

## 2.2 Administrative Offices

Most of the general administrative units of the Department of Physics are housed on the fifth level of PMA. Shops are generally on the third level of PMA. The following is a list of the areas of responsibility for each unit and the staff and their location. There are often problems or questions that do not fit neatly into a particular niche. For cases like this, it is most efficient to ask either Matthew Ervin in the Graduate Office (PMA 7.328) or Eric Hayes Patkowski in the Department's Main Office (PMA 5.208).

### 2.2.1 Chair's Office

The Department Chair, Pablo Laguna, is responsible for teaching assignments. He generally delegates authority for the assignments of TA/AIs to the Graduate Program Coordinator, who works under the Graduate Advisor and GSSC. The Chair is the final authority on departmental administration. He assigns administrative and shop staff, assigns offices, approves budget transactions, and must approve all Requests for Travel Authorization (RTA). The non-academic administrative staff are located on the 5th floor of PMA, their area is being renovated at the time of this writing.

- **Department Chair**  
Professor Pablo Laguna, PMA 5.224, [pablo.laguna@austin.utexas.edu](mailto:pablo.laguna@austin.utexas.edu)
- **Assistant Director for Administration**  
Virginia Hoskins, [voviedo@austin.utexas.edu](mailto:voviedo@austin.utexas.edu)
- **Executive Assistant**  
Maria Tway, [mtway@austin.utexas.edu](mailto:mtway@austin.utexas.edu)

### 2.2.2 Appointments

There are generally two types of appointments for graduate students in the Department: *teaching appointments* with titles such as Teaching Assistant (TA) or Assistant Instructor (AI), and *research appointments* with the most common title in this group being Graduate Research Assistant (GRA). (Please, bear in mind that the University itself makes a series of more complex distinctions). Details of the job duties associated with these titles will be discussed elsewhere (see: Section 4.2). Depending on the nature of the appointment, the administrative processes are handled differently. TA and AI appointments in the Department of Physics are handled in two offices. Matthew Ervin, the Graduate Program Coordinator (see: Section 2.2.3) designates an assignment for each student which is then processed as an appointment in the Workday system by Rafael Salazar, Academic-Human Resources Coordinator. The latter also handles research appointments for the whole department. Any problems regarding the nature and time of appointment, benefits, and pay should be referred to this office for TAs, AIs, and GRAs.

- **TA and AI Assignments**  
Matthew Ervin, Graduate Program Administrator, PMA 7.328, [graduate@physics.utexas.edu](mailto:graduate@physics.utexas.edu)
- **TA, AI, and GRA Appointments**  
Rafael Salazar, Academic-Human Resources Coordinator, PMA 7.326, [onboarding@physics.utexas.edu](mailto:onboarding@physics.utexas.edu)
- **Tuition Payments**  
Chris Carpenter, Financial Analyst, [Off-Site], [christopher.carpenter@austin.utexas.edu](mailto:christopher.carpenter@austin.utexas.edu)
- **Human Resources**  
Kathryn A. Riley, Senior Human Resource Coordinator, [hr@physics.utexas.edu](mailto:hr@physics.utexas.edu)

### 2.2.3 Graduate Affairs Office

For all matters concerning graduate students, the Department of Physics' Graduate Affairs Office is the first place to go. The Graduate Studies Committee Chair, Professor Sonia Paban, is in charge of the graduate program's curriculum, evaluating student progress to degree, etc. The Graduate Advisor, Professor John Keto, advises all graduate students on their courses of work and degree requirements. The Graduate Program Coordinator serves as support staff. All graduate students not yet admitted to Ph.D. candidacy (see: Section 3.3.2) and students with special programs or requirements must be advised before registering for any courses.

- **GSC Chair & Associate Chair for Graduate Education**  
Professor Sonia Paban, PMA 9.208A, [paban@physics.utexas.edu](mailto:paban@physics.utexas.edu)
- **Graduate Advisor**

Professor John Keto, PMA 10.315, [keto@physics.utexas.edu](mailto:keto@physics.utexas.edu)

- **Graduate Program Coordinator**  
Matthew Ervin, Graduate Program Administrator, PMA 7.328, [graduate@physics.utexas.edu](mailto:graduate@physics.utexas.edu)
- **Graduate Admissions Coordinator**  
Rafael Salazar, Academic-Human Resources Coordinator, PMA 7.326, [onboarding@physics.utexas.edu](mailto:onboarding@physics.utexas.edu)

### 2.2.4 Undergraduate Affairs Office

The Undergraduate Affairs Office plays a similar role to the Graduate Office. Course scheduling and room reservations are coordinated here. Textbooks for faculty and TA's use in their classes are available here. Undergraduate students with a scheduling problem should be referred here. All course grades, graduate and undergraduate, are handled here. This office also has a compilation of course syllabi and first day handouts (see: Section 5.1.2). All teaching personnel should supply this office with this material and give the times and location of their office hours (see: Section 5.5). The Course Instructor Surveys for all Physics courses are available in the Undergraduate Office for pickup at the end of the semester.

