2011-2012 COMMITTEE ASSIGNMENTS AND FACULTY RESPONSIBILITIES
(Updated February 20, 2012)

DEPARTMENT OF PSYCHOLOGY
Robert S. Stephens, Chair
Richard A. Winett, Associate Chair

REGULAR FACULTY
Danny K. Axsom (C)
Martha Ann Bell (DBP)
Warren Bickel (C, DBP)
Bethany Bray (C, DBP)
Pearl Chiu (C, DBP)
George A. Clum (C)
Lee D. Cooper (C)
Kirby Deater-Deckard (DBP)
Julie C. Dunsmore (DBP)
Jack W. Finney (C)
Roseanne J. Foti (I/O)
Bruce H. Friedman (DBP)
Matthew S. Fritz (C, DBP)
E. Scott Geller (I/O)
Joseph Germana
David W. Harrison (C)
Patti Kelly Harrison
Robert J. Harvey
Neil M. A. Hauenstein (I/O)
Kurt A. Hoffman (DBP)
Russell T. Jones (C)
Jungmeen Kim (DBP)
Brooks King-Casas (C, DBP)
Thomas H. Ollendick (C, DBP)
Robin Panneton (DBP)
John Richey (C)
Angela Scarpa (C)
Robert S. Stephens (C)
Susan W. White (C)
Richard A. Winett (C)
(C = Clinical; I/O = Industrial/Organizational; DBP = Developmental and Biological Psychology)

RESEARCH FACULTY
Eileen S. Anderson, Research Assistant Professor
Maria Cowart, Research Scientist
Kimberly Cuevas, Postdoctoral Associate
Craig Ramey, Research Professor
Sharon Ramey, Research Professor
Bradley A. White, Research Scientist

EMERITUS FACULTY
Helen J. Crawford
Richard M. Eisler
Joseph J. Franchina
Albert M. Prestrude
Joseph A. Sgro
GRADUATE PROGRAM (AREA) DIRECTORS
Roseanne J. Foti, Director, Industrial/Organizational Graduate Program
Bruce Friedman, Director, Developmental and Biological Psychology Graduate Program
Richard A. Winett, Director, Clinical Psychology Graduate Program

CENTER DIRECTORS
Center for Applied Behavior Systems: E. Scott Geller
Center for Research in Health Behavior: Richard A. Winett
Child Study Center: Thomas H. Ollendick
Psychological Services Center: Lee D. Cooper

AFFILIATED FACULTY
Faculty who received their doctorate in Psychology and hold rank in other departments on campus are recognized by our department. In addition to their respective departments, the following faculty carry the title of the Department of Psychology:

David C. Brinberg (Marketing)
Kevin D. Carlson (Management)
Bradley H. Klein (Biomedical Sciences and Pathobiology)
Cynthia L. Smith (Human Development)
Tonya Smith-Jackson (Industrial and Systems Engineering)
Deborah Tatar (Computer Science)

ADJUNCT FACULTY
Psychologists who are associated with the Department of Psychology through teaching, research, or outreach activities but not otherwise employed by Virginia Tech may hold adjunct appointments as approved by the Department’s Personnel Committee. The following faculty hold adjunct appointments:

Alexandra B. Allen, Wake Forest University, Winston-Salem, NC
David Crews, Virginia Neuropsychology Associates, Inc., Lynchburg, VA
Rolanda Findlay, Naval Aerospace Medical Institute, Pensacola, FL
Ross W. Greene, Center for Collaborative Problem Solving, Chestnut Hill, MA
DEPARTMENTAL EXECUTIVE COMMITTEE
Robert S. Stephens, Chair
Martha Ann Bell, Elected Representative
Roseanne J. Foti, Elected Representative
Thomas H. Ollendick, Elected Representative
Kirby Deater-Deckard, Director of Graduate Programs
Kurt A. Hoffman, Director of Undergraduate Studies
Richard A. Winett, Associate Department Chair

This committee will serve to advise the Chair in matters regarding the goals and objectives of the department. The committee will consist of six or more persons, including the Chair of the Department who will chair the committee, and the Associate Department Chair, who will serve ex officio and will assume the Committee Chair when the Department Chair is absent. The other members will be the Director of Graduate Programs, the Director of Undergraduate Studies, and representatives elected by the faculty. Note: For graduate program representation, the top vote-getter from each graduate program will be appointed. During fall 2004, faculty members voted that elected Executive Committee members will serve a two-year term, and the term will be based on calendar years. Elections were last held in December 2010 for the calendar years 2011 and 2012. The next election will be for a term that begins in January 2013.

