

AREAS OF RESPONSIBILITY
Department of Physics and Astronomy
2018 - 2019

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	Max Lavrentovich (Fall), Miguel Madurga (Spring)
Commencement - Fall 2018	Participate in the commencement ceremonies as arranged by the university and the college	Max Lavrentovich, Soren Sorensen, Tom Handler
Commencement - Spring 2019	Participate in the commencement ceremonies as arranged by the university and the college	Sowjanya Gollapinni, Christine Natrass, Yuri Kamyshkov
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.	Brandon Barker
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, Yuri Efremenko
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	Miguel Madurga
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
Publications Coordinator	Be responsible for departmental newsletter, brochure, homepage, recruitment, and handbook materials	Catherine Longmire
Qualifying Exam AY19/20	Develop and grade the two annual Qualifying Exams for the Doctoral Program (3 yr term starting August 2019)	Marianne Breinig (chair), Elbio Dagotto, Haidong Zhou, Nadia Fomin, Miguel Madurga, Christine Natrass, Raph Hix, George Siopsis, Stefan Spanier
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 Kamyshev, 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	Soren Sorensen (Chair), Yuri Efremenko
Seminars in Nuclear Physics-P599	Responsible for this seminar	Fall - Kate Jones Spring - tba
Seminars in Condensed Matter Physics-P599	Responsible for this seminar	Fall - Jian Liu Spring - Haidong Zhou
Seminars in High energy and Astrophysics-P599	Responsible for this seminar	2017 Fall - 2018 Spring -
Society of Physics Students Advisor	Work with officers of SPS, select members for Sigma Pi Sigma, and coordinate activities of Sigma Pi Sigma	Max Lavrentovich
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, Christine Natrass