

# Committee Assignments and Charges 2005-2006

Standing Committees | Ad-hoc Committees | Directors Etc.

## Standing Committees and Their Leaders (indicated in italics)

- **Advisory Committee:** *Hallen* (06), *Schaefer* (07), *Buongiorno-Nardelli* (08), ex officio: *Johnson* (DUP), *Beichner* (DGP).  
**Charge:** Advise the Department Head on all matters pertaining to the operation of the Department.  
**Specific Initiatives:** Plan for graduate and department review in fall 2006.
- **Comprehensive Review Committee:** *Roland* (06), *Brown* (07), *Ji*(08).  
**Charge:** Review tenured 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 (*Bernholc*, *Blondin*, *Lucovsky*, *Nemanich*, *Paesler*, *Reynolds*), carry out the review and provide a written assessment to the Department prior to the end of the spring semester.
- **Computing Committee:** *Bernholc*, *Borkowski*, *Jenkins*, *Buongiorno-Nardelli*.  
**Charge:** Advise the department on computing issues relating to research; as appropriate, coordinate with the College ad-hoc computing committee, and the College computer support group.
- **Course and Curriculum Committee:** *Mowat*, *Patty*, *Buongiorno-Nardelli*, *Klenin*, *Sherwood*, (GPSA rep), ex officio: *Johnson*, *Beichner*, *Ji*, *Ramakrishnan*.  
**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.
- **Personnel Committee:** *Hallen*, *Krim*, *Ade*, *Cotanch*, *Reynolds*, *Mitas*, *Weninger*, *Schaefer*  
**Charge:** Oversee faculty recruitment for 2006-2007. Advise Department Head on target-of-opportunity hires for 2007 and beyond. Assess progress in reaching the goals outlined in the Department's strategic plan.
- **Physics Liaison Committee:** *Ramakrishnan*, *Beichner*, *Klenin*, *Chabay*.  
**Charge:** Meet yearly with campus constituencies to ensure 100-200 service courses are appropriate; initiate and/or recommend new text-book adoptions (following appropriate conflict of interest procedures); discuss grading policies to ensure policies are fair and equitable.  
**Specific initiative:** Select text book for M&I sections of PY 205/208.
- **Safety Committee:** *Risley*, *Aspnes*, *Egler*, *Weninger*. **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 Liaison Committee:** *Paesler*, *Dudley* (07), *Outlaw* (06), *Upchurch* (05).

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

- **Teaching Assignment Committee:** *Ellison, Haase, Blondin.*  
**Charge:** Survey the teaching interests of the faculty and make recommendations to the Department Head on all teaching assignments.

## Ad-hoc Committees and Their Leaders

- **Ad-hoc Riddick Design Committee** *Hallen, Egler, Beichner* (plus any other faculty as necessary)  
**Charge:** Coordinate 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.
- **Ad-hoc Strategic Plan Interim Review Committee:** *Nemanich, Ade, Roland, Schaefer, Ellison, Huffman, Ji.*  
**Charge:** Revisit the department's ten-year Strategic Plan to assess the record at the five-year midpoint. Based on this assessment, the current environment, and the goals for continued growth, present a vision of the department's future in terms of the Plan and, if necessary, propose a refocused document.
- **Ad-hoc Professional Science Masters Degree Committee:** *Krim, Aspnes, Pearl, Beichner.*  
**Charge:** Examine the advisability of instituting a Professional Science Masters Degree offered through the department. Present a report by the beginning of the spring semester of 2006. If such an action is considered advisable, outline a timetable that describes how such a degree program may be created.
- **Ad-hoc Interim Space Committee** *Egler, Johnson, Hallen, Buongiorno-Nardelli, Cotanch.*  
**Charge:** Survey the department's current space usage and needs. Based on the survey, develop a policy for space utilization to serve until the department's future move to Riddick. Propose space allocation changes that result in a situation that complies with this policy.
- **Ad-hoc Reappointment, Promotion, and Tenure Committee:** *Ade, Aspnes, Bernholc, Haase, Mitchell.*  
**Charge:**  
In the fall semester the RPT Committee shall:
  1. **Organize** the Departmental Voting Faculty (DVF) effort to review RPT dossiers according to departmental and college RPT procedures;
  2. **Evaluate** the dossiers based on those departmental and college RPT standards;
  3. **Lead** a DVF discussion on each RPT case based on that evaluation;
  4. **Prepare** a written statement that reflects the complete range of observations expressed among the DVF about the quality and impact of the candidate's accomplishments; and
  5. **Conduct** and **record** a tally of votes.
 In the spring semester the RPT Committee shall:
  1. **Review** the statements of mutual expectations of all faculty eligible

- for future RPT decisions;
2. **Lead** a DVF discussion on each such case; and
  3. **Report** to the head any concerns concerning the meeting of these expectations.
- **Ad-hoc Awards and Fellowship Committee:** *Risley, et. al.*  
**Charge:** Promote faculty candidates for Awards and Fellowships when and where appropriate.
  - **Ad-hoc Departmental Review Committee:** *Risley, Aspnes, Bernholz, Chabay, Reynolds, Schaefer, Weninger, (Beichner)*  
**Charge: S06** - Prepare for the Departmental Review by forming a committee of externally-based distinguished physicists representing a broad view of interests and expertise. Provide the committee with appropriate materials to familiarize themselves with the department.  
**F06** - Arrange for and host an on-site review that will result in a comprehensive document prepared by the committee. Couple the departmental review with the review of the graduate program mandated by the graduate school.

## Directors, Coordinators, Liaisons, Etc.

- **Director of Graduate Programs:** Beichner
- **Interim Director of Undergraduate Programs:** Reynolds
- **Undergraduate Advisers:** Hallen, Johnson, Reynolds
- **Honors Program Adviser and Faculty Adviser to SPS:** Blondin
- **Sigma Pi Sigma Adviser:** Gould
- **Course Coordinator for 205/208:** Ramakrishnan
- **Library Liaison:** Cotanch, Adles
- **IT Office Director:** Blondin
- **Alumni Coordinator:** Brown
- **Webmaster:** Dudley
- **Sophomore Laboratories:** Mowat, Chilton
- **TA training and scheduling:** Chilton, Chabay
- **Astronomy Laboratories:** Egler
- **Senior laboratory adviser:** Hallen
- **LH Thomas Lecture:** *Risley, Paesler*
- **Open House:** Egler, Allison McCarn (SPS President)
- **Colloquium:** *Buongiorno-Nardelli, Pearl*
- **McCormick Award:** Reynolds