

Basic Responsibilities of Selected Physics-Astronomy Committees

Curriculum/Assessment

Responsible for policy and proposals relating to curriculum and undergraduate requirements, and for ongoing assessment of undergraduate learning objectives.

- Review and approve proposals for new or revised courses; interface to A&S curriculum committee and GSAS Programs and Policies committee for formal approvals.
- Review and make recommendations to the department regarding changes in major or minor requirements, new majors, etc.
- Collect and evaluate data on student fulfillment of departmental learning objectives, and report to the department, including recommendations for curricular changes.

Computer Facilities

Responsible for monitoring and maintaining departmental computer facilities at all levels.

- Allocate department's Hardware Replacement Fund:
 - Solicit requests from faculty and staff for replacement of outdated computers;
 - Evaluate those requests within the given budgetary constraints;
 - Allocate the funds to the most deserving and necessary requests.
- Generally monitor both short- and long-term departmental computing needs, including research, instruction and administration, and make recommendations as needed.

Colloquia

Responsible for organizing, publicizing, and managing departmental colloquia. This includes selecting and inviting speakers, reserving space, making necessary travel arrangements, publicizing the talks, and scheduling the visits, including meals, transportation, and meetings with faculty and students. Generally there should be a colloquium each week during the academic terms, with occasional exceptions for holiday weekends and other unusual circumstances. Every effort should be made to invite excellent speakers from a wide range of fields, including areas of physics not represented in the department, and physics-related topics beyond academic physics, such as physics education, public policy, applied physics, history and philosophy of physics.

GRASP/Grad Assessment

Responsible for managing the department's graduate program.

- Admissions: Advertising the graduate program, recruiting, and selecting new graduate students.
- Soliciting nominations for the Burlingame fellowship(s) and making recommendations for one or more Fellows to the department chair (spring).
- Monitoring the progress of current graduate students, including collecting progress reports and convening an annual department meeting to review all students and maintaining accurate

records of students' progress. Intervening as necessary with students and/or guidance committees to ensure that all students are progressing.

- Determining the membership of students' Guidance Committees and ensuring that the students and Committee members are aware of those assignments and that University records correctly list each student's advisor.
- Collecting and evaluating data on student fulfillment of graduate learning objectives, and reporting to the department, including recommendations for changes in curriculum, requirements, advising, or procedures.

Awards, Honors and Publicity

Responsible for promoting the department and recognizing and encouraging excellence by seeking appropriate awards and honors for students, faculty and staff, and for publicizing department accomplishments.

- Undergraduate awards and honors
 - Convene department meeting (February) to select undergraduates for university awards, prizes and scholarships, and to decide on departmental recommendations for *summa cum laude* honors;
 - Prepare and submit necessary documentation and interface with the relevant college committees;
 - Attend committee and/or faculty meetings as needed to support the departmental recommendations.
- Graduate student awards
 - Solicit recommendations from faculty for graduate student awards, and prepare and submit nomination materials.
- Faculty awards
 - When appropriate, nominate faculty for internal awards, such as FRAC Distinguished Research and Leibner Teaching and Advising.
 - Where possible, nominate and support faculty for external awards and honors, such as NAGS awards, Fellowship in APS or other relevant scientific societies, NAS membership.
- Staff awards
 - When appropriate, nominate deserving staff members for awards and honors, such as Tufts Distinction Awards.
- Publicity
 - Publicize noteworthy accomplishments of departmental faculty, students, staff and alumni, by such means as postings on the department web site, notification of Tufts Public Relations office and graduate school publications office, and inclusion in departmental newsletter.

Web Site

Responsible for maintaining, updating and improving the departmental web site. The site serves multiple crucial functions: As the face we present to the world both within Tufts and beyond; as a vital recruiting tool for prospective graduate students, majors, and faculty; and as a resource for current students and faculty. It is vital that it be kept up-to-date in its content , structure and appearance, that it provide the information necessary to all groups of users, that it be easy to navigate, and that it be visually appealing.