

CHEMISTRY COMMITTEE ASSIGNMENTS AND CHARGES – 2020-2021

Committees are listed alphabetically; please find your assignments with Ctrl-F and your name. Committees should plan their work to make needed presentations at faculty meetings in a timely fashion, as needed. Upon consultation with their committees, committee chairs should formulate their year plan. Charges defined here constitute “front-burner” issues. Additional requests may be put before the committees throughout the academic year as circumstances dictate. Charges are not intended to be comprehensive; committee chairs and their committees are strongly encouraged to suggest additional action items to the chair and faculty. Chair’s long-range goal is to continue to decentralize work flow in the department. I plan to work to direct as many items as possible coming across the chair’s desk into the appropriate committees for fast and focused actions by the appropriate committees

Accounting User Group

Roster

Laura Yurco (Chair)
Karen Holmes
John Gorman
Regina D’Uva
Emily Harrison (Waters lab)
Patrick Irving (Weeks lab)
Austin Miller (Alexanian lab)
Vince Pistrutto (Nicewicz lab)

- Proactively bridge the gap between system users and policies/procedures surrounding purchasing (i.e.: p-card, ePro, invoices, reimbursements, travel, iLabs) and use of chartfield string.
- Find best mechanism for communicating information broadly.

Awards

Roster

Michel Gagne (Chair)
Mark Schoenfisch
Jeffrey Johnson
Sergei Sheiko

- Spearhead nominations for faculty awards at the national, state, local, and university levels.

BBSP Exec and Grad Recruiting Committee Representative

Dorothy Erie

Chair’s Advisory

Roster

Laura Yurco (Chair)
Jeffrey Johnson
Donnyell Batts
Karen Holmes
Ralph House
Nancy Ray
Randy Simmons
Alice Zhao

- Advise Chair on Department-wide issues

Colloquium Committee

Roster

Abby Knight (Chair)
Jeffery Dick
Kevin Weeks
Sergei Sheiko
Marcey Waters
Zhiyue Lu

- In the fall semester, assemble a broadly appealing, dynamic, and diverse Departmental Colloquium Series for academic year 2020-2021. *The Slayton Evans lecture is under the purview of the Diversity Committee.*
- With the administrative team, coordinate the 2020-2021 colloquia.

Communication Committee

Roster

Alice Zhao (Chair)
Anna Curtis
Chiung-Wei Huang
Matt Verber
Marcey Waters
Laura Yurco
Alex Zhukhovitskiy

- *Provide insight and advice on how communication occurs in all facets of the department*
- *Optimize communication efforts for the department.*

Core Laboratories

Faculty Executive Director of Research Cores, College of Arts and Sciences: James Cahoon

- The Faculty Exec Director is responsible for the strategic vision of the College Core laboratories and works with each subcommittee to implement that vision
- The subcommittees and the Exec Director implement priorities of the strategic plan related to core laboratories.

NMR Roster

Marc ter Horst (chair)
Gary Pielak
Sidney Wilkerson Hill
Frank Leibfarth
Kathleen Nevins
Jacob Robins
James Cahoon (*ex officio*)
Ralph House (*ex officio*)

Mass Spectrometry/Catalysis Roster

Brandie Ehrmann (chair)
Diane Weatherspoon
Matthew Lockett
Mike Gagne
Jeff Aube
Leslie Hicks
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Hannah Ferguson-Johns
James Cahoon (*ex officio*)
Ralph House (*ex officio*)

X-ray Roster

Josh Chen (chair)
Alex Miller
Jeffrey Johnson
Quinton Bruch
James Cahoon (*ex officio*)
Ralph House (*ex officio*)

Electronics Roster

Collin Mckinney (chair)
Matthew Verber
Regent Joubert
John Papanikolas
Jeffrey Dick
Gerald Meyer
Nita Eskew
Marcus Reis
James Cahoon (*ex officio*)
Ralph House (*ex officio*)

- Meet at least quarterly to review core financial reports, usage, and make recommendations on future directions related to hiring, rate revisions, and core research and teaching activities
- Advise the Chair's office on major instrumentation needs, including acquisition and major repair, by working through and completing an instrument sustainability plan.
- Work with each Core Director to identify high-probability funding opportunities that satisfy instrumentation and service needs of the department and broader university such as NSF Major Research Instrumentation and NIH Shared Instrumentation Grants
- Serve as the departmental interface with each Core Advisory Committee

Diversity

Roster

Jerry Meyer (Vice Chair for Diversity)
Dorothy Erie
Alex Miller
Brian Hogan
Matthew Lockett
Frank Leibfarth
Carribeth Bliem
Nita Eskew
D'Angelo Best
Alice Zhao
Kelsey Kean (postdoctoral associate)
Tayliz Rodriguez (graduate student)
Hannah Starr (graduate student)

