

CHEMISTRY COMMITTEE ASSIGNMENTS AND CHARGES – 2021-2022

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 requested. 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 Department Chairperson and faculty. The Department Chairperson’s long-range goal is to continue to decentralize work flow in the department. The Department Chairperson plans to work to direct as many items as possible coming across the Department Chairperson’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.
- Focus on review/feedback for updated intranet
- Find best mechanism for communicating information broadly.

Awards

Roster

Michel Gagné (Chair)
 Jeffrey Johnson
 Matt Redinbo

- Spearhead nominations for faculty awards at the national, state, local, and university levels.
- Make recommendations to the Chairperson in response to nomination solicitations from the College Awards Committee

BBSP Exec and Grad Recruiting Committee Representative

Dorothy Erie

Chair’s Advisory

Roster

Wei You (Chair)
 Jim Cahoon (Cores)
 Jillian Dempsey (DUS)
 Nita Eskew (DEI/UG Labs)
 Leslie Hicks (SWELL)
 Brian Hogan (Education)
 Ralph House (Research)
 Alex Miller (DGS)

Kathleen Nevins (SWELL)
Marcey Waters (DEI)
Laura Yurco (Administration)

- Advise Chair's Office on Department-wide issues.
- Advise Chair on priorities for department strategic plan
- Meet twice per semester to report on status of Committee directives and identify areas for collaboration

Colloquium Committee

Roster

Abby Knight (Chair)
Jeffrey Dick
Yosuke Kanai
Kevin Weeks

- Provide mentorship and guidance for the student colloquium committee
- In collaboration with the student colloquium committee, assemble a broadly appealing, dynamic, and diverse Departmental Colloquium Series for academic year 2022-2023 during the 2021 Fall Semester. The Slayton Evans lecture is under the purview of the Diversity, Equity and Inclusion Committee.
- With the administrative team, coordinate the 2021-2022 colloquia.

Diversity, Equity and Inclusion (DEI)

Roster

Nita Eskew (Co-Vice Chair for DEI)
Marcey Waters (Co-Vice Chair for DEI)
Jerry Meyer (*ex officio*)
Leslie Hicks (*ex officio*)
Carribeth Bliem
Dorothy Erie
Thomas Freeman
Austin Geer (Undergraduate rep)
Gail Harris
Hawa Keita (graduate student rep at-large) Frank Leibfarth
Kasha Lim (post-doc rep)
Matthew Lockett
Taylitz Rodriguez (AM-WISE rep)
Juhi Salunke (Undergraduate rep)
Marc ter Horst

- 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.
- Lead all aspects of the Slayton Evans Lecture.

Division Lead

Roster

Wei You (chair)
Mark Schoenfisch (A)
Gary Pielak (B)
Mike Gagné (I)
Sergei Sheiko (M)
David Nicewicz (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.

Education

Roster

Brian Hogan (Vice Chair of Education)
Domenic Tiani
Josh Beaver
Maribel Borger
Gary Pielak

- 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.
- Develop strategy/roadmap for creating a departmental chemical research program.
- The VCE, together with the DUS, advises the Chairperson on teaching assignments.

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

Graduate Studies

Roster

Alex Miller (Director of Graduate Studies)

- Work with the Chairperson to set committee goals.
- Organize all committee meetings and assign leads to particular tasks.
- Act as main point of contact for graduate student questions and inquiries.
- Sign-off on final admissions decisions.
- Act as main point of communication with the Chairperson and Graduate School on all graduate student issues.
- Handle reinstatement cases.

Advising and Education Subcommittee

Michel Gagné (I) - lead
Bo Li (B)
Andrey Dobrynin (M)
Matt Lockett (A)
Sidney Wilkerson-Hill (O)
Joana Atkin (P)
Donnyell Batts
GS members (Keita, King, Goines, Sutton)

- Proficiency Exams (every July)
- Graduate Fellowship selection process (every July/August)
- Graduate Orientation (every August)
- Advising first year graduate students (every August)
- Graduate Student Annual Evaluations / IDP (every December)
- Morrison Summer Research Fellowships (every April)
- Reviewing PhD Program Reinstatement Petitions (rolling)
- Discuss Current PhD Requirements and Consider Revisions
- Graduate curriculum (no timeline)
- Revise and disseminate graduate student handbook as a centralized resource for the Department to understand policies, including overhaul of graduate section of departmental website
- Review course enrollment strategies (basically we should be encouraging students to audit classes in second year)
- Consider a unified process for joining a group now (currently each division has different rules and processes which is causing issues)
- Work closely with SWELL and DEI committees to identify common areas and work together (avoid overlap)

Admissions and Recruiting Subcommittee

Jeffrey Dick (A) - lead

Liz Brunk (B)

Scott Warren (M) — hard materials and experimental physical

Alex Zhukhovitskiy (I) — Soft materials and inorganic

Simon Meek (O)

Zhiyue Lu (P)

