FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
FACULTY
POSITION DESCRIPTION

<table>
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<th>1. Division:</th>
<th>2. School/College/Department:</th>
<th>3. Position Number:</th>
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<tr>
<td>Academic Affairs</td>
<td>College of Pharmacy/IPH</td>
<td>18592000</td>
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|-------------------------------|-------------------------------|Number:              |
|                               | SRC/207-E                     | 150115              |

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<th>15. County: Leon</th>
<th>16. New Class Code:</th>
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18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

Reports to the Associate Dean

Detailed Responsibilities
1. Develop a strategic plan for the Institute that is in concert with the College's strategic plan and direction.
2. Develop a detailed position description for every faculty and staff member in the Institute.
3. Hire qualified faculty and staff who are self-starters, goal-oriented, research-focused, and understand the mission of the Institute and College of Pharmacy and Pharmaceutical Sciences.
4. Serve as a role model and mentor for faculty in the Institute in the development and enhancement of excellent teaching methods, development of teaching portfolios, design and conduct of a research agenda, and writing proposals for extramural funding to carry out the strategic direction of the Institute.
5. Develop a community service outreach program to facilitate the improvement of health services in the communities we serve and to make the community aware of the Institute of Public Health's presence and role in the community.
6. The Institute and College Office should serve as an active recruitment center to enhance the applicant pool enrollment of qualified minority students in the College.
7. On an annual basis, critically evaluate all faculty and staff, who report herein and develop a development plan to assist in employee growth and development.
8. Must become thoroughly knowledgeable of the State of Florida laws and policies, State University Systems rules and procedures, University policies and procedures and assure compliance with all therein.
9. Become active in any local public health professional organizations and be active in state and/or national professional organizations and academic organizations.
10. Annually prepare and submit a budget request that seeks to carry out the strategic plan of the Institute and College and manage said funding in a fiscally prudent manner.
11. Work with and develop a network of public health practitioners that will assist the Institute and College in expanding its programmatic direction and maintain the excellence with which is our trademark.
12. Assure that all faculty maintain continuity in educational and public health outcomes between and among our statewide sites.
13. Develop and/or expand public health fellowship opportunities with the Institute and assure that they meet the requirements for accreditation by the appropriate entity.
14. Participate in and assure Institute faculty participation in the continuing education seminars conducted by the College.
15. Put in place sufficient checks and balances into the coursework of the faculty to assure that each public health rotation is achieving the outcomes as defined by the Institute Curriculum Committee.
16. Collaborate with other programs of public health and other disciplines to assure that the education objectives and outcomes are achieved and that the program remains competitive in the mainstream of professional offerings.
17. Consistently seek to stay on the cutting edge of intervention in public health and "think outside the box" as to how the Institute and College can be a trendsetter in academic excellence.

(1 of 2 pages - see attached)
Reports to the Associate Dean

Detailed Responsibilities

(2 of 2 continued)

18. Encourage students to join and be an active member of professional associations. Enhance their recognition by advancing attendance and seeking office in professional organizations.
19. Instill ethical and moral professionalism in the student body by example and deed. Assure that students and faculty adhere to the policies of the Institute, College and University.
20. Seek funding opportunities to support the accomplishment of the Institute’s goals and direction from state, federal and private sources.
21. Serve on Institute/College/University-wide committees to promote the public health profession and assess in enhancing the governance of the enterprise.
22. Keep all of our external publics (and internal) aware of the progress and achievements of the Institute on a regular basis.
23. Serve as a team member of the College’s Executive Council.
24. Develop the proposal for the development of a new School of Public Health at FAMU.
25. Work with and support the continued growth and development of the graduate programs within the Institute. Serve as a member of the College Graduate Council.
26. Serve as a team member of the College Executive Council.
29. Develop a plan and proposal for graduate programs B.S.P.H and Ph.D.
29. Other duties as assigned.
Position Number: **18592000**

19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.
   - 184440, 9001, Professor
   - 188430, 9002, Assoc Professor
   - 184460, 9003, Asst Professor
   - 184470, 9001, Professor
   - 179980, 9002, Assoc Professor
   - 184450, 9003, Asst Professor
   - 19503000, 9003, Asst Professor
   - 100182659, 9003, Asst Professor
   - 19502000, 9003, Asst Professor
   - 18565000, 9002, Assoc Professor
   - 18841000, 9003, Asst Professor
   - 18847000, 9001, Professor
   - 19293000, 9003, Asst Professor
   - 19294000, 9002, Assoc Professor

