





**Ms. Penny Cruse** provides administrative **support to all Educational, School, & Counseling Psychology students and the Director of Graduate Studies**.

She can help with Graduate School policy/deadlines, student registration assistance/overrides, scheduling of exams/defenses, awarding of degrees, student course adds/drops, credit overloads, grade changes, GSAS Contracts (assistantship tuition), student and applicant data, program admission correspondence, TA credentialing, student liability insurance, and overall EDP student recordkeeping.

**Common questions for Penny include:** *Do I need to submit something (to the Grad School) for my Qualifying Exam? How do I do that? Do I need to be registered for the dissertation course (EDP 767-Dissertation Residency Credit)? When do I register? My account says I owe tuition. Can you help me with that? I need to pay for the liability insurance. How do I pay for it? I have an assistantship with EDP. Do I need to sign any paperwork for that?*

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**Mrs. Jennifer Lemmings** provides administrative **support to the EDP Department Chair**

regarding the departmental budget and budget reporting (i.e., account balances, budget projections, faculty payroll overloads, journal voucher—account transfers). Jennifer is also EDP Staff Supervisor. Some of her duties include initiating background checks and I-9 forms (employment verification forms), obtaining Curriculum Vitas and Official Transcripts for Payroll Databases, Payroll Entry for EDP employees and students, Grant Processing (i.e., account reconciliation, Distribution of Effort (DOE) initiation and

modification), and EDP equipment and space inventory. **Common questions for Jennifer include:** *I just got hired to teach a class (as adjunct faculty, part-time instructor, or teaching assistant). What do I need to do? My paycheck is incorrect. What do I need to do? I need to update my Distribution of Effort now that I have been awarded this grant. What do I need to do?*

**CONTACT: 247 DICKEY HALL /[jennifer.lemmings@uky.edu](mailto:jennifer.lemmings@uky.edu)/ 257-7888**



**Ms. Phyllis Mosman** provides administrative **support to EDP faculty, students, and staff**. Phyllis assists with EDP website updates (listservs, faculty and student bios) and courses (semester-based course submission to registrar, course time/day changes, course syllabus posting, book orders/desk copy acquisition, classroom assignments and resources—including 236 Dickey Hall conference room—midterm and final grade posting, course registration/overrides, and semester-end course evaluation dissemination). In addition, Phyllis assists with all EDP faculty purchases and payments (requires EDP Chair confirmation and signature acquisitions), professional travel reimbursement to EDP faculty and students, and maintenance issues (e.g., IT issues, surplus furniture removal/storage/retrieval). **Common questions for Phyllis include:** *What information do I need to provide for my course book order, What information do I need to override for an EDP course, What do I do if a student needs an incomplete grade for my course, What form/materials are required upon returning from conference/professional travel?* **CONTACT: 251A DICKEY HALL /[p.mosman@uky.edu](mailto:p.mosman@uky.edu) /257-7404**



**Dr. Michael Toland** is the EDP Director of Graduate Studies. Dr. Toland serves as the **official liaison between EDP and the Graduate School** (GS) deans and officers (Dean, Senior Associate, and Assistant Deans; GS Funding Director and GS Student Development). Dr. Toland oversees EDP admissions notifications, administration of GS student funding opportunities, approval of Master's and Doctoral Degree Advisory Committee appointments and examinations, approval of official GS examination results (i.e., qualifying exam and dissertation final oral examination), approval of final dissertation to the GS, nomination of faculty to Full Graduate Faculty status or Auxiliary Graduate Faculty status (both require endorsement from College Dean and an email to GS Dean) and initial contact for students regarding programmatic/departmental concerns. **Common questions for Dr. Toland include:** *Where should I look for any questions about procedures and policies while a graduate student at UK? How do I take*

*a leave of absence? How do I request a QE extension? Do I need DGS approval of my final Thesis/Dissertation before submitting it to the GS? What is the Electronic Thesis/Dissertation (ETD) form? What is the proper formation of my thesis/dissertation committee? Can I work a second assistantship beyond my current 20-hour assistantship? How do I add a non-UK faculty member to my advisory committee? **CONTACT: 251C DICKEY HALL /toland.md@uky.edu/ 257-3395***



**Dr. Kenneth Tyler** is the EDP Departmental Chair and **communicates with all EDP administrative staff, students, and faculty**. Dr. Tyler takes lead in the development of new departmental policies and execution of current departmental policies regarding academic requirements, course scheduling and offerings, research programs and overall departmental service provision and functioning. Dr. Tyler is responsible for the advising on and recommendations for new faculty appointments, current faculty promotions and reappointments, and tenure granting. In addition, Dr. Tyler initiates the periodic evaluation of department members in accordance with procedures outlined by the university, college and departmental faculty (where appropriate) and handles budgetary matters for the department (i.e., submission of departmental budget request, administers approved budget, and making recommendations on faculty salary and distributions of effort—DOE). Dr. Tyler represents EDP at all college, university, and administrative meetings and functions. Finally, Dr. Tyler assesses data on the overall departmental climate and seeks ways to enhance climate for EDP students, staff, and faculty. **Common questions for Dr. Tyler include:** *Can (EDP program) used (blank dollar amount) to cover the cost of (necessary equipment, expense)? Who do I contact if I have a complaint about a student, professor, staff person, etc.?*

**CONTACT: 245 DICKEY HALL /kenneth.tyler@uky.edu/ 257-7873**

**The Program Chair for Educational Psychology** maintains program-specific documents, handbooks, student evaluations, forms, and website content. The Program Chair organizes and facilitates meetings of faculty and students and handles official correspondence related to student admissions, matriculation, and special requests (e.g., leaves of absence). The Program Chair is collects, maintains, and analyzes data pertaining to **recruitment and admissions in Educational Psychology** and the professional activities of program faculty and students. The Program Chair is also the point person for Educational Psychology graduate program admissions inquiries.