- Maintain a Diversity Strategic Plan/Roadmap to guide all aspects of diversity within the department at the undergraduate, graduate, postdoctoral, faculty and staff levels.
- Identify diversity-related training and education opportunities for departmental personnel.
- Integrate the department's strategic plan and actively seek opportunities to meet the department's hiring needs through the Provost's VITAE Program.
- Develop and codify faculty search and graduate admissions SOP's to maximize our success rate in recruiting diverse faculty and graduate students.
- Lead NSF REU grant and submit renewal.
- The Diversity Committee is in charge of all aspects of the Slayton Evans Lecture.

Education

Roster

Brian Hogan (Vice Chair of Education)
Mike Crimmins
Nita Eskew
Carribeth Bliem
Domenic Tiani
Thomas Freeman
Scott Warren
Matt Redinbo
Josh Beaver
Calvin Grant

- Coordinate peer reviews for teaching and junior faculty.
- Extend successful section coordination model from Chem 101/102 & 261/262 into other multi-section courses.
- Develop mentoring program for teaching faculty.
- Oversee successful piloting and implementation of CURES, with an eye toward increased faculty engagement; act as a point of contact for Sr. Associate Dean for Undergraduate Education. Education Committee is the lead on this, but interfaces with Undergraduate Studies as needed. All CURE proposals are to be vetted for approval by the Education Committee.
- Develop strategy/roadmap for creating a departmental chem ed research program.
- The VCE, together with the DUS, advises the department chair on teaching assignments.

EOC Representative

Marcey Waters

- Act as point of contact for any Equal Opportunity and Compliance issues.

Executive Committee

Roster

Wei You (chair)
Mark Schoenfisch (A)
Gary Pielak (B)
Mike Gagne (I)
Sergei Sheiko (M)
Marcey Waters (O)
John Papanikolas (P)

- Advise the chair on *ad hoc* issues not otherwise captured in an individual committee charge.
- Serve as the divisional representatives and point-of-contact between each division and the Chair's office.

Faculty Mentoring Committees – please see the appendix at the end of the document

Graduate Committee for Professional Development

Roster

Tayliz Rodriguez (co-chair)
Hannah Ferguson (co-chair)
Brittany Huffman
Aldo Jordan
Jacob Pawlik
Sondrica Goines
Allison Smith
Jeffrey Dick (Faculty advisor)
Abby Knight (Faculty advisor)
Ralph House (ex officio)

- Work with Associate Chair for Research and Faculty Advisors to plan professional development activities for grad students and postdocs
- Interface with Departmental Alumni as student representatives of the department
- Leverage related professional development programs on campus through the Office of the Graduate School, TIBBS, and peer organizations, and plan events that expose Chemistry students and postdocs to those programs
- Develop a one-day Accelerate to Industry (A2i) workshop with assistance from the Associate Chair for Research

Graduate Recruiting Committee

Roster

Simon Meek (Chair)
Joanna Atkin (P)
Bo Li (B)
Jillian Dempsey (I)
Matthew Lockett (A)
Scott Warren (M)
Donnyell Batts
Hawa Keita
Andrew King
Sondrica Goines
Sarah Sutton

- Develop budget, in coordination with Associate Chair for Business Administration, for graduate recruiting activities
- Organize and implement graduate recruiting weekends
- Coordinate with Diversity Committee to maximize efforts to recruit a diverse graduate student body
- Lead and coordinate *ad hoc* recruiting opportunities, including seminars and on-campus visits.

Graduate Studies

Roster

David Nicewicz (Director of Graduate Studies)
Jeffrey Dick (A)
Sidney Wilkerson-Hill (O)
Mike Gagne (I)
Zhiyue Lu (P)/Yosuke Kanai (P)
Alex Zhukovitskiy (M)
Kevin Weeks (B)

- The Graduate Studies Committee evaluates graduate applications and makes admission recommendations to build an excellent, diverse graduate student cohort.
- The Graduate Studies Committee decides on the awarding of graduate fellowships derived from stewarded trust funds. The DGS works with the Associate Chair for Business Administration to determine number and level of fellowship awards based on trust fund levels. The GSC coordinates the recognition ceremony to confer the awards.
- Implementation of the American Chemical Society Individual Development Plan as part of the annual student review
- Develop approaches to implement the prongs of the department's strategic plan dealing with bringing entrepreneurship into the graduate curriculum
- Review and incorporate feedback from graduate student exit survey to bridge gap between faculty and student professional development goals
- Work with Diversity and Recruiting committee to ensure full consideration of diverse applicant pool, including UNC's NSF REU alumni
- Integrate departmental recommendations arising from the external review as they pertain to graduate education. Update web content related to graduate studies for the updated department web site
- The DGS will receive a one-course teaching release.

