications to promote research programs, centers, and clinics throughout the department.
- Interfaces with UAB Research Administration on behalf of the department as needed for various research (human or animal) issues or concerns, including IRB and Scientific Review, Grants and Contracts, Conflict of Interest, Intellectual Property Disclosure, UAB Internal Audit, UAB Legal, Provost Office, SOM. and represents the department as needed at federal data or financial audits related to research;
- Represents the department on various UAB Committees and Boards such as the *UAB Research Advisory Board* and the *UAB Early Head Start Center*

Aeron Gault, B.S.
Title: Senior Systems Analyst
Email: agault@uab.edu
Main Office Room 415
Office Phone: 975-0489

Aeron Gault has served as the Senior Systems Analyst for the Psychology Department since September 2002. Aeron's office is responsible for managing all departmental computers and technology services pertaining to department within Campbell Hall, Holly Mears Building, Civitan International Research Center, Psychiatry CPM Building, Spain Rehab, Sparks Center, and 912 Building, and the dept is composed of approximately 150 faculty members and staff members, 100 research subjects, and 850 graduates and undergraduates.

Primary Responsibilities:

Responsible for network administration and network security, department computer lab, websites and databases, supervisor of IT personnel, IT budgetary planning, support of classroom technology, hardware and software. More details:

Network Administration:

- Responsible for creating and managing PSF, PSY, PSYCIT domains and local systems login accounts for faculty, staff, graduates, and undergraduate supports system services of Active Directory, Backup Exec, Distributed File System, File-Sharing, Internet Information systems (IIS), Simple Mail Transfer Protocol (SMTP), TCP/IP, Terminal Services, Structured Query Language (SQL)
- Assigns all static IP addresses to departmental systems
- Serves as liaison between the department and UAB's IT infrastructure and Health System Information Services

Data Security:

- Manages and developed a comprehensive data disaster and recovery strategy for the department and secures and archives all data backups from the departmental servers

Departmental Computer Lab:

- Prepares 31 computers each term for graduate students, undergraduate student, and instructors
- Creates login scripts to map network drives for approximately 390 students annually that enroll in varies PY course, which require the computer lab
- Develops an access schedule for instructors and students
- Assigns access cards to allow students and Instructors to enter computer lab
- Advises instructors and students on policies and security procedures
- Trains instructors and students to utilize technology in computer lab

Websites & Databases:

- Hosts, develops, and maintains websites and databases for the department
- Websites: UAB Psychology Dept, The Consortium for Substance Abuse Research and Training Program (CSARTP) (Milby's Group), Autism Brain Research Lab (Kana's Group), Lifespan Developmental Psychology (Ball's Group), Healthy Habit, and UAB/DHR AMHS

- Database: Constraint-Induced Movement Therapy, Homeless 4, Undergraduates Advising, etc.

Supervisor of IT Personnel:

- Oversees and advises two Information Systems Specialists II, one Research Assistant, and one Graduate Assistant

IT Budgetary Planning & Miscellaneous IT Services:

- Assists with grant budget proposals related to IT costs
- Proposes and plans departmental technology upgrades
- Processes requests for activation of cell phones, office telephone lines, and data jacks
- Represents Dept. on the UAB IT Advisory Committee

Support of Classroom Technology:

- Provides classroom technology training for faculty and graduate students
- Advise faculty on pedagogical approaches to implement technology into their curriculum
- Physically maintains computers/AV equipment in CH 158, CH 205, CH 320, and CH 327
- Supports

Support of Hardware & Software:

- Supports 20 department servers, Linux HPC Cluster, 850 PCs, LTO2 tape drive, wireless routers b/g, hubs, switches, firewall, printers, vasotrack machine, facelab, skin conductance machine, LCD projectors, and FAX machines throughout facilities
- Microsoft Windows Clients OS: Vista, XP, 2000, 98, and 95
- Backup Exec 10 and 12
- Microsoft Windows Servers OS: 2003, 2000, and NT
- Microsoft Office: Word, PowerPoint, Access, Excel, Outlook, Microsoft Photo Editor, and FrontPage
- MAC OS: 10 and Panther
- Linux OS: Red Hat Enterprise 9.1 and SUSE 10
- Novel Clients/Server
- Novel GroupWise email mail client
- Eudora email Client
- Pegasus email Client
- SPSS 9, 10, 11.5, 13, 14, 15, and 16
- SAS 8 and 9
- SigmaPlot 8, 9, 10, 11, and 12
- Snap
- Word Perfect
- Xoops, PHPNuke, and Drupal (Web Content Management System)
- MySQL
- Photoshop/Adobe
- Paint

Supplemental Responsibilities:

- Assists with the planning of the UAB Psychology Dept/DHR AMHS grant project and advises committee members of IT recommendation for the project.

- Technology advisor and coordinator of the implementation of technology and purchasing agent for Jim Cox's and Rosalyn Weller's Advanced grant,

Business Officer II
Main Office 415
934-8721

This position interacts daily with University administrative units to assure the integrity of the department's financial and personnel operations and acts as a liaison to other Schools/Departments/Divisions/Centers regarding joint financial and personnel issues.

