

## Department of Physics: Committee Assignments and Charges (2003-2004)

Note to faculty: if you are interested in serving on committees other than indicated, please see Chris Gould. Also, graduate and undergraduate student participation is welcome on committees relating to curricula matters. See CG if interested.

### Standing committees

- **Advisory Committee:** Roland(04), Mitas (05), to be elected (06) ex officio: Johnson (DUP), Paesler (DCP). Charge: Advise the Department Head on all matters pertaining to the operation of the Department. Specific Initiatives: Coordinate planning to address projected budget shortfalls for 2004 and beyond
- **Comprehensive Review Committee** - Ji(04), Mitchell (05), Roland (06). 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, carry out the review and provide a written assessment to the Department prior to the end of the Spring semester.
- **Computing Committee:** Bernholc, Blondin, Borkowski, Jenkins, Lee, 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 Specific initiatives: Oversee the Physics Department computer cluster facility in the basement of Cox.
- **Course and Curriculum Committee:** Mowat, Klenin, Lado, Reynolds, 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: Coordinate Undergraduate Academic Program Review with the University UAPR committee.
- **Personnel Committee:** Krim, Ade, Reynolds, Mitas, Roland, Nemanich, (new Adv. Com member) Charge: Oversee research faculty recruitment for 2003-2004;. Advise Department Head on target-of-opportunity hires for 2004 and beyond. Assess progress in reaching the goals outlined in the Department's strategic plan
- **Physics Liaison Committee** Parker, Beichner, Klenin, Chabay, Rieg. 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.
- **Safety Committee:** Hallen, Aspnes, Egler, 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 Liaison Committee:** Gould, Egler, Jenkins, Outlaw, Savage. 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:** Johnson, Ellison, Haase, Ramakrishnan. Charge: survey the teaching interests of the faculty and make recommendations to the Department Head on all teaching assignments

### Ad-hoc committees

- **Ad-hoc Graduate Curriculum Reform Committee** Paesler, Ade, Adles, Lee, Mitas, Sagui, Sayers. Charge: Building upon the suggestions for change in the graduate curriculum endorsed at the 2003 Department Retreat, 1) recommend a core curriculum requirement and a graduate course breadth requirement for the PhD program, effective Fall 2004 and 2) recommend mechanisms (written exam, oral exam, course grades etc) for assessing mastery of the proposed core curriculum requirement The committee is asked to bring its initial recommendations to the faculty by Oct 1, and final recommendations by Dec 1.
- **Ad-hoc Undergraduate Curriculum Reform Committee** Reynolds, Chabay, Clarke, Hallen, Johnson, Patty, Young. Charge: The NSF sponsored project SPIN-UP (Strategic Programs for Innovations in Undergraduate Physics) recently issued its assessment of thriving undergraduate physics programs in the US. In light of the findings in the report, and Departmental aspirations to increase the numbers of majors, the committee is asked to 1) evaluate the attractiveness of our BA and BS curricula to entering students and transfer students, and 2) make recommendations for changes to enhance the educational experience of our majors and to improve the competitiveness of our graduates in the work place and in graduate school. The committee is asked to prepare recommendations for discussion at the spring faculty retreat.
- **Ad-hoc Riddick Design Committee** Sayers, Hallen, Blondin, Egler, Chabay, Paesler. 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 Partners III Planning Committee** Nemanich, Krim, Pearl, Clarke, Bernholc. Charge: Coordinate Partners III planning and move schedule to ensure a smooth transition of research groups into the new facilities on Centennial Campus.
- **Ad-hoc USTL Move Committee** Chilton, Hallen, Rieg, Walker, Egler. Charge: Coordinate move of Withers facilities to USTL to ensure smooth functioning of the Department's laboratory and PTC functions for S04.

#### Coordinator functions

- Director of Graduate Programs: Paesler
- Director of Undergraduate Programs: Johnson
- 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
- WWW page coordinator: Lee, Sanders
- WebAssign contact person: Risley
- Sophomore Laboratory Coordinators: Mowat, Chilton
- Astronomy lab coordinator: Egler
- Senior laboratory adviser: Hallen
- LH Thomas Lecture Coordinators: Risley, Paesler
- Open House Coordinators: Parker, Egler, Robinson (SPS President)
- Colloquium chair: Schaefer (F03), tbd (S04)
- McCormick Award coordinator: Sayers