

## Department of Physics: Committee Assignments and Charges (2002-2003)

Note to faculty: if you are interested in serving on committees other than those indicated for you, please see Department Head.  
 Note to graduate and undergraduate students: participation on committees is encouraged- see Department Head if you are interested in serving.

- Advisory Committee: Ade(03), Roland(04), Mitas (05) ex officio: Johnson (UPC), Paesler (GPC)

Charge: Advise the Department Head on all matters pertaining to the operation of the Department  
 Specific Initiatives: Coordinate planning for the upcoming new Compact Planning cycle

- Colloquium Committee: Sagui and Buongiorno-Nardelli (F02), McLaughlin (03)

Charge: organize the weekly Fall/Spring Physics colloquium series. Ensure talks are representative of all fields of physics and related sciences and are of general interest to physics undergraduates, physics graduates and physics faculty. Ensure publicity via the Web and in campus newsletters. Schedule a speaker for the John B Derieux lecture in the Spring.

- L.H. Thomas Lecture Committee : Risley, Paesler

Charge: Identify speakers for the annual L.H. Thomas Lecture (usually in the Fall).

- Comprehensive Review Committee - Risley(03), Ji(04), Mitchell (05)

Charge: Review tenure faculty in accordance with the performance criteria contained in the Department and University procedures. Meet with Department Head early in the Fall semester to obtain the names of the faculty scheduled for review, carry out the review and provide a written assessment to the Department prior to the end of the Spring semester. Update review schedule taking into account hires, promotions and retirements.

- Computing Committee: Bernholc, Blondin, Borkowski, Jenkins, Lee, Buongiorno-Nardelli

Charge: Advise the department on computing issues relating to research, teaching and support; as appropriate, coordinate with the College ad-hoc computing committee, and the College computer support group  
 Specific initiatives: Oversee the Physics Department computer cluster facility in the basement of Cox.

- Course and Curriculum Committee: Mowat, Klenin, Blondin, Mitas, Sherwood, (GPSA rep), ex officio: Johnson, Paesler

Charge: advise the Department on all undergraduate and graduate curriculum matters, carry out course reviews and curriculum reviews in a timely fashion; initiate new course action forms; review course scheduling to minimize conflicts and to ensure balanced fall and spring offerings in specialty areas.  
 Specific initiatives: Develop a final version of the Department's procedures for carrying out Undergraduate Academic Program Review. Coordinate these activities with the University UAPR committee.

- Graduate Affairs Committee: Paesler, Aspnes, Ji, Roland, Young, Sagui, Mitas, GPSA President

Charge: advise on graduate policies as needed by GPD; assist in meeting with prospective students during spring visitations, assist in preparation and administration of graduate qualifier exams

- Open House committee: Parker, Egler, (SPS President)

Charge: plan and implement the physics department Fall open house activities, coordinate with the college and University open house.

Specific initiatives: as needed

- Personnel committee: Krim, Ade, Chabay, Lee, Roland, Nemanich, Sayers, (to be elected Adv. Com)

Charge: Oversee faculty recruitment for 2002-2003; assess progress in reaching the goals outlined in the Department's strategic plan.

- Physics Liaison committee Parker, Beichner, Klenin, Patty, Rieg

Charge: Meet yearly with campus constituencies to ensure service courses are appropriate; initiate new text-book adoptions (following standard department policy); discuss grading policies to ensure policies are fair and equitable.

Specific initiative: Consult with interested faculty and the campus community to recommend text adoptions in PY 205/208 and PY 211/212 for spring 2003 – both present texts are at the end of their usage cycle, and need to be renewed in new editions or changed.

- Safety Committee: Hallen, Aspnes, Egler, Kelly, Young

Charge: develop procedures and carry out laboratory inspections; advise the department Head on the safe operation of the research laboratory facilities of the Physics department.

- Staff-faculty Liaison Committee: Gould, Egler, Jenkins, Outlaw, Savage.

Charge: Meet annually to discuss matters of concern to SPA personnel. Solicit recommendations for College and University SPA awards and recognitions.

- Teaching Assignment Committee: Johnson, Ellison, Haase, Brown, Lado

Charge: survey the teaching interests of the faculty and make recommendations to the Department Head on all teaching assignments

- Undergraduate Affairs Committee: Johnson, Blondin, Sayers, Lee, Chung, Patty, Lado, Brown ( SPS President)

Charge: assist College Director of Enrollment in meeting with parents of prospective students during fall and spring visitations. Develop procedures for disbursing undergraduate scholarship funds; solicit participants for the Undergraduate Research colloquium and select a recipient for the Rod McCormick award.

- Ad-hoc Riddick design committee Sayers, Hallen, Blondin, Egler, Risley, Paesler

Charge: Work with architectural planning and facilities planning to ensure that the teaching, research and services missions of the Department are appropriately accommodated in the planned renovation of Riddick Hall.

- Graduate Program Coordinator: Paesler
- Undergraduate Program Coordinator: Johnson
- Undergraduate advisors: Hallen, Ji, Klenin, Lado, Chung, Patty
- Honors Program Advisor and faculty Advisor to SPS and Sigma Pi Sigma: Blondin
- Course Coordinator for 205/208: Parker
- Library Liaison: Cotanch
- WWW page coordinator: Lee, Tomlinson, Egler
- Webassign contact person: Risley
- Sophomore Laboratory Coordinators: Mowat, Chilton
- Senior laboratory adviser: Hallen