ANNUAL REVIEW COMMITTEE
George A. Clum
Kirby Deater-Deckard
Russell T. Jones

Three full professors are elected to review the FARs of all faculty members and provide comments and ratings. These ratings and comments are advisory comments to the Department Chair, who will convey the information along with the Department Chair's rating and comments. Only the Department Chair's ratings and comments will be forwarded to the Dean for the annual review. Because the Personnel Committee serves as the Department's Post-Tenure Review Committee, full professors who are members of the Personnel Committee may not serve on the Annual Review Committee. The election plan approved at the Spring 1998 faculty meeting was to alternate the highest ranked full professors across the Annual Evaluation Committee and Personnel Committee. During fall 2004, faculty members voted that Annual Review Committee members will serve a two-year term, and the term will be based on calendar years. The last elections were held in December 2010 for the calendar years 2011 and 2012. The next election will be for a term that begins in January 2013.
PERSONNEL COMMITTEE
Martha Ann Bell (Chair)
Danny Axsom
Julie Dunsmore
Roseanne J. Foti
Thomas Ollendick
Richard Winett

The Personnel Committee in the Department of Psychology shall consist of six tenured faculty members; three elected by the full-time faculty and three appointed by the Department Chair after the election. Additional members may be appointed by the Department Chair to represent specialty areas for any year in which promotion or tenure is being considered. The committee composition will be announced in a manner which disregards the elected or appointed status of its membership. Personnel Committee members will serve a two-year term, and the term will be based on calendar years. The last elections were held in December 2010 for the calendar years 2011 and 2012. The next election will be for a term that begins in January 2013.

The Departmental Personnel Committee conducts the departmental review for promotion and tenure in accordance with the procedures described in the Faculty Handbook. The Departmental Personnel Committee shall be responsible for making recommendations for any new faculty appointments that will involve an entering tenure appointment and/or rank above assistant professor. The Departmental Personnel Committee will also be responsible for providing the faculty and Department Chair with an assessment of the degree to which the committee feels that each faculty member (below the rank of Professor) is progressing satisfactorily within rank. This is not to be confused with the assessment that the Annual Review Committee conducts of all faculty each year based solely on the annual Faculty Activities Reports. The former involves a review of the entire career of a faculty member, while the latter is an assessment of the productivity for one year. Both assessments will be shared with the faculty member at the time that the Department Chair provides the annual performance evaluation. The Personnel Committee also serves as the department’s Post-tenure Review Committee, should a post-tenure review be required consistent with department and university policy.

DIRECTOR OF GRADUATE PROGRAMS
Kirby Deater-Deckard

The Director of Graduate Programs is responsible for coordinating the graduate programs so that there is uniformity with regard to the meeting of University and Department requirements. In this capacity, he will serve as Chair of the Graduate Admissions and Support Committee and also as Chair of the Doctoral Admissions Committee.

DOCTORAL ADMISSIONS COMMITTEE
Kirby Deater-Deckard, Chair
Roseanne Foti, Director of Industrial/Organizational Psychology
Bruce Friedman, Director of Developmental and Biological Psychology
Richard Winett, Director of Clinical Psychology

The Doctoral Admissions Committee consists of the Director of Graduate Programs and the Directors of each of the doctoral programs in psychology. It is their responsibility to insure that only those applicants who meet the high standards of this department are admitted. This committee also will coordinate offers of graduate assistantships to incoming students. The graduate admissions procedure will be as follows:

1. As applications are received from the Graduate School, they will be logged into a data-based computer file and will be placed in a separate folder kept in a central location.
2. It will be the responsibility of each area representative to insure that the folders for each area are available to the faculty and are not misplaced.
3. Program faculty will rate the appropriateness of each applicant and the Director of each program will submit requests to admit candidates to the Director of Graduate Programs based on the ratings.
4. The Director of Graduate Programs will make a recommendation regarding admission to the Department Chair.

