

Associate Department Chair for Education

1. Oversee and coordinate all activities related to the undergraduate and graduate education programs
2. Ex-officio member of Graduate Education Committee, Graduate Recruiting Committee, Undergraduate Committee, Executive Committee, and Freshman Chemistry Committee
3. Interface with College of Science and University Graduate School on matters related to education programs
4. Supervise staff personnel involved with all teaching laboratories, lecture preparation, records dissemination/storage, course registration, and student communication concerning admission and scholarships.
5. Co-ordinate graduate student GTA, GRA assignments with help of CFO.
6. Co-ordinate faculty teaching assignments with input from interest groups.
7. Co-ordinate GTA teaching assignments with input from faculty in charge of labs.

Associate Department Chair for Administration

1. Coordinate the safety effort of the Department. Oversee the instruction of faculty, staff, and students on matters of safety practices, University and government regulations, and departmental procedures. Supervise the Safety Officer. Ex-Officio member of Department Safety Committee
2. Facilitate Davidson, Hahn, and new Chemistry-Physics Building Maintenance/Renovation/Construction.
3. Interact in behalf of the Department with Physical Plant, Physics Machine Shop, CNS and distant learning/FDI/CEUT, and other VA Tech agencies.
4. Report to the Department Chair and attend Executive Committee meetings as a nonvoting member.
5. Coordinate administration of Service Centers and related activities located in the Department and supervise personnel therein: Surface Analysis, Analytical Services, Electronics Shop, Stockroom, and Glass Shop. Chair the New Instrument Committee. Acquire and edit annual reports of all service centers and provide these to the Executive Committee and the CFO at the appropriate times with recommendations.
6. Link with departmental Advisory Council by providing minutes, information, and administrative matters.
7. Supervise staff to accomplish personnel and facility maintenance functions.

Chief Financial Officer

1. Prepare Department E&G operating budget and maintain critical oversight of all income and disbursements
2. Provide support for proposal budget preparation, cost sharing negotiations, equipment procurement and inventory, grant monitoring, and project close-out.
3. Oversee income and disbursements of departmental service centers and mobile chemistry laboratory.
4. Provide research administrative support for Center activity within the Department such as the Materials Institute and Peters Center.
5. Supervise staff that deal with financial and personnel appointment matters
6. Administer funds in the Virginia Tech Foundation for Department and faculty accounts
7. Coordinate graduate student support with research advisors and Associate Department Chair for Education
8. Gather grant and contract funding information and disseminate it to the faculty.
9. Attend Executive Committee meetings as a nonvoting member.