20. **SUPERVISOR'S POSITION:** Number: **171000** Class Code: **9001** Class Title: **Dean/Professor**

21. **WORKING HOURS:**
   a) Daily from **8** to **5**
   b) Total hours per week **40+**
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

22. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
   - Responsible for budget of Institute of Public Health

23. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)

24. **KNOWLEDGE/SKILLS/ABILITIES:**

25. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**
   Please review statements below check all that apply.
   - [ ] This position requires a background check and/or fingerprinting.
   - [ ] This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - [ ] This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - [ ] This position requires licensure, certification or other special requirements described below.

26. **SIGNATURES:**
   - Incumbent: **Cynthia M. Harris** Date: **2/17/15**
   - Supervisor: **Thomas Fitzgerald** Date: **2/18/15**
   - Reviewing Officer: **Michael Thompson** Date: **02/18/15**
A. Education

B.A. Biology    University of Kansas     1978
M.A. Genetics    University of Kansas     1980
Ph.D. Biomedical Sciences  Meharry Medical College    1985

B. Positions and Honors.

Positions and Employment
1996-Present- Director and Professor, Institute of Public Health, Florida A&M University
1990-1996 - Chief, Community Health Branch, Agency for Toxic Substances and Disease Registry
1987-1990 - Staff Toxicologist, Agency for Toxic Substances and Disease Registry
1984-1987 - Postdoctoral Fellow, Respiratory Toxicology, Harvard School of Public Health

Academic Honors
FAMU Superior Accomplishment Award - 2002

Certificates and Plaques of Appreciation – MPH Classes of 1999-2006

Deans Award - Outstanding Performance In Contribution to the College of Pharmacy and Pharmaceutical Sciences (2001)

Session Chair, 2nd Annual Environmental Justice Conference - "Towards Environmental Justice in Florida", Florida A&M University, Environmental Sciences Institute, Center for Environmental Equity and Justice - Certificate of Appreciation (8/10 - 8/11/00)


Distinguished Alumnus Award - Meharry Medical College School of Graduate Studies and Research (1990) and (1996).

Certificate of Appreciation - HEALTHWATCH National Teleconference (Tallahassee downlink) - October 30-31, 1996.

Sandoz Award - Grand Prize for Scientific Research Project in the Basic and Clinical Sciences. Project: "Effects of Antioxidant Status on the Subcellular Distribution of Glutathione S-Transferase and Glutathione Peroxidase in Rat Liver" (1983) Supported by the Sandoz Pharmaceutical Company

U.S. Environmental Protection Agency Fellowship - Research on the Interrelationship Between Antioxidant Nutrient Status and Cadmium Toxicity in Rats (1982).

Dean's Award (1982-1983) - This award is given each year to a student in each department who has achieved academic excellence both in the laboratory and in his/her course work.

Honors' Degree in Biology- University of Kansas (1978).

Chairman's Prize (Biology) - For the Most Outstanding Undergraduate Student Research Project. Project: "Sickle Cell Disease --A Comprehensive Study of the Genetic, Clinical, and Sociological Manifestations and Its Effects Within a Given Family Line" (1978)
Kansas Honors Student -- Awarded by the Kansas Board of Regents (1974).

Outstanding American High School Senior Award (1974).

PUBLIC HEALTH/PUBLIC SERVICE AWARDS:

Inducted into the National Delta Omega Public Health Honor Society (2004)

Nominated to the Council on Education for Public Health by the Association of Teachers of Preventive Medicine, Association of Schools of Public Health, and the American Board of Preventive Medicine (Result: Appointment to the CEPH Board) (2004)

Nominated for the Association of Teachers of Preventive Medicine (ATPM) Board of Directors (2003, 2004)

Nominated for the Delta Sigma Theta Sorority, Incorporated - Distinguished Scholar Award (April 2000) (nominated by Dr. Frederick S. Humphries)

National Forum of Black Public Administrators (Tallahassee Chapter) - Education Award (October 1999)


Employee of the Year--- Special Initiatives (For Contributions to the Development of the Agency Minority Health Initiative) -- Agency for Toxic Substances and Disease Registry (June 1991)

