

AREAS OF RESPONSIBILITY
Department of Physics and Astronomy
2017 - 2018

Assignment	Responsibilities	Responsible Person
Associate Department Head	Assists the Department Head with various aspects of departmental administration.	Marianne Breinig, Kate Jones
Astronomy outreach and planetarium use	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
Building Representative	Departmental contact concerning physics space issues	Christine Cheney, Kate Jones
College Curriculum Committee: natural sciences division	Development and review of college curriculum	tbd
College Promotion and Tenure Committee	Advise the Dean on tenure and promotion	no representation
Colloquia	Be responsible for organizing, implementing, and coordinating departmental colloquia	Thomas Papenbrock (Fall), Jian Liu (Spring)
Commencement - Fall 2017	Participate in the commencement ceremonies as arranged by the university and the college	Yuri Efremenko, Christine Natrass, Marianne Breinig
Commencement - Spring 2018	Participate in the commencement ceremonies as arranged by the university and the college	Sowjanya Gollapinni, Stu Elston, Geoff Greene
Arts and Sciences Advisory Council	Serve as the Department of Physics and Astronomy's representative to the Advisory Council for the College of Arts and Sciences	Lucas Platter
Dean's Student Advisory Council	Serve as the Department's representative(s) to the Dean's Student Advisory Council.	tbd
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
Assistant Director of Graduate Program		Steve Johnston
Director of Undergraduate Program	Coordinate the activities of the committees on undergraduate affairs; undergraduate studies, curriculum and advisng.	Stu Elston
Assistant Director of Undergraduate program		Christine Natrass
Diversity Officer	Advise the Head with regard to promoting a diverse and inclusive work environment.	Soren Sorensen
Elements liaison	Assisting faculty with implementation of Elements	Haidong Zhou
Environmental Health and Safety	Monitor chemical storage and safety, hazardous waste disposal; inform faculty & staff of chemical hazards and procedures for waste disposal	Christine Cheney
Faculty Senate	Members of the Faculty Senate	Soren Sorensen, George Siopsis; Steve Johnston (alternate)
GTA Workshop	Organize and coordinate the GTA workshop for August 2016	Kate Jones, Christine Cheney
Graduate Council	Represent the department on UTK's Graduate Council	no representation
Graduate research participation seminar-P599	Responsible for this seminar	Sowjanya Gollapinni
Honors Day	Organize Honors Day program, select speaker, guide process to choose award winners	Catherine Longmire, Christine Cheney, Chrisanne Romeo, Hanno Weitering
Honors Liaison	Departmental representative for the University Honors Program	Stu Elston
Inventory	Be responsible for inventory of equipment	Business office
Library Representative	Represent the department's book and journal needs to the library	Mike Guidry

Open House	Organize open house for high school students	Kate Jones, Christine Cheney, Catherine Longmire
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, Ken Read.
Publications Coordinator	Be responsible for departmental newsletter, brochure, homepage, recruitment, and handbook materials	Catherine Longmire
Qualifying Exam AY17/18	Develop and grade the two annual Qualifying Exams for the Doctoral Program (August 2017 & January 2018)	Marianne Breinig (chair), Cristian Batista, Yuri Efremenko, Geoff Greene, Jian Liu, Adriana Moreo, Chris Parigger, Sowyanja Gollapinni
Qualifying Exam AY18/19	Develop and grade the two annual Qualifying Exams for the Doctoral Program (August 2018 & January 2019)	Marianne Breinig (chair), Stu Elston, Ken Read, Jaan Mannik, Robert Grzywacz, Mike Fitzsimmons, Yuri Kamyshkov, Max Lavrentovich
Radiation Safety	Monitor and report usage and/or transport of radioactive materials	Kate Jones, Christine Cheney
Research Council	Represent the department on UTK's Research Council	Chris Parigger, George Siopsis
Seminars in Nuclear Physics-P599	Responsible for this seminar	2017 Fall - Miguel Madurga 2018 Spring - tba
Seminars in Condensed Matter Physics-P599	Responsible for this seminar	2018 Fall - Mike Fitzsimmons 2017 Spring - tba
Seminars in High energy and Astrophysics-P599	Responsible for this seminar	2017 Fall - Andrew Steiner Spring - 2018
Society of Physics Students Advisor	Work with officers of SPS, select members for Sigma Pi Sigma, and coordinate activities of Sigma Pi Sigma	Kate Jones
Surplusing	Be responsible for disposal of equipment and clearing inventory records	Brad Gardner and Paul Lewis
Undergraduate Council	Represent the department on UTK's Undergraduate Council	Nadia Fomin