

AREAS OF RESPONSIBILITY
Department of Physics and Astronomy
2020-2021

Assignment	Responsibilities	Responsible Person
Associate Department Head	Assists the Department Head with various aspects of departmental administration.	Marianne Breinig, Kate Jones
Astronomy outreach	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 Promotion and Tenure Committee	Advise the Dean on tenure and promotion	no representation
Colloquia	Be responsible for organizing, implementing, and coordinating departmental colloquia	Nadia Fomin (fall), Haidong Zhou (spring)
Commencement - Fall 2020	Participate in the commencement ceremonies as arranged by the university and the college	Elbio Dagotto, Thomas Papenbrock, Cristian Batista
Commencement - Spring 2021	Participate in the commencement ceremonies as arranged by the university and the college	Jaan Mannik, Joon Sue Lee, Haidong Zhou
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.	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, Steve Johnston (co-directors)
Assistant Director of Graduate Program		N/A
Director of Undergraduate Program	Coordinate the activities of the committees on undergraduate affairs; undergraduate studies, curriculum and advising.	Christine Natrass
Assistant Director of Undergraduate program	Coordinate the activities of the committees on undergraduate affairs; undergraduate studies, curriculum and advising.	Max Lavrentovich
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	Yuri Efremenko, Nadia Fomin, Soren Sorensen, Chris Parigger
GTA Workshop	Organize and coordinate the GTA workshop for August 2016	Christine Cheney
Undergraduate Council	Represent the department on the Undergraduate Council	Christine Natrass
Graduate Council	Represent the department on the Graduate Council	Jaan Mannik
Honors Day	Organize Honors Day program, select speaker, guide process to choose award winners	Catherine Longmire, Christine Cheney, Chrisanne Romeo, Hanno Weitering
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 AY20/21	Develop and grade the two annual Qualifying Exams for the Doctoral Program	Marianne Breinig (chair), Adolfo Eguiluz, Steve Johnston, Lucas Platter, Norman Mannella, Tony Mezzacappa, Thomas Papenbrock, Soren Sorensen
Qualifying Exam AY21/22	Develop and grade the two annual Qualifying Exams for the Doctoral Program	Marianne Breinig (chair), Adrian Del Maestro, Yuri Efremenko, Mike Fitzsimmons, Yuri Kamyshev, Max Lavrentovich, Jian Liu, Chris Parigger, Ken Read
Radiation Safety	Monitor and report usage and/or transport of radioactive materials	Christine Cheney, Miguel Madurga
Research Council	Represent the department on UTK's Research Council	Soren Sorensen
Seminars in Nuclear Physics-P599	Responsible for this seminar	Fall 2020: Thomas Papenbrock Spring 2021: Robert Grzywacz
Seminars in Condensed Matter Physics-P599	Responsible for this seminar	Fall 2020: Cristian Batista Spring 2021: Joon Sue Lee
Seminars in High energy and Astrophysics-P599	Responsible for this seminar	Fall 2020: Stefan Spanier Spring 2021: tbd
Graduate research participation seminar-P599	Responsible for this seminar	2020 Fall - Joon Sue Lee
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	Christine Natrass