Main responsibilities:

- Responsible for all financial, grants, and personnel management and certain administrative aspects of the Department. This includes, but is not limited to:

Financial:

- Responsible for the analysis, forecasting, budgeting, and management of all extramural and intramural funds (state, gifts, endowments, indirect cost recovery, federal and other sponsored research). This includes: budget preparation and/or budget review, budget submission, and budget maintenance for all state, federal, and non-federal accounts. Reviews and approves all external and internal financial transactions for the Department. Assures compliance to guidelines. Oversight of all financial records maintenance. Supervises all reports that are prepared and/or financial actions taken – either initiated or corrective by the Financial Associate. Prepares reports as needed for the Chair, Dean, and other non-Departmental units.

Grants Administration:

- Prepare and/or review budgets. Reviews all applications for compliance to Agency/UAB policies and procedures. Oversight of all grant and grant-related submissions (no-cost extension requests, amendments, re-budget requests, etc.). Acts as Department's resource for grants. Works with faculty and staff regarding grant preparation and submissions. Responsible for the grant submission process for the Department, including grant related records maintenance. Supervises all grant related activities of the Financial Associate and of the Office Services Specialist III. Prepares reports as needed for the Chair, Dean, and other non-Departmental units.

Personnel:

- Responsible for all personnel policy administration, interpretation, adherence, and enforcement. Interacts with Compensation, Employment, Records, Benefits, and Relations regarding all personnel activity of the Department. Manages all personnel related activity: appointments, terminations, salary reclasses, data changes, special compensation, position transfers, budgeting new positions, reviewing all new position requests, and job descriptions, providing policy guidelines for recruitment and disciplinary actions, annual reviews, vacation/sick/personal holiday records, etc. Supervises all personnel related activities and/or actions taken by the Administrative Services Specialist. Acts as the Department's effort report officer. All effort reports generated by Oracle are routed to me for review, distribution and/or correction when necessary.

Prepares reports as needed for the Chair, Dean and other non-Departmental units.

Academic

- Responsible for entering and maintaining undergraduate and graduate catalogs. Responsible for entering all class information into scheduling system for upcoming terms. Coordinates the scheduling of all departmental classrooms in addition to working with UAB's Room Scheduling office to secure classrooms for proposed classes
- **Establishes and maintains financial and personnel systems for the Department:** This includes: active and pending grants, personnel data bases, faculty and staff 12 month salary spreadsheets, account reconciliation workbooks, etc.

Kim Colza
Financial Associate
kym@uab.edu
Main Office Room No. 415H
934-2528

Kim joined the Department of Psychology in 2006 as Financial Associate. Main responsibilities include assisting the Business Officer with the daily financial matters of the department. These duties include but are not limited to the following:

- Reconciliation of accounts
- Obtaining chart of accounts and corresponding documentation such as the budgets and or carry forward information.
- Creating a spreadsheet for each account to encumber salary, fringe, and indirect cost to the end of the budget year.
- Posting all expenses to the account and forwarding all reconciled accounts to the Business Officer for review.

Other duties:

- Answering any questions that the Principal Investigator may have regarding his/her grant including those related to:
 - Balances
 - Expenses
 - Allowable Expenses
 - End dates
- Preparing Journal Vouchers
- Corresponds with Grants and Contracts Administration for documentation or reasoning, recording debits and credits on accounts.
- Works with Grants and Contracts Accounting regarding budget information and other information that may pertain to the financial statements produced through ORACLE such as changing of end dates.
- Corresponds with General Fund Accounting regarding intramural accounts.
- Corresponds with Purchasing Services for payment request of Purchase Order information.
- Maintains Department chart of accounts.
- Records maintenance of all intramural and extramural accounts.

- Responsible for maintenance of active and pending grants data base.
- Assisting Business Officer with grant preparation. Obtains information for existing grants.
- Other duties as needed

Monica Robinson
Office Services Specialist III
monie@uab.edu
 Main Office Front Desk
 934-3850

Monica Robinson joined the department in February 2006. Primary responsibilities are to assist the Chairman, Faculty, Student Counselors and the Business Officer with daily administrative and academic workload.

