

February 23, 1987

NOTE TO KATHY RING:

As i to KR  
PC RL  
RP 225  
JK

This is to be given to Kathy to be put in a big file documenting my job duties so that I can make intelligent analysis of what I can share with others. I will eventually classify them into these general areas: General School of Public Health Issues and Responsibilities, General Division Responsibilities, Specific Division Responsibilities Research, Training, Administration

Director's activities related to central mission of the Division, School and my professional contribution.

Professional issues not so directly related.

Personal pursuits independent of the job.

School of Public Health Administrative Council - A partly advising, governing, planning function, averaging 1 to 2 hours a week.

SPH/APT Committee - Averaging 1 to 2 hours a week.

Business meetings with the Dean averaging 1 hour a week in preparation and meetings.

Search committees for EPI faculty and the School of Public Health, averaging 1 hour a month.

Program review for the School of Public Health, averaging 1 hour a week.

~~EPI Faculty Evaluations, averaging 2 hours a month.~~

General informational phone calls from the outside, averaging 1 hour a week.

Private meetings with faculty, averaging 3 hours a week.

Divisional meetings.

AEC, 1 hour a week.

Executive faculty, 1 hour a week

Preparation for executive faculty meetings, 1 hour a week.

Overall division planning and preparation, averaging 1 hour a week.

Faculty recruitment, averaging 2 hours a month.

Faculty evaluation, averaging 1 hour a week, preparation and interview.

Routine correspondence, averaging 1-2 hours a day.

(continued on page 2)

NOTE TO KATHY RING

February 23, 1987

RE: Job duties during my leave

Unexpected, urgent faculty, school or national business, averaging 1/2 hour day for crises and putting out fires.

Special faculty and staff planning and problem solving, 2 hours a week.

MHHP meetings, 4 hours a week.

MHS meetings, 2 hours a month.

Cardia meetings, 1 hour a month.

Reviewing division grant applications, 1 hour a week.

Reviewing division publications, 1-2 hours a week.

Reading division memos and reacting to them, 1 hour a week.

Meeting with students, 1 hour a week.

National Academy of Science report, 2 hours a week.