Donnyell Batts

GS members (Keita, King, Goines, Sutton)

- Graduate Admissions (every December)
- Admissions Incentives (every January)
- Admissions Fellowships (every January)
- Develop budget, in coordination with Associate Chair for Business Administration, for graduate recruiting activities (every Fall)
- Organize and implement graduate recruiting weekends (every Feb/March)
- Coordinate with DEI Committee to maximize efforts to recruit a diverse graduate student body
- Lead and coordinate ad hoc recruiting opportunities, including seminars and on-campus visits
- Analyze the applicant pool and incoming classes to try and understand how the Department can recruit excellent and diverse classes

Library/BEAM Liaison

Bo Li

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

NMR Committee

Roster

Marc ter Horst (chair)

Gary Pielak

Sidney Wilkerson Hill

Frank Leibfarth

Will Hearne

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James Cahoon (*ex officio*)
Ralph House (*ex officio*)

Outreach

Roster

Calvin Grant (Chair)
Todd Austell
Josh Chen
Laura Condie
Ralph House
Lauren McRae
Sarah Sutton
Diane Weatherspoon
Laura Yurco
Alex Zhukhovitskiy

- Proactively seek community engagement and outreach activities that engage departmental volunteers in outreach
- Develop new demos that cater to K-12 learning objectives
- Initiate a broader university effort that brings together stakeholders from different departments and schools to leverage diverse expertise and identify new outreach opportunities
- Coordinate and support K-12 departmental visits
- Identify and pursue funding opportunities related to community engagement and outreach
- Work with the DEI Committee to identify collaborative opportunities to engage under-represented students

Personnel

Roster

Gary Pielak (Chair)
Joe Templeton
Andrey Dobrynin

- Upon request, facilitate the Department Chairperson in coordinating ad hoc committee assignment for faculty reappointment, tenure, and promotion
- 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)
Alex Miller
Abby Knight
Jeffrey Dick
Joanna Atkin
Hannah Starr
Randy Simmons
Sarah Johnson (EHS)
Ralph House

- 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)
Misty Caffey
Josh Chen
Jill Fallin
Mandy Melton

- Plan, organize, implement and promote social activities for all Chemistry personnel (i.e., holiday social gatherings, spring fling, birthdays, etc.) within university and department safety standards and policies
- Plan, organize, implement and promote social activities for all Chemistry personnel (i.e., faculty, staff and students) in conjunction with DEI 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
Jeffrey Johnson
Ralph House
Randy Simmons

- Advise the Chair's Office on departmental space-related concerns as needed

Staff Awards/Recognition Committee

Roster

Laura Yurco (chair)
Brandie Ehrmann
Carribeth Bliem
Gary Pielak
Fred Young

- 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

Tyler Motley (co-Chair)
Lauren McRae (co-Chair)
Jason Surratt
Erin Kober
Eliza Neidhart
Hanne Henriksen
Kelsey Kean
Jessica Coleman
Mandy Melton
Randy Simmons

- Identify best practices for research and education sustainability and propose recommendations to the Department Chairperson
- 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)

Roster

Leslie Hicks (co-chair)
Kathleen Nevins (co-chair)
Jeff Aubé
Dorothy Erie
Thomas Freeman
Kelsey Kean (post-doc) – AM-WISE liaison
David Lawrence
Frank Leibfarth
Kathleen Riley (grad student) – AM-WISE liaison

- Engage in 1:1 Meetings with Students on an as needed basis; follow-up on areas of concern where appropriate
- Coordinate initiatives supporting student wellness including University resources that involve counseling, coaching, ombuds-type mechanisms
- Monitor and maintain SWELL website, SWELL gmail account, anonymous concerns/complaints
- Coordinate SWELL emergency fund requests
- Coordinate Peer Mentoring Program with AM-WISE and the Faculty Mentoring Program
- Maintain “reinvigorated” graduate student/postdoc lounge
- Coordinate periodic departmental social events (liaise as appropriate with Social Committee)

Study Abroad

Roster

Josh Beaver
Danielle Zurcher

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

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 Studies

Roster

Jillian Dempsey (Director of Undergraduate Studies)
Todd Austell (Associate Director of Undergraduate Studies)
Brian Hogan (Vice Chair of Education)
Nita Eskew
Jill Fallin
Carribeth Bliem
Danielle Zurcher
Anna Curtis
Scott Warren
Gary Pielak
Kevin Weeks
Yosuke Kanai

*items in black are recurring responsibilities, *items in blue are initiatives to launch for 2021-2022*

General Responsibilities for the DUS

- Together with the VCE advise the Department Chairperson on teaching assignments
- Ensure we are fulfilling commitments to the honors college, provide honors college with list of sections annually
- Together with the Director of Undergraduate Laboratories, manage assignments of and contracts for teaching assistants for laboratory, recitation, and other assignments
- Serve as a point of contact for the university on matters related to undergraduate education (College of Arts & Sciences, Office of Institutional Research and Assessment, Office of Undergraduate Curricula, etc.) and participate in university-wide DUS meetings
- Approve and oversee undergraduate research (Chem 395) across college
- Prepare 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
- Educate faculty about university requirements for syllabi
- Serve as point of contact for students and other undergraduate education stakeholders