Institute for Convergent Science/Applied Physical Science Interface Committee

Roster

Sergei Sheiko (chair)
Wei You
Kevin Weeks
Carribeth Bliem
Jim Cahoon
Mike Ramsey
Scott Warren
Ralph House
Ed Samulski (*ex officio*)

- This committee will represent the Department in the planning for the Institute for Convergent Science.
- This committee will interface as needed with the Department of Applied Physical Sciences on matters of, *inter alia*, curricula/teaching, faculty hires and appointments, and space.

International Student Liaison

Danielle Zurcher

- Act as advisor for foreign undergraduates at UNC as study abroad students.

Library/BEAM Liaison

Cindy Schauer

- Interface with library staff and faculty to make recommendations on science library and BEAM issues that affect Department of Chemistry.

Morehead Renovation Committee

Roster

Ralph House (Chair)
Nita Eskew
Domenic Tiani
Alex Miller
J Cohen

- Represent the department in planning for infrastructure and furniture improvements in Morehead Labs
- Interface with construction and the Dean's office on all matters related to the Morehead renovation project and the Lab of the Future
- Begin assembling a roadmap for fund raising to renovate undergraduate teaching labs

Personnel

Roster

Max Berkowitz (Chair)

Joe Templeton

Gary Pielak

- Coordinate post-tenure reviews and provide reports and recommendations to the Department Chairperson on a timely basis in order to meet College deadlines. (Peer teaching evaluations can be obtained from individuals not on the committee.)
- Develop a proposal for consideration by the faculty for “open-source” reporting (for implementation at the time of the annual report) for documenting professional activities for the benefit of all in the department. A secondary benefit would be in advising the chair on any merit-based salary increases.

Safety

Roster

David Lawrence (Chair)

Randy Simmons

Ralph House

Jim Cahoon

Cindy Schauer

Mike Crimmins

Quinton Bruch

Kathleen Nevins

Alex Miller

Cathy Brennan

- Work with the Associate Chair for Research to update departmental policy in response to COVID-19 guidelines
- Work with the Student/Postdoc Joint Safety Team to develop departmental safety initiatives Liaise with EHS, individual research laboratories, and teaching laboratories (including Undergraduate Laboratories Committee) on safety matters that arise in the department.
- Develop a student departure checklist Update, distribute, and post the department’s emergency plan

Social Activities

Roster

Laura Condie (Chair)

Jill Fallin

Gail Harris

Mandy Melton

D’Angelo Best

- Plan, organize, implement and promote social activities for Chemistry personnel (i.e., holiday social gatherings, spring fling, birthdays, etc.) within university and department safety standards during pandemic
- Plan, organize, implement and promote social activities for all Chemistry personnel (i.e., faculty, staff and students) in conjunction with diversity committee, SWELL, and ACGS
- Plan, organize, implement and promote the staff retreat for Chemistry staff

Space Committee

Roster

Wei You (chair)
Joe Templeton
Matt Redinbo
Jeff Johnson
Ralph House
Randy Simmons

- Develop a departmental space plan taking into account personnel changes (impending retirements, projected hires). Make recommendations on *ad hoc* laboratory and office space issues. Insure maximally efficient use of Chemistry space.
- Develop a vision/plan for vacated space
- Prepare the department for a university budget model (Responsibility Centered Management) where the department is charged by the University for space usage.
- Maintain and keep up to date SPOTS (Space Planning and Occupancy Tracking System) inventory
- Liaise as needed with Applied Physical Sciences and Marine Sciences
- Liaise as needed with the Assistant Dean for Facilities Space Resource Planning and Capital Projects

Staff Awards/Recognition Committee

Roster

Laura Yurco (chair)
Laura Condie
Jill Fallin
Marc ter Horst
Carribeth Bliem
Gary Pielak

- Coordinate departmental efforts to recognize outstanding staff accomplishments including the Extra Mile Award and Star Heel Award.
- Assess need for additional departmental awards and outline plan for implementing
- Spearhead nominations for staff awards at college and university levels.

Summer School

Erik Alexanian

- Assemble summer school teaching assignments. Coordinate information on available courses to advisors.