Nomination for Placement into the "Biomedical Scientists Gallery of Honor" -Association of Minority Health Professions Schools (February 1990)

Award for Contributions to the Advancement of Women--Centers for Disease Control/Agency for Toxic Substances and Disease Registry (March 1989)

Appointments/Committee Assignments

University of Kansas
Member, Graduate Student Budget Committee (1979-1980)
Member, Graduate Student Council (1978-1980)

Meharry Medical College
President, Graduate Student Association (1983-1984)
Member, Library Committee (1983-1984)
Student Representative, Committee on Graduate Studies (COGS) (1983-1984)
Vice-President, Graduate Student Association (1982-1983)
Secretary, Graduate Student Association (1981-1982)
Member, Pre-Alumni Council (1980-1984)

Harvard School of Public Health
Research Consultant, Department of Environmental Health (2006 – Current)
Research Consultant, Respiratory Biology Program (1989-1997)
Member, Affirmative Action Committee (1986-1987)
Member, Boston Public Health Risk Assessment Working Group (1985-1987)
Member, Hazardous Mixtures Working Group (1985-1987)
Postdoctoral Fellow, Interdisciplinary Programs in Health (IPH) - (1984-1987)
Agency for Toxic Substances and Disease Registry (ATSDR)
Member, ATSDR Environmental Justice Committee (1994-1996)
Member, Mississippi Delta Project (1994-1996)
Advisor, Morehouse School of Medicine Master of Public Health Program (1994-1996)
Coordinator, CDC/ATSDR Partners-in-Education Program (1993-1996)
ATSDR Liaison, U.S. EPA Office of Environmental Justice (1993-1995) - appointed by Dr. Barry Johnson, Associate Administrator, ATSDR
Member, Florida A&M University Environmental Toxicology Advisory Board (1990—1995)
Member, Quality of Worklife Committee (1990-1991)
Program Director, ATSDR's First Minority Health Conference (December 1990)
Member, National Council for the Health and Environmental Safety of Soils (CHESS), University of Massachusetts, Amherst (1989-1991)
Member, ATSDR Ad Hoc Toxicology Board (1987-1988)
Chair, ATSDR Reorganization Committee (1987)

Florida A&M University (FAMU)

Academic Appointments
Chair, Search Committee for Vice-President for Research (2011)
Member, Search Committee for Dean, College of Pharmacy and Pharmaceutical Sciences (2011)
Member, Search Committee for Dean, School of Nursing (2011)
Member, FAMU Centers and Institutes Committee (2006-current)
Member, FAMU SACS Academic Committee – Education (2004-current)
Member, Search Committee for Director, Environmental Sciences Institute (2004)
Member, Search Committee for Dean, College of Pharmacy and Pharmaceutical Sciences (2004)
Member, Academic Policy Guidelines Committee (2003- Current)
Chair, Student Health Fees Committee (2002-2003 and 2003-2004)
Member, FAMU Teaching Incentive Pay (TIP) Committee (Spring 1999)
Chair, College of Pharmacy and Pharmaceutical Sciences (COPPS) TIP Committee (Spring 1999)
Member, COPPS Research Committee (1999-present)
Member, COPPS Drug Abuse Research Committee (1999-present)
Member, FAMU Faculty Senate (1997-1999)

