

**AREAS OF RESPONSIBILITY**  
**Department of Physics and Astronomy**  
**2015 - 2016**

<b>Assignment</b>	<b>Responsibilities</b>	<b>Responsible Person</b>
<b>Associate Department Head</b>	Assists the Department Head with various aspects of departmental administration.	Marianne Breinig, Kate Jones
<b>Astronomy outreach and planetarium use</b>	Make presentations on astronomy and related topics to schools and civic organizations; astronomy observations for general education courses and the public	Paul Lewis, Sean Lindsay
<b>Building Representative</b>	Departmental contact concerning physics space issues	Jim Parks, Kate Jones, Ricky Huffstettler
<b>College Curriculum Committee: natural sciences division</b>	Development and review of college curriculum	Jon Levin
<b>College Promotion and Tenure Committee</b>	Advise the Dean on tenure and promotion	Mike Guidry
<b>Colloquia</b>	Be responsible for organizing, implementing, and coordinating departmental colloquia	Tony Mezzacappa (Fall), Jaan Mannik (Spring)
<b>Commencement - Fall 2015</b>	Participate in the commencement ceremonies as arranged by the university and the college	Jon Levin, Raph Hix, Lucas Platter
<b>Commencement - Spring 2016</b>	Participate in the commencement ceremonies as arranged by the university and the college	Yuri Efremenko, Jaan Mannik, Andrew Steiner
<b>Dean's Advisory Council</b>	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
<b>Dean's Student Advisory Council</b>	Serve as the Department's representative(s) to the Dean's Student Advisory Council.	tbd.
<b>Director of Graduate Program</b>	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

<b>Diversity Officer</b>	Advise the Head with regard to promoting a diverse and inclusive work environment.	Soren Sorensen
<b>Environmental Health and Safety</b>	Monitor chemical storage and safety, hazardous waste disposal; inform faculty & staff of chemical hazards and procedures for waste disposal	UG Laboratory Director
<b>Faculty Senate</b>	Members of the Faculty Senate	Marianne Breinig, Soren Sorensen, George Siopsis
<b>GTA Workshop</b>	Organize and coordinate the GTA workshop for August 2016	Kate Jones
<b>Graduate Admissions</b>	Be responsible for receiving, organizing, and initial ranking of graduate applications for admission	Marianne Breinig
<b>Graduate Council</b>	Represent the department on UTK's Graduate Council	tbd.
<b>Graduate research participation seminar-P599</b>	Responsible for this seminar	2015 Fall - Steve Johnston
<b>Honors Day</b>	Organize Honors Day program, select speaker, guide process to choose award winners	Catherine Longmire, Kate Jones, Chrisanne Romeo, Hanno Weitering
<b>Honors Liaison</b>	Departmental representative for the University Honors Program	Jon Levin
<b>Inventory</b>	Be responsible for inventory of equipment	Business office
<b>Library Representative</b>	Represent the department's book and journal needs to the library	Mike Guidry
<b>Scholarly Communication Committee</b>	Represent the department on the Library's Scholarly Communication Committee	Mike Guidry
<b>Ph.D. Qualifying Exams</b>	Organize Ph.D. Qualifying Exam committees and maintain responsibility for exam process	Marianne Breinig
<b>Placement Exams and Graduate Advising</b>	Administer and evaluate placement exams for new graduate students	Ken Read
<b>Publications Coordinator</b>	Be responsible for departmental newsletter, brochure, homepage, recruitment, and handbook materials	Catherine Longmire
<b>Qualifying Exam AY15/16</b>	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 Popenbrock
<b>Qualifying Exam AY16/17</b>	Develop and grade the two annual Qualifying Exams for the Doctoral Program (August 2016 & January 2017)	Marianne Breinig (chair), Adolfo Eguiluz, Mike Guidry, Tom Handler, Lloyd Davis, Tony

		Mezzacappa, Andrew Steiner, Lucas Platter
<b>Radiation Safety</b>	Monitor and report usage and/or transport of radioactive materials	UG Laboratory Director
<b>Research Council</b>	Represent the department on UTK's Research Council	tbd.
<b>Seminars in Nuclear Physics-P599</b>	Responsible for this seminar	2015 Fall - Robert Grzywacz 2016 Spring - Kate Jones
<b>Seminars in Condensed Matter Physics-P599</b>	Responsible for this seminar	2015 Fall - Hanno Weitering 2016 Spring - Steve Johnston
<b>Seminars in High energy and Astrophysics-P599</b>	Responsible for this seminar	2015 Fall - Andrew Steiner 2016 Spring -
<b>Society of Physics Students Advisor</b>	Work with officers of SPS, select members for Sigma Pi Sigma, and coordinate activities of Sigma Pi Sigma	Jon Levin
<b>Surplusing</b>	Be responsible for disposal of equipment and clearing inventory records	Brad Gardner and Paul Lewis
<b>Undergraduate Council</b>	Represent the department on UTK's Undergraduate Council	tbd.