

AREAS OF RESPONSIBILITY
Department of Physics and Astronomy
2021-2022

Assignment	Responsibilities	Responsible Person
Associate Department Head	Assists the Department Head with various aspects of departmental administration.	Kate Jones, Marianne Breinig
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
Building Representative	Departmental contact concerning physics space issues	Kate Jones, Christine Cheney
College Promotion and Tenure Committee	Advise the Dean on tenure and promotion	no representation
Colloquia	Be responsible for organizing, implementing, and coordinating departmental colloquia	Joon Sue Lee (Fall), Tova Holmes (spring)
Commencement - Fall 2021	Participate in the commencement ceremonies as arranged by the university and the college	Tova Holmes, Mike Guidry, Raph Hix
Commencement - Spring 2022	Participate in the commencement ceremonies as arranged by the university and the college	George Siopsis, Robert Grzywacz, Kate Grzywacz-Jones
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	Miguel Madurga
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, graduate student liaison brochure, qualifying examination.	Steve Johnston
Assistant Director of Graduate Program		Marianne Breinig
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
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, 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 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 Kamyshkov, Joon Sue Lee, Jian Liu, Chris Parigger, Ken Read
Qualifying Exam AY22/23	Develop and grade the two annual Qualifying Exams for the Doctoral Program	Marianne Breinig (chair), Cristian Batista, Mike Guidry, Kate Jones, Larry Lee, Tony Mezzacappa, Adriana Moreo, Andrew Steiner, Ruixing Zhang
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	Yuri Efremenko, Andrew Steiner
Seminars in Nuclear Physics-P599	Responsible for this seminar	Robert Grzywacz (fall); Miguel Madurga (spring)
Seminars in Condensed Matter Physics-P599	Responsible for this seminar	
Seminars in Quantum Information	Responsible for this seminar	George Siopsis
Seminars in High energy and Astrophysics-P599	Responsible for this seminar	Tova Holmes (Fall); Raph Hix (spring)
Graduate research participation seminar-P599	Responsible for this seminar	Larry 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	Paul Lewis, Brad Gardner
Undergraduate Council	Represent the department on UTK's Undergraduate Council	Christine Natrass