Administrative Duties:

- Process Purchase Order Requisitions
- Process Travel Vouchers
- Process Payment Requisitions
- Process Disbursement Requisitions
- Enter bi-weekly time sheets for Dept
- Process Key Requests
- Cross-train as backup to Administrative Support and Financial Assoc.
- Assisting Amy and Kim with Personnel and Finance records for maintenance of the Dept - this includes copying, filing, etc.
- Grants Preparation Training

Academic Duties:

- Schedule appointments for PY Advisors
- Preparing Orientation Packets for Advisors
- Schedule Classrooms and Conference Room use as directed by Dr. McFarland
- Direct students to rooms for testing
- Scan tests for Professors

Other Duties include but are not limited to:

- Supervising work study students
- Answering multi-line phone
- Directing calls and taking messages
- Assists Exec. Program Director with arrangements for departmental receptions/luncheons for recruitment purposes, visiting lecturers, etc.
- Making copies, faxing, sorting mail, reset copiers at first of each month

Katherine Klyce, MS

Student Counselor I
Main Office Room No.: 415M
975-9566

Katherine serves the department's large undergraduate psychology population that includes both majors and minors. She is responsible for academic advising and coordination of the day to day operation of the undergraduate program. With regard to advising, she provides information relative to the undergraduate program, career development and preparation, degree requirements, graduate school preparation, campus referrals and services, university policies and procedures, student success strategies, and university retention initiatives to students. Moreover, she assists students with short and long-term goal establishment, tracks at risk and probationary students, and implements and interprets various measures relative to students' needs and progress toward their degrees.

She is also responsible for the administrative activities of the undergraduate program such as approval and management of undergraduate student degree applications, departmental course articulations, issuing departmental overrides, transient authorization, processing changes of major requests, managing Psi Chi induction applications and fees, and coordinating New Student Orientation. Under the supervision of David Schwebel, she maintains and updates the undergraduate website. She also assists faculty and staff with various requests.

Specific duties include but not limited to:

- Advise Transfer Psychology students (transfer credit, residency, Jr. college limits, course selection, pre-requisites, PY requirements, CORE requirements, selection of minor, suitability to major, satisfactory progress toward degree, catalog change, determines articulations)
- Provide Priority Advising to Athletes during registration
- Advise all PY undergraduate students- (comprehensive prescriptive and developmental advising)
- Advise and meet with parents
- Prepare and update student files and information packets for New Student Orientation (placement tests, transfer documents, scores, various orientation documents)
- Present departmental and university information to students at Orientation (university terminology, catalogue vs. class schedule, advising model, UAB portfolio, CORE requirements and departmental requirements, FERPA, FYEs, EAS, administers College Student Inventory (CSI), Educational Planning Surveys (EPS))
- Make referrals to UAB resources as appropriate (Counseling, Tutoring, Scholarship, Financial Aid, Disability Services, ERC, TRIO, housing, Study Away)
- Provide mandatory advising to Conditionally admitted students and clear for registration
- Provide mandatory advising for students on Academic Warning and Probation; creates academic plans to remove probationary status in two semesters; clears student for registration, follows up on progress
- Manage high volume of internal and external correspondences on a daily basis (email and phone)
- Provide leads for PY 398 - Research involvement (the research practicum) in the department to students
- Coordinate PY 397 (volunteer or community practicum) activities with outside organizations for students
- Promote, provide leads for PY 396 the teaching practicum
- Meet with interested volunteer site supervisors to determine feasibility of location and opportunity

- Manage authorization forms and logsheets for volunteer, teaching and research practica
- Collect and report grades for volunteer, teaching, and research practica
- Approve transient request forms for psychology students
- Make credit determinations regarding all transferred Psychology classes
- Verify and approve applications for degree for Psychology majors and minors
- Manages database and mailing of graduation letters
- Work with students to create individually designed majors and minors
- Process and enter changes of major and minor forms
- Provide letters of appeal for students to financial aid
- Provide letters of documentation to Academic appeals office and external organizations upon request
- Write letters of recommendation for students
- Collect, retrieve and distribute faculty evaluations upon request
- Work with UG Director and others on John Ost research competition and Passey Prize competition
- Score and process Psychology Exit Exams
- Enter Exit Exam results into database
- Post, maintain and distribute wait lists for classes each semester
- Provide instructors with printed copies of class rosters for early first day classes
- Provide student information to instructors
- Remain up-to-date regarding changing university policies and procedures and communicate this information to appropriate staff members (e.g., FERPA, transient procedures, procedures regarding BLAZERNET issues)
- Provide class enrollment and room schedule info to instructors
- Work with students and Registrar to determine requirements left for degree completion
- Provide student database info to officials in psych graduate office
- Maintain and supply knowledge regarding various UAB databases
- Manage intrusive advising long-term project
- Manage caseload through outreach emails and phone calls
- Maintain up-to-date knowledge of departmental university policies and procedures
- Serve University retention initiatives (FYEs and EAS)
- Track EAS students and promote support system
- Assist with Individually Assigned Majors
- Assist with coordination of Psi Chi activities
- Collect and process Psi Chi applications and fees
- Order Psi Chi certificates and supplies
- Assist with the coordination of the Ost competition
- Serve on Undergraduate Program committee
- Assist with selection of departmental and school award winners
- Handle registration problems
- Issue departmental overrides and coordinate overrides with other departments
- Handles departmental articulations
- Web site design and updating
- Program enhancement/development projects (e.g., reflective learning/AAS mentorship)
- Manage archive filing system
- Promote/manage job postings
- Issue administrative drops
- Work with other university staff members as needed