

**AREAS OF RESPONSIBILITY**  
**Department of Physics and Astronomy**  
**2024-2025**

Assignment	Responsibilities	Responsible Person
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	Ruixing Zhang (chair), Hanno Weitering; Dien Nguyen; Sherwood Richers; Yuri Efremenko
Commencement - Fall 2024	Participate in the commencement ceremonies as arranged by the university and the college	Sherwood Richers, Stefan Spanier, Marianne Breinig
Commencement - Spring 2025	Participate in the commencement ceremonies as arranged by the university and the college	Yuri Kamyshkov, Christine Natrass, Cristian Batista
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	Ruixing Zhang
Dean's Student Advisory Council	Serve as the Department's representative(s) to the Dean's Student Advisory Council.	No Representation
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
GTA Workshop	Organize and coordinate the GTA workshop for August 2016	Christine Cheney
Undergraduate Council	Represent the department on the Undergraduate Council	no representation
Graduate Council	Represent the department on the Graduate Council	Jaan Mannik
Graduate Student Liason	Advise the Department Head on issues related to the graduate program	GPS President - Ryan Elder
Undergraduate Student Liaison	Advise the Department Head on issues related to the undergraduate program	President of SPS - Jordan Ashley
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 2025	Develop and grade the two annual Qualifying Exams for the Doctoral Program	Marianne Breinig (chair), Stefan Spanier, Lucas Platter, Thomas Papenbrock, Dien Nguyen, Norman Mannella, Joon Sue Lee; Steve Johnston, Adolfo Eguluz
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
Seminars in Nuclear Physics-P599	Responsible for this seminar	Robert Grzywacz
Seminars in Condensed Matter Physics-P599	Responsible for this seminar	Wonhee Ko
Seminars in Quantum Information	Responsible for this seminar	Shikha Bangar
Seminars in High energy and Astrophysics-P599	Responsible for this seminar	Stefan Spanier
Graduate research participation seminar-P599	Responsible for this seminar	Shikha Bangar
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
CAS Curriculum Committee	Represent the department on CAS Curriculum Committee	Christine Natrass