Other Experience and Appointments

2014-Present Florida Heath Equity Research Institute (Education and Training Core Director)
2013-Present Member, ASPHP DrPH Taskforce Committee
2011-Present Member, Academy Health/Aetna Foundation Minority Scholars Program Advisory Committee
2011-Present Member, Florida Cancer Control Advisory Board (Re-Appointment)
2010-Present Member, Board of Directors, Bond Community Health Center
2010-Present Chair, Consortium of African American Public Health Programs (CAAPHP)
2009-Present Member, U.S. EPA Science Advisory Board
2007-Present Member, Florida CURED Summit Planning Committee (2007)
2007-Present Consultant, Gadsden County Health Council (2007)
2006-Present Research Consultant, Department of Environmental Health, Harvard University
2005-Present Vice-President, Trust for America’s Health
2005-Present Member, Florida Department of Health (Office of Minority Health) Strategic Planning Advisory Committee
2005-Present Member, Kellogg/ASPH Racial and Ethnic Diversity Taskforce
2005-Present Chair, Kellogg/ASPH Racial and Ethnic Diversity Taskforce – Baseline Needs Assessment Subcommittee
2005-Present  Member, Association of Public Health Laboratories (APHL)
2005-Present  Member, ASPH Planning and Evaluation Competency Workgroup
2004-2006  Chair, Community/Tribal Subcommittee of the Board of Scientific Counselors, National Center for Environmental Health/Agency for Toxic Substances and Disease Registry
2003-Present  Member, Florida Department of Health Environmental Health Tracking Program Advisory Committee
2001-2002  Member, National Academy of Sciences, Institute of Medicine – Gulf War and Health Solvent Toxicology Workgroup
2001-Present  Member, Trust for America’s Health
2000-2006  Member, Community/Tribal Subcommittee of the Board of Scientific Counselors Agency for Toxic Substances and Disease Registry
1999-2006  Member, Board of Scientific Counselors, Agency for Toxic Substances and Disease Registry (appointed by Secretary Donna Shalala and reappointed in 2002)
1999-Present  Member, Florida KidCare
1999-Present  Member, Preventive Health and Health Services Block Grant Advisory Committee (appointed by Secretary Robert Brooks)
1999-Present  Board Member, March of Dimes (Northwest Florida Chapter)
1998-Present  Member, Florida Indigent Care Medical Advisory Council
1998-Present  Member, Florida Cancer Control and Research Advisory Committee (appointed and re-appointed by Governor Jeb Bush)
1998-Present  Board Member, Florida Public Health Association (FAMU Liaison)

Professional Membership
2004-Present  Member, Delta Omega Honor Society (Alpha Mu)
2001-Present  Member, Council of African American Public Health Programs (CAAPHP)
1998-Present  Member, Black Caucus of Health Workers
1996-Present  Member, American Public Health Association
1996-Present  Member, Florida Public Health Association
1992-Present  Diplomate, American Board of Toxicology

Publications

Peer-reviewed publications


Harris, C.M. and Stone, W.L. *The Effects of In Vitro Peroxidation on the Activity of Rat Liver Microsomal Glutathione S-Transferase from Rats Supplemented or Deficient in Antioxidants.* *Life Sciences, Vol. 42, pp. 415-420 (1987)*


Holder, Maurice S., Lewis, Henry, Kirksey, Otis W., and Harris, Cynthia M. *Campus to Community Linkages: Roles, Commitments and Responsibilities of a Pharmacy Program.* *Journal of Public Service and Outreach, Vol. 3. No. 1 (Summer 1998)*

Holder, Maurice S., Palm, Donald E., Kirksey, Otis W., Britt, Earl B., and Harris, Cynthia M. *A Focus on Hypertension and Hypertension-Related Cardiac Hypertrophy In People of African Origin (Part I).* *Florida Pharmacy Today, Vol. No. pp. (November 1999)*

Holder, Maurice S., Palm, Donald E., Kirksey, Otis W., Britt, Earl B., and Harris, Cynthia M. *A Focus on Hypertension and Hypertension-Related Cardiac Hypertrophy In People of African Origin (Part II).* *Florida Pharmacy Today, Vol. No. pp. 22- 26 (December 1999)*


Jones, Judith, Lewis, Marisa, Stino, Farid, and Harris, Cynthia. *An Analysis of African American Students’ Attitudes, Knowledge, and Behaviors Associated With HIV/AIDS at a Historically Black Institution. Accepted for Publication in the Minority Health Today, September-October 2000.*


**Journals/Manuscript (Reviewer)**


**Books**


Chapter 4: Solvent Toxicity (Book: Gulf War and Health, Volume 2-Insecticides and Solvents) *Institute of Medicine National Academy of Sciences National Academy Press, pp. 82-95* (2002)

**Research Support (recent)**

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<th>Description</th>
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<th>Dates</th>
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<td>Scholarships for Disadvantaged Students</td>
<td>Health Resource Services Administration (HRSA)</td>
<td>2012-2016</td>
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<td>Reducing Childhood Obesity in Leon County (COPE)</td>
<td>Blue Foundation of Blue Cross Blue Shield</td>
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<td>UF-FAMU Rural Public Health Training Center</td>
<td>Health Resources Services Administration (HRSA)</td>
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<td>FAMU-UF Cluster to Increase Community Health Workers</td>
<td>State of Florida</td>
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<td>Reducing Cardiovascular Disease Risk in Mid-Life and Older African Americans</td>
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