

## 2.2 Administrative Offices

Department of Physics administrative teams are located in the PMA 5.200 suite. Machine and Cryogenic Shops are located on the third floor of PMA. The following is a list of responsibilities for each broad class of administrative tasks and the people who perform them. There are often problems or questions that do not fit neatly into a particular niche. For cases like these, 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. The Chair generally delegates authority for the assignments of TAs/AIs to the Graduate Program Coordinator, who works under the Graduate Advisor and the GSSC Chair. The Department Chair is the final authority on departmental administration. Additionally, the role of the Department Chair includes oversight of the following: department governance; faculty recruitment/promotion & tenure/evaluation; program development; student and faculty retention; communication within the department, with university offices, and with external audiences; management of finances and staff; and facility management of spaces.

- **Department Chair**  
Professor Pablo Laguna, PMA 5.226, [pablo.laguna@austin.utexas.edu](mailto:pablo.laguna@austin.utexas.edu)
- **Assistant Director for Administration**  
Virginia Hoskins, PMA 5.216, [voviedo@austin.utexas.edu](mailto:voviedo@austin.utexas.edu)
- **Executive Assistant**  
TBD

### 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). The Physics Human Resource Team processes all department assignments in Workday. Questions regarding the nature of your assignment or tuition should be directed to Matt Ervin. Questions related to pay or benefits should be sent to [hr@physics.utexas.edu](mailto:hr@physics.utexas.edu). A great deal of useful information regarding Human Resources, Benefits, and Pay is located on our website under [Physics Human Resources Guidance](#).

- **TA Assignments, Explaining Tuition**  
Matthew Ervin, Graduate Program Administrator, PMA 7.328, [graduate@physics.utexas.edu](mailto:graduate@physics.utexas.edu)
- **Processing Tuition Payments**  
Chris Carpenter, [financials@physics.utexas.edu](mailto:financials@physics.utexas.edu)
- **Human Resources, Assignment Processing, Benefits Questions**  
Kathryn A. Riley, Sr. Human Resource Coordinator  
Jeannie Peery, Human Resource Representative  
Email: [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 Richard Fitzpatrick, advises all graduate students on their courses 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 every semester.

- **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 Richard Fitzpatrick, PMA 11.324, [rfitzp@utexas.edu](mailto:rfitzp@utexas.edu)

- **Assistance 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)

#### 2.2.4 Undergraduate Affairs Office

The Undergraduate Affairs Office plays a similar role to that of the Graduate Affairs 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. All teaching personnel should supply this office with their office hours (see: Section 5.5). The Course Instructor Surveys for all Physics courses are ordered by this office as well.

- **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 Coordinators**  
Jonathan Pereira and Melva J. Harbin, Academic Program Coordinator, PMA 7.326, [ugaffairs@physics.utexas.edu](mailto:ugaffairs@physics.utexas.edu)

#### 2.2.5 Purchasing

The purchasing of materials and supplies at the University is handled by the Department's Purchasing Group. 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 by utilizing the Purchasing Request System. Graduate students should have approval from their supervising faculty member when requesting purchases on grant accounts. A great deal of useful information regarding Purchasing is located on our website under [Physics Purchasing and Payment Guidance](#); all requests are made through the [Purchasing Request System](#).

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

#### 2.2.6 Travel

All travel for official departmental & university business must be submitted utilizing the Request for Travel Authorization (RTA) **prior** to traveling. All travel while employed in any teaching or research title, whether for personal or for official business, must have prior approval. This includes travel during the intersessions and travel paid by any funding source. You must retain copies of **itemized** receipts for reimbursement. You are responsible for scanning all receipts and uploading them into the Travel Reimbursement Request System upon return from travel. All travelers are responsible for following the procedures found on the [Physics Travel website](#).

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

#### 2.2.7 Mail & Package Delivery

U.S. 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 Graduate Lounge. Package delivery and pickup is in PMA 5.202C. Campus mail and U.S. 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 located on the street outside the building (on Dean Keeton Street).

- **Mail & Package Delivery**  
Eric Hayes Patkowski, Administrative Associate, PMA 5.204, [PhysicsABS@physics.utexas.edu](mailto:PhysicsABS@physics.utexas.edu)

### 2.2.8 Office Assignments

Although space is limited, all students have office space provided either by their Research Supervisor or by the Department. 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).

- **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 by the Department's Main Office. 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)