GRADUATE STUDENT COMMITTEE FOR LIAISON WITH THE DIRECTOR OF GRADUATE PROGRAMS

Clinical – Claire Blevins, Nuri Reyes, Amie Schry
Developmental and Biological Psychology – Jared McGinley, Laura Mills
Industrial/Organizational – Chris Downing, Scott Moshier

It is the responsibility of this Committee to provide a formal, effective, and meaningful vehicle for graduate student input. The Committee will consist of three representatives who are elected by the graduate students. (Additional students may be elected by the graduate student body, if so desired.) The representatives will meet regularly with the Director of Graduate Programs in an attempt to identify and work toward solutions of issues which are of legitimate concern to the Department's graduate student body. These elected students will also serve as representatives to the Graduate Student Assembly, with only two of the three (to be determined by the three representatives for any given GSA meeting) having voting privileges for GSA votes.

DIRECTOR OF UNDERGRADUATE STUDIES
Kurt A. Hoffman

The Director of Undergraduate Studies will be responsible for the conduct of activities related to the undergraduate program and will be the chair of the Undergraduate Curriculum Committee. The position of Director of Undergraduate Studies is a two-year renewable term.

UNDERGRADUATE CURRICULUM COMMITTEE
Kurt A. Hoffman, Director of Undergraduate Studies
Danny K. Axsom, Honors Program
Bruce H. Friedman, Psi Chi/Psychology Club
Robert J. Harvey, Faculty Representative
President of Psychology Club/Psi Chi (ad hoc)
Cindy Koziol, Academic Advisor (ad hoc)

The Undergraduate Curriculum Committee is responsible for leadership in the monitoring and further development of the undergraduate programs and activities in the Department. They will review all new and revised undergraduate course proposals. Faculty members on this committee will seek input from the President of the Psychology Club/Psi Chi and Cindy Koziol as needed.
UNDERGRADUATE SCHOLARSHIP COMMITTEE
Kurt A. Hoffman, Chair
Joe Germana
Jungmeen Kim

The Undergraduate Scholarship Committee is responsible for determining the awardees of all undergraduate scholarships administered by the Department. Activities include promoting awareness of available scholarships, reviewing applications, and deciding award amounts in conjunction with the Department Chair.

ACADEMIC ADVISING OFFICE
Cindy Koziol, Academic Advisor
Gary Kinder, Academic Advisor
Kurt A. Hoffman, Director of Undergraduate Studies

This office is supervised by the Director of Undergraduate Studies and is maintained on a 40 hr. per week basis. While the main function of the Academic Advising Office is to assist in undergraduate advising, it may be called upon to complete a variety of undergraduate functions.

COMMITTEE ON DIVERSITY
Thomas H. Ollendick, Chair
Joseph Germana
Russell T. Jones
Julie Dunsmore

The Committee on Diversity will be involved in the recruiting and retention of minority undergraduate and graduate students. It will also assist faculty search committees in the recruitment of minority faculty. When charged by the College of Science or the University, the Committee on Diversity will review the department's diversity plan and oversee its updating, revision, and implementation.

COMMITTEE FOR TEACHING EXCELLENCE
Julie Dunsmore, Chair
E. Scott Geller
David W. Harrison
Kurt Hoffman

The Committee for Teaching Excellence is responsible for the coordination of materials that relate to teaching effectiveness. It will nominate faculty and graduate students for college, university, and state awards and will implement the departmental peer review and evaluation of faculty and graduate student teaching.
DEPARTMENTAL ETHICS COMMITTEE
Thomas H. Ollendick, Chair
Martha Ann Bell
David W. Harrison
Susan M. Anderson

The Departmental Ethics Committee was formed during the Spring Semester of 1993. The purpose of this committee is to receive complaints/concerns from faculty, staff, graduate student and undergraduates regarding possible cases of unprofessional behavior. This committee may also be required to develop and disseminate educational information regarding professional ethics. The members of this committee shall serve in a purely advisory capacity with no investigative or decision-making power or function. This committee is composed of at least three tenured faculty and one member of the classified staff. At least one member shall be a full professor.