Sustainability Committee

Roster

Kelsey Kean (Chair)
Marcey Waters
Tyler Motley
Hannah Ferguson Johns
Katherine Albanese
Lauren McRae
Jessica Coleman
Mandy Melton
Randy Simmons

- Identify best practices for research and education sustainability and propose recommendations to the Chair
- Explore opportunities to engage departmental personnel in sustainability activities
- Interface between the department and university sustainability office
- Propose and follow-up on the feasibility of infrastructure improvements to departmental facilities, e.g., installing solar cells on departmental buildings

SWELL (Student Wellness)

Leslie Hicks (co-chair)
Alex Miller (co-chair)
Dorothy Erie
Thomas Freeman
Kelsey Kean (post-doc) - AMWISE liaison
David Lawrence
Frank Leibfarth
Kathleen Nevins
Kathleen Riley (grad student) - AMWISE liaison
Paul Soma (grad student)

- Launch SWELL website
- Establish Peer Mentoring Program
- Establish “reinvigorated” graduate student/postdoc lounge
- Coordinate periodic departmental social events (liaise as appropriate with Social Committee)
- Longer term: initiatives supporting student wellness. Areas of interest are building on university resources that involve counseling, ombuds-type mechanisms, and mentoring training for faculty.

Study Abroad

Josh Beaver

- Interface with Study Abroad Office and provide guidance to undergraduate chemistry students considering international studies.
- When applicable, evaluate transfer of credit for study abroad courses and advise students
- Create a record of chemistry majors studying abroad and the courses approved for transfer and specific universities (for future reference)
- Act as point of contact for TASSEP.

Teaching Assistant Oversight

Roster

Nita Eskew (Chair)
Danielle Zurcher
Maribel Borger
Tyler Motley
Donnyell Batts

- Proactively address issues associated with the safe and effective conduct of teaching assistants in the teaching laboratories, investigate issues as they arise, and when appropriate, recommend corrective actions to the Graduate Studies committee.

Tenure Track Faculty Mentoring Committee

Roster

John Papanikolas (Chair)
Erik Alexanian
Jerry Meyer

- Create mentoring committees for all new tenure track faculty members
- Advise mentors on expectations, best practices, and resources
- Annually assess any changes needed for mentoring committees
- Create evergreen documentation (coordinate with Associate Chair for Business Administration) for best practices and resources for tenure track faculty, including those available through the Center for Faculty Excellence (<https://cfe.unc.edu/about/our-services/new-faculty/>)

Undergraduate Laboratories

Roster

Nita Eskew (Chair)
Josh Beaver
Maribel Borger
Thomas Freeman
Abby Knight
Josh Chen
Tyler Motley
Lauren Sticklin
Domenic Tiani

- Create TA assignments for DUS and DGS approval
- Coordinate with Education Committee and instructors on implementation of CUREs
- Implement, evaluate and refine as needed TA training program
- Integrate Core instrumentation in undergrad lab modules

Undergraduate Studies

Roster

Jillian Dempsey (Director of Undergraduate Studies)
Todd Austell (Associate Director of Undergraduate Studies)
Andy Moran
Anna Curtis
John Papanikolas
Danielle Zurcher
Bo Li
Calvin Grant

- The DUS, together with the VCE, advises the department chair on teaching assignments.
- Lead the solicitation and evaluation of all undergraduate awards.
- Coordinate all undergraduate recognition events such as junior/senior banquet, commencement (speaker selection/recruitment, etc.).
- Consider undergraduate curriculum revision requests and bring recommendations to the general faculty.
- Examine the operation/logistics/ evaluation of our burgeoning undergraduate mentor program.
- Point of contact for developing collaborative international curricula (e.g., NUS, King's)
- The Undergraduate Studies Committee decides on undergraduate awards derived from stewarded trust funds. The DUS works with the Associate Chair for Business Administration to determine number and level of fellowship awards based on trust fund levels.
- Coordinate nominations for Tanner graduate teaching awards
- Update web content related to undergraduate studies for the updated department web site
- Respond to any grade appeals received
- Prepares any annual or *ad hoc* reports required from the American Chemical Society, the Dean's Office, or other entities related to Department of Chemistry Undergraduate Studies

Appendix - Faculty Mentoring Committees

Atkin: Erie, Johnson, J Meyer, You

Beaver: Redinbo, Hogan

Bliem: Pielak, Freeman

Curtis: Austell, Atkin

Dick: Schoenfisch, Cahoon, J. Meyer

Eskew: Hogan and Waters

Freeman: Waters, Hogan

Knight: Alexanian, Aubé, Redinbo

Lu: Cahoon, Kanai, Pielak

Leibfarth: You, Redinbo, Nicewicz, Johnson

Tiani: Pielak, Hogan

Wilkerson-Hill: J. Aubé, Alexanian, Waters, Johnson

Zhukhovitskiy: Johnson, Dempsey, Sheiko

Zurcher: Tiani, Crimmins