

**AREAS OF RESPONSIBILITY**  
**Department of Physics and Astronomy**  
**2023-2024**

<b>Assignment</b>	<b>Responsibilities</b>	<b>Responsible Person</b>
Associate Department Head	Assists the Department Head with various aspects of departmental administration.	Marianne Breinig, Robert Grzywacz
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	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	Thomas Papenbrock (Fall)
Commencement - Fall 2022	Participate in the commencement ceremonies as arranged by the university and the college	Ruixing Zhang, Wonhee Ko, Joon Sue Lee
Commencement - Spring 2023	Participate in the commencement ceremonies as arranged by the university and the college	Larry Lee, Jian Liu, Miguel Madurga
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	Jian Liu
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, graduate student liaison brochure, qualifying examination.	Steve Johnston
Assistant Director of Graduate Program	Assist the Director of the 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.	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	Yuri Efremenko, Miguel Madurga, Andrew Steiner
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, Adrian Del Maestro
Inventory	Be responsible for inventory of equipment	Business Office
Library Representative	Represent the department's book and journal needs to the library	Mike Guidry
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 AY23/24	Develop and grade the two annual Qualifying Exams for the Doctoral Program	Marianne Breinig (chair), Elbio Dagotto, Nadia Fomin, Robert Grzywacz, Raph Hix, Tova Holmes, Miguel Madurga, Tony Mezzacappa, Christine Natrass
Qualifying Exam AY24/25	Develop and grade the two annual Qualifying Exams for the Doctoral Program	Marianne Breinig (chair), Larry Lee, Jaan Mannik, Sherwood Richers, George Siopsis, Alan Tennant, Hanno Weitering, Yishu Wang, Haidong Zhou,
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
Seminars in Condensed Matter Physics-P599	Responsible for this seminar	Yang Zhang
Seminars in Quantum Information	Responsible for this seminar	Elias Kokkas
Seminars in High energy and Astrophysics-P599	Responsible for this seminar	Tony Mezzacappa
Graduate research participation seminar-P599	Responsible for this seminar	Sherwood Richers
Society of Physics Students Advisor	Work with officers of SPS, select members for Sigma Pi Sigma, and coordinate activities of Sigma Pi Sigma	Larry Lee
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