HUMAN SUBJECTS COMMITTEE
David W. Harrison, Chair
Danny K. Axsom
E. Scott Geller
Robert J. Harvey

The responsibilities of the Human Subjects Committee fall under the major categories: (a) concern with rights of subjects participating in research, including but not limited to matters of confidentiality and informed consent; and (b) approval of studies that will draw on the departmental subject pool for research. This committee will serve as liaison to the University Institutional Review Board and will conduct the appropriate experimental reviews in accordance with University and professional standards. Review by the department Human Subjects Committee is the first step in receiving IRB approval; all proposals must be forwarded for approval to the University IRB. IRB submission packets should be completed and submitted to the chair of the committee.

DIRECTOR OF VT COMMUNITY PARTNERS
Kirby Deater-Deckard

The person in this role coordinates the use of our research space in Roanoke, currently in the Roanoke Higher Education Center. Responsibilities include ensuring adherence to protocols for access to the rooms and equipment and the sharing of office supplies, and storage space. This person is the primary liaison to the building administrative, physical plant, and security staff. The director may also encourage and support outreach activities in the Roanoke area and seek opportunities for bringing in revenue or in-kind contributions to sustain and grow the activities of VT-CP.

COLLOQUIUM COMMITTEE
Kirby Deater-Deckard
Neil Hauenstein
Richard A. Winett

The responsibility of coordinating colloquium series speakers resides with the Colloquium Committee. Each area will propose speakers to be invited and the committee will consult with the Department Chair for scheduling and financial arrangements.
HONORIFICS COMMITTEE
George A. Clum
Martha Ann Bell
Russell T. Jones
Thomas H. Ollendick

This committee will recommend and prepare dossiers for honors and awards that pertain to the faculty. Awards for excellence in teaching will not be considered by this committee but rather by the Committee for Teaching Excellence.

NEUROSCIENCE COMMITTEE
Martha Ann Bell
Kirby Deater-Deckard
Rachel Diana
Dave Harrison

The Neuroscience Committee is responsible for helping develop undergraduate and graduate curricula related to College and University growth in this area of research and instruction. The interdisciplinary nature of neuroscience requires collaboration among various departments and units throughout the University. This committee serves in an advisory capacity for the Department in these endeavors.

FACULTY SENATE REPRESENTATIVE
Lee Cooper

DEPARTMENTAL REPRESENTATIVE TO THE LIBRARY
Kurt A. Hoffman

COMPUTER SUPPORT (PSYCHELP)
Kim Raymond, Coordinator
Ben Pfountz, Systems Analyst

The Coordinator of Computer Support will coordinate support for faculty and graduate students for all departmental equipment and software. Furthermore, computer support will be provided to undergraduate students who use departmental webpages and course-related computer technology. E-mail messages requesting help with problems or training should be sent to psychelp@vt.edu to enter a request into the job list. Ben Pfountz, Systems Analyst, will provide management of computer purchasing and support, supervision of webpage development, and development/maintenance of information security systems.

COMPUTER LABORATORY COORDINATOR - WILLIAMS 203
Ben Pfountz

Ben Pfountz will be responsible for maintaining the operations of the computer laboratory in Williams 203. Guided by departmental policies related to priorities, Pfountz will schedule the use of the room and evaluate the knowledge and skills of all person(s) wishing to use the computer equipment in Williams 203. The top priority for use of the equipment is the teaching of undergraduate and graduate classes. The second priority is the facilitation of masters and dissertation research for students who wish to collect group data via computer interaction.
PUBLIC AFFAIRS REPRESENTATIVE
Susan Anderson

SCHEDULER OF ROOMS 100, 227, 309, and 327
Susan Anderson

COORDINATOR OF INTRODUCTORY PSYCHOLOGY
Greg Longo