**The Program Chair for School Psychology** directs and maintains accreditation for the American Psychological Association, the National Association of School Psychologists, the Council for the Accreditation of Educator Preparation, the Educational Professional Standards Board, and the Southern Association of Colleges and Schools. To maintain accreditation with these organizations, annual data on the measured competencies for doctoral and specialist-level programs are provided. **Questions regarding accreditation, licensure, or certification should be directed to the Program Chair.** The Program Chair also serves as the point person for admissions questions related to the doctoral and specialist programs and coordinates graduate examinations required for matriculation through the specialist and doctoral school psychology programs (Masters Exam, Specialist Exam, and Preliminary Exam). The Program Chair for School Psychology also maintains program evaluation documents (practicum & internship evaluation forms, Program of Studies, etc.), handbooks, and the program website. **Questions related to these documents should be directed to the Program Chair.**

**The Director of Training (DT) for the Counseling Psychology PhD Program** maintains program-specific documents, handbooks, student evaluations, forms, and website content. The DT organizes and facilitate meetings of faculty and students and handles official correspondence and questions regarding student recruitment, admissions, matriculation, and special requests (e.g., leaves of absence). The DT collects, maintains, and analyzes data pertaining to the Counseling Psychology PhD program and the professional activities of program faculty and students. Questions such as **"What do I need to do to fulfill the requirements of my program?"** and **"What do I need to be doing to prepare for internship applications?"** are addressed by the DT.

**The Director of Master's Training (DMT) for the Counseling Psychology MS Program is in charge of all of these same pieces, except for the Master's in Counseling Psychology Program.**

## **Faculty and Personnel affiliated with the Department of Educational, School, and Counseling Psychology**



**Dr. Rosetta Sandidge** is Interim Dean of the College of Education. Dean Sandidge communicates with and facilitates the overall academic and fiscal operations of each academic unit/department in the College, including faculty and departmental concerns. Dean Sandidge is the direct liaison between the college and several units within the Office of the Provost, including the Vice-Provost office (Provost Blackwell) and Associate Provost for Faculty Advancement (Provost Lineberry). Dean Sandidge also oversees the college's tenure and promotion and faculty performance review for all regular, clinical, and special title series faculty. **Common questions for Dean Sandidge include:** Can the college pay for identified part-time instructors needed for next semester? I think I'm ready to go up for tenure. When is a good time for us (candidate, faculty mentor, department chair) to talk with the Dean?



**Dr. Brian Jackson** is Interim Dean of the University of Kentucky Graduate School. Dean Jackson communicates directly and exclusively with all Directors of Graduate Studies in each academic unit, particularly those housing graduate degree programs. Dean Jackson is the direct liaison between DGSs and the Graduate School and often handles academic as well as escalated interpersonal concerns (most often between students and departmental faculty/academic units). **Common questions for Dean Jackson—which are initially asked through the departmental DGS and/or the Graduate Student Bulletin--include:** How long can I take a leave of absence? Can I receive an extension for my time to sit for my qualifying exam? Can I take classes even after I've passed my qualifying exam? I'm having trouble with faculty in my program, particularly with the faculty member serving as either program chair, department chair, and/or DGS? Can I talk with you about some issues?



**Dr. Cleo Price** is Assistant Dean of the University of Kentucky Graduate School. **Dr. Price communicates directly with students and Directors of Graduate Studies and DGS assistants across UK regarding academic matriculation concerns, specifically pertaining to Graduate School deadlines, dissertation committee memberships and requirements, and scheduled GS-sponsored examinations such as qualifying examination and final examinations.** **Common questions for Dr. Price—which are initially asked through the departmental DGS and/or the Graduate Student Bulletin**—I need an outside examiner for my dissertation committee. Can you help me find one? What do I need to do to make sure I receive my terminal degree at commencement? **Ms. Meghan Duffy**, Student Affairs Officer in the Graduate School, assists with the Assistant Dean with these and similar matters and corresponds primarily with the Assistant to the DGS, Ms. Penny Cruse.



**Dr. Margaret Bausch** is the Associate Dean of Research and Graduate Student Success. **Dr. Bausch communicates with academic departments within the College of Education regarding research-based funding opportunities and support** for students and faculty as well as **overseeing grant application development and management for college faculty.** **Common questions for Dr. Bausch include:** I'm planning to attend a research conference for a paper I'm an author on. Can the college incur some of the cost for this? **Ms. Clair Abney** is the Senior College Grants Officer in the College and oversee EDP-based grant-funded research applications and awards. She corresponds primarily with the grant awardee, along with Mrs. Jennifer Lemmings, and the EDP department chair, as needed. **Common questions for Ms. Abney include:** I'm planning on applying for an NSF grant. What do I need to do? I've been awarded (or am finishing the final year of) an NSF grant. What do I need to do?

