

AREAS OF RESPONSIBILITY
Department of Physics and Astronomy
2014 - 2015

<i>Assignment</i>	<i>Responsibilities</i>	<i>Responsible Person</i>
Associate Department Head	Assists the Department Head with various aspects of the administration of the department.	Marianne Breinig, Jim Parks
Astronomy Outreach and Public Programs	Make presentations on astronomy and space related topics to schools and civic organizations and conduct astronomical observing programs	Paul Lewis
Building Representative	Serve as person of record to be contacted concerning matters pertaining to the Physics building	Jim Parks
College budget and planning committee	Advise the Dean with regard to budget and planning for the College	No representation
College curriculum committee: natural sciences division	Development and review of college curriculum	Jon Levin
College Promotion and Tenure Committee	Advise the Dean on tenure and promotion	Mike Guidry
Colloquia	Be responsible for organizing, implementing, and coordinating departmental colloquia	Adolfo Eguiluz (Fall), Jaan Mannik (Spring)
Dean's Advisory Council	Serve as the Department of Physics and Astronomy's representative to the Dean's Advisory Council for the College of Arts and Sciences	Adriana Moreo
Dean's Student Advisory Council	Serve as the Department of Physics and Astronomy's representative(s) to the Dean's Student Advisory Council for the College of Arts and Sciences	tba
Director of Graduate Program	Coordinate the activities of the committees on graduate affairs; graduate studies, graduate recruitment, graduate admissions, graduate student progress, and graduate student liaison brochure, qualifying examination.	Marianne Breinig
Diversity Officer	Advise the Head with regard to promoting a diverse and inclusive work environment.	Soren Sorensen

Environmental Health and Safety	Monitor chemical storage and safety, hazardous waste disposal; inform faculty & staff of chemical hazards and procedures for waste disposal	Jim Parks
Faculty Senate	Members of the Faculty Senate	Marianne Breinig
Graduate Admissions	Be responsible for receiving, organizing, and initial ranking of graduate applications for admission	Marianne Breinig
Graduate Student Progress	Review each semester's grades and courses of graduate students, financial aid, and progress toward degree	Thomas Papenbrock, Marianne Breinig, Jim Parks
Graduate Council	Represent the department on UTK's Graduate Council	tbd.
Research Council	Represent the department on UTK's Research Council	No representation
Undergraduate Council	Represent the department on UTK's Undergraduate Council	Jon Levin
U-Track Contact	Represent the department with respect to all aspects of the U-Track student tracking system	Stu Elston
Honors Day	Organize Honors Day program, select speaker, guide process to choose award winners	Catherine Longmire, Jim Parks, Chrisanne Romeo, Hanno Weitering
Honors Liaison	Departmental representative for the University Honors Program	Jon Levin
Inventory	Be responsible for inventory of equipment	Business office
Joint Institute for Nuclear Physics and Applications	Represent the department in management activities of the Joint Institute for Heavy Ion Research between ORNL and UT	Robert Grzywacz
Library Representative	Represent the department's book and journal needs to the library	Mike Guidry
Scholarly Communication Committee	Represent the department on the Library's Scholarly Communication Committee	Mike Guidry
Ph.D. Qualifying Exams	Organize Ph.D. Qualifying Exam committees and maintain responsibility for exam process	Marianne Breinig
Placement Exams and Graduate Advising	Administer and evaluate placement exams for new graduate students	Thomas Papenbrock
College Promotion and Tenure Committee	Represent the department on the College of Arts and Sciences Promotion and Tenure Committee	Mike Guidry
Publications Coordinator	Be responsible for departmental newsletter, brochure, homepage, recruitment, and handbook	Catherine Longmire

	materials	
Radiation Safety	Monitor and report usage of radioactive materials; inform faculty & staff of chemical hazards and procedures for waste disposal	Jim Parks
Society of Physics Students Advisor	Work with officers of SPS, select members for Sigma Pi Sigma, and coordinate activities of Sigma Pi Sigma	Jon Levin
Surplusing	Be responsible for disposal of equipment and clearing inventory records	Brad Gardner and Paul Lewis
Commencement - Fall 2014	Participate in the commencement ceremonies as arranged by the university and the college	Stefan Spanier, Nadia Fomin, George Siopsis
Commencement - Spring 2015	Participate in the commencement ceremonies as arranged by the university and the college	Adolfo Eguiluz, Steve Johnston, Mike Guidry
Qualifying Exam AY15/16	Develop and grade the two annual Qualifying Exams for the Doctoral Program (August 2015 & January 2016)	Marianne Breinig (chair), Norman Mannella, Kate Jones, Stefan Spanier, Steve Johnston, Nadia Fomin, George Siopsis, Thomas Papenbrock
Qualifying Exam AY14/15	Develop and grade the two annual Qualifying Exams for the Doctoral Program (August 2014 & January 2015)	Marianne Breinig (chair), Elbio Dagotto, Raph Hix, Christine Natrass, Soren Sorensen, Haidong Zhou, Chris Parigger, Yuri Kamyckov
GTA Workshop	Organize and coordinate the GTA workshop for August 2015	Soren Sorensen
P599-Seminars in Nuclear Physics	Responsible for this seminar	2014 Fall - Robert Grzywacz 2015 Spring - Thomas Papenbrock
P599 - Seminars in Condensed Matter Physics	Responsible for this seminar	2014 Fall - Norman Mannella 2015 Spring - Adolfo Eguiluz
P599 - Seminars in High energy and Astrophysics	Responsible for this seminar	2014 Fall - Raph Hix 2015 Spring - Raph Hix
P599 - Graduate research participation seminar	Responsible for this seminar	2014 Fall - Christine Natrass