- **Undergraduate Advisor & Associate Chair for Undergraduate Education**  
Professor Greg O. Sitz, PMA 10.313, [gositz@physics.utexas.edu](mailto:gositz@physics.utexas.edu)
- **Associate Chair for Foundational Physics Education**  
Professor John Markert, PMA 13.314, [markert@physics.utexas.edu](mailto:markert@physics.utexas.edu)
- **Undergraduate Program Coordinator**  
Melva J. Harbin, Academic Program Coordinator, PMA 7.326, [ugaffairs@physics.utexas.edu](mailto:ugaffairs@physics.utexas.edu)

### 2.2.5 Purchasing

Purchasing and acquisition of materials and supplies at the University is a complex affair and has to be handled by trained personnel. In the case that you are required to purchase lab equipment or class supplies for a class in which you assist, process your request for class supplies through the Laboratory & Supply Office (Section 2.3.5) and all other purchases for departmental purposes through the Purchasing Office. Purchases for supplies for research centers are handled by each center's administrative office. Graduate students working for individual faculty members on grant support should process purchasing through the Purchasing Office.

- **Purchasing**  
Brant Jangard, Senior Procurement Officer, [purchasing@physics.utexas.edu](mailto:purchasing@physics.utexas.edu)
- **Purchasing & Payment Processing**  
Gloria Martinez, Departmental Buyer, [purchasing@physics.utexas.edu](mailto:purchasing@physics.utexas.edu)

### 2.2.6 Travel

All travel for official departmental & university business must be approved through Dale Campbell. All travel while on appointment in any teaching or research title, whether for personal or for official business, must have prior approval. Requests for Travel Authorization (RTAs) are filed by this office. You must file an RTA for any travel during the period of appointment in any title. This includes time between classes. This includes travel supported by fellowship accounts. If the travel takes place when appointed as Graduate Research Assistant, the Administrator for your research supervisor files the RTA.

- **Travel & Payment Processing**  
Dale R. Campbell, Accountant I, [travel@physics.utexas.edu](mailto:travel@physics.utexas.edu)  
Gloria Martinez, Departmental Buyer, [travel@physics.utexas.edu](mailto:travel@physics.utexas.edu)

### 2.2.7 Mail & Package Delivery

US mail, campus mail, and packages are delivered to the Department daily. The correct mailing address is:

Name of Recipient  
Department of Physics  
The University of Texas at Austin  
2515 Speedway, C1600  
Austin, TX 78712-1192

This address also works for UPS, Federal Express, and Airborne and may require an additional physical building address of 2515 Speedway. The address for campus mail is:

Name of Recipient  
Department of Physics  
Campus Mail C1600

Graduate student mailboxes are located in the hall on the south wall of the fifth level of PMA between the Graduate Office and the Undergraduate Office. Package delivery and pickup is in PMA 5.208. Campus mail and US mail that is processed by the University is for *official business only*. Personal mail and packages of all kinds should be sent to your local home address. Personal mail cannot be sent through University mail but must be placed in mailboxes on the street outside the building.

- **Mail & Package Delivery**

Eric Hayes Patkowski, Administrative Associate, PMA 5.208, [PhysicsABS@physics.utexas.edu](mailto:PhysicsABS@physics.utexas.edu)

### **2.2.8 Office Assignments**

Because graduate student demand for office space exceeds availability, all graduate student office assignments are made in the following priority: Graduate Research Assistants, Teaching Assistants with laboratory or discussion section teaching assignments, Teaching Assistants with grader assignments. In almost all cases, graduate students share an office space and are assigned a desk. In some cases, graduate students share a desk. Assignments are made by Ben Costello in the Laboratory and Supply Office on the 8th floor of PMA (see Section 2.3.5). Assignments are approved by the departmental Space Committee (see Section 2.1.6).

- **Office Assignments**

Ben Costello, Project Specialist, PMA 8.306, [costello@utexas.edu](mailto:costello@utexas.edu)

### **2.2.9 Clerical, Fax, and Copying Services**

Standard office support such as test preparation, special typing, fax machine (512) 471-9637, copying facilities, and web support are provided. Allow at least two days for copying of quizzes during the semester and at least five days (or more) for copying of final exams and mid-terms. Copying machines are available and can be used for official purposes. Preparation of the calendar of events is also carried out in this office. All events for the calendar should be submitted to Eric Hayes Patkowski by Thursday of the week prior to the event. Room reservations for events should be made through Eric as soon as you become aware of the need. Events scheduled by Eric include: qualifying exams, dissertation defenses, and guest lectures.

- **Copying, Web Support, & Calendar Coordination**

Eric Hayes Patkowski, Administrative Associate, PMA 5.208, [PhysicsABS@physics.utexas.edu](mailto:PhysicsABS@physics.utexas.edu)