General Responsibilities for the Associate DUS

- Approve transfer credits

- Manage pre-req. waivers for gateway course (consulting with instructors)
- Answer curriculum questions
- Chem Major career fair & internship fair
- Interface with high school students and arrange recruiting activities

(A). Student Support & Recognition

DUS

- Work with Associate Chair for Business Administration to determine number and level of research fellowships and awards based on trust fund levels, solicit award nominations for these and ACS Student awards, and work with student services to prepare nomination packages for review by the committee. Upon selection of the awardees, works with the Department Communications Specialist to have award winners recognized in chemistry media.
- Solicit honors thesis applications and work with student services for review
- Organizes assignments of thesis committees
- Participate in sub-committee

Sub-Committee for Student Support & Recognition (Weeks, Grant, Kanai*) *denoted as Chair of sub-committee

- Work with DEI committee to enhance access to research for all undergraduates
- Strategize to enhance a positive student experience across the chemistry curriculum
- Build a rubric for committees to evaluate honors thesis presentations and honors theses.
- Review committee evaluations and assigns highest honors to deserving students.
- Coordinate undergraduate recognition events such as junior/senior banquet, commencement (speaker selection/recruitment, etc.), and chem majors BBQ.
- Coordinate nominations for Tanner graduate teaching awards
- Coordinate nominations for departmental TA awards

All US committee members

- Evaluate nominations for all undergraduate awards and research fellowships and TA awards
- Review and approve applications for undergraduate honors thesis and help suggest committee compositions
- Serve on honors thesis committees.

(B). Curriculum

DUS

- Coordinate conversion of chemistry undergraduate curriculum to new college-based IDEAs in Action Curriculum
- Evaluate feasibility and curriculum of a Chem 100 course—investigate college resources for post-pandemic support to do so
- Critically evaluate how our curriculum and course structure supports learning for students from diverse backgrounds.
- Update web content related to undergraduate studies for the updated department web site
- Review annual course catalog changes for the undergraduate bulletin
- Coordinate the UNC BEST program for chemistry majors
- Bring course proposals and curriculum change recommendations to department, submit to college
- Point of contact for developing collaborative international curricula (e.g., NUS, King's)
- Participate in sub-committee and assist in executing initiatives

Sub-committee for curriculum (Warren, Curtis, Eskew, Austell, Zurcher*) *denoted as Chair of sub-committee

- Oversee and evaluate the development and rollout of recitations for large lecture courses
- Oversee section coordination model from Chem 101/102/261/262 and strategize extension to other multi-section courses
- Consider changes to BA requirements and minor requirements
- Evaluate streamlining service courses for biology, APS, pre-med students by removing barriers

- Evaluate content distribution between Chem 101 and 102, restructure as needed
- Review laboratory curriculum

All US committee members

- Evaluate curriculum changes for IDEAs in Action
- Evaluate proposals for all new courses, including First Year Seminars
- Evaluate undergraduate curriculum revision requests

(C). Instruction

DUS

- Lead the development of formal mentoring program for graduate students and postdocs who serve as instructor on record
- Lead the development of assessment strategies for large gateway courses
- Manage operation/logistics/ evaluation of our undergraduate mentor program, including administration of Educ150.
- Respond to any grade appeals received
- Participate in sub-committee and assist in executing initiatives

Sub-committee for instruction (Pielak, Bliem, Hogan*) *denoted as Chair of sub-committee

- Develop formal mentoring program for graduate students and postdocs who serve as instructor on record
- Develop a structure to assess student achievement of learning objectives in large gateway courses
- Proactively address issues associated with the safe and effective conduct of teaching assistants in the teaching laboratories or recitations, investigate issues as they arise, and when appropriate recommend corrective actions to the Grad studies Committee
- Implement, evaluate, and refine TA training program for laboratory and recitation courses

All US committee members

- Evaluate ad hoc instructors on a semesterly basis as assigned

Appendix - Faculty Mentoring Committees

Atkin: Erie, Johnson, Meyer, You

Beaver: Redinbo, Hogan

Bliem: Pielak, Freeman

Curtis: Austell, Atkin

Dick: Schoenfisch, Cahoon, Meyer

Eskew: Hogan, Waters

Freeman: Waters, Hogan

Knight: Alexanian, Aubé, Redinbo

Lu: Cahoon, Kanai, Pielak

Leibfarth: Redinbo, Nicewicz, Johnson

Tiani: Pielak, Hogan

Wilkerson-Hill: Aubé, Alexanian, Waters, Johnson

Zhukhovitskiy: Johnson, Dempsey, Sheiko

Zurcher: Tiani, Meek