

Department of Physics
Administrative Activities Review (AAR)
9/27/2018

- I. Basic Facts and Description of the Administrative Unit
 - a. **Mission and Goals:** The administrative staff of the Department of Physics supports students and faculties in undergraduate (BS) and graduate (MS) programs in Physics as well as general education classes for non-majors. The staff supports short- and long-term goals related to serving these student populations
 - b. **Services:** The administrative components of the Department of Physics consist of a Chair, a Departmental Coordinator (a faculty member), one Administrative Assistant, and a Research and Instructional Support Manager. The Chair and Department Coordinator both receive a stipend for their work, while the Administrative Assistant and the Research and Instructional Support Manager are both salaried positions.
 1. The AY17-18 work effort of the Chair is currently split between the Departments of Chemistry and Physics; the split is approximately 75%/25% in favor of chemistry due to the size of the chemistry department and its facilities. The Chair meets regularly with the full time faculty members to discuss immediate and regular departmental issues as well as short and long term goals. The Chair also meets with students and addresses student complaints, addresses concerns of the faculty and student body, manages the budget of the chemistry department, oversees the graduate program, answers inquiries from parents and prospective students, and attends to other administrative matters related to the unit.
 2. The work effort of the department coordinator is focused on the day-to-day administrative aspects of the department, including designating teaching loads, managing the graduate assistants, organizing the faculty meetings, managing scholarships and awards, and addressing concerns of the student population.
 3. Work effort for the administrative assistant clerical, and includes activities such as PeopleSoft reports, scheduling, PAFs, communications, budget, TAAR preparation, and PO processing. The administrative assistant also deals with the day-to-day management of the department, including both

faculty and student needs, and manages any student assistants in the physics office.

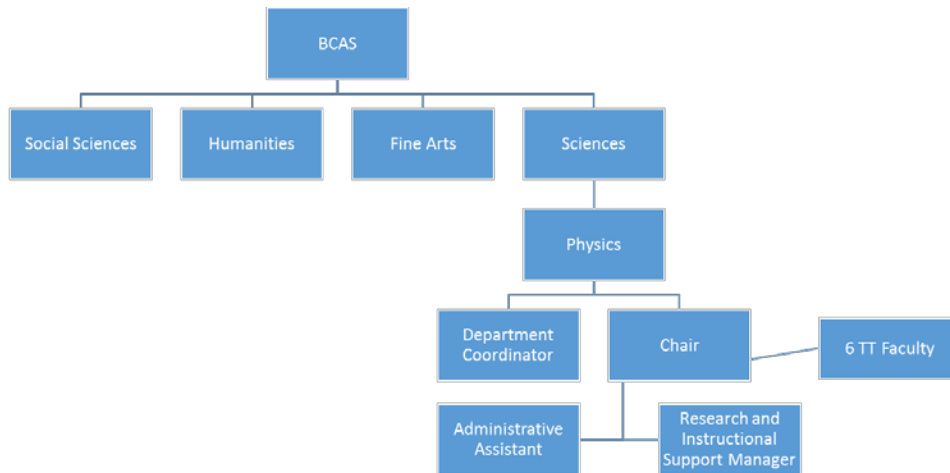
4. The work effort of the Research and Instructional Support Manager is to prepare and break down all of the laboratories in the department; there has been a significant increase in service teaching labs with the rise of enrolment in STEM disciplines as well as engineering majors. The Manager also oversees the graduate assistants for the labs, maintains and repairs department equipment, updates and maintains computer resources, makes purchases for the department, and manages building and facility issues.
- **Critical Partners:** The Department of Physics works most closely with Chemistry and the College of Engineering. Physics faculty will teach physical chemistry classes as joint title faculty, and have a small chemical physics Ph.D. program
 - **Customers:** The administrative staff support the six TT faculty members in the department. In addition, they perform administrative tasks associated with the small number of physics majors, master's degree students, and large number of service teaching students.
 - **Key Performance Analysis:** The chart below shows the number of majors and master's degree students produced over the past five years. The graduate program has been reduced significantly due to the loss of graduate student funding. Service teaching and general education are important parts of the department's function, with more than 1000 students taking introductory level physics courses each year.

IR Data	AY 2014	AY 2015	AY 2016	AY 2017	AY 2018
UG Degrees	7	1	6	2	8
Masters Degrees	2	5	11	7	9

- **Brief Assessment.** Loss of graduate student TA funding means that graduate students from other departments, such as CPSPE, are required to meet the teaching needs of the laboratory classes. It has been difficult to find qualified graduate students to fill this need, which limits the number of lab sections that can be provided by the Department of Physics.

d. Resources:

- Personnel:** The Department of Physics Personnel are described above and in the organizational chart below. Only two of the administrative personnel are full time; the chair and the department coordinator positions are supported by stipends.



- Financials:** The major salary expenditures are shown below including the overall budget and the salary contributions for faculty and administrative staff. The staff salaries are low due to the fact that the chair and the department coordinator receive stipends for their work, and only two personnel are full time staff/administrators in the Department of Physics.

<i>Operating Budget - 201160</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
	\$1250662.55	\$1157476.27	\$1135381.79	\$1009603.62	\$1074463.03	\$99812.49
Faculty/PT Salaries	\$717977.42	\$683177	\$664576	\$585927	\$626624	\$572415
Faculty Summer Salaries	\$47464	\$36328	\$42520	\$39660	\$45588	\$43740
Staff Salaries	\$84931.84	\$83009.04	\$82544	\$83466.46	\$85882.38	\$85566.66

- Equipment and Technology:** The department maintains several pieces of equipment for faculty research and teaching purposes, including electron tunneling spectroscopy, scanning probe microscopy (SPM), resonance

spectrometers, infrared spectroscopy spectrometers, as well as ultra-high vacuum (UHV) Auger Electron Spectroscopy (AES), and X-Ray Photoelectron Spectroscopy (XPS) devices.

- **Space:** The administrators and staff in the Department of Physics have ample office space in Ayer Hall.

II. Future Plans

- a. **Potential Changes:** The department underwent a significant change with the loss of funding for physics masters students. The lack of funding calls into question the future of graduate instruction in physics at the University. Also, a reliable source of lab teaching, either through GAs from other departments or part time instructors, needs to be established for the department to continue to provide service teaching.
- b. **Trends:** The employment outlook and graduate school options for physics majors continues to be good. However, as in other state and private institutions, the number of physics majors remains small. One area of demand is physics minor degrees; this degree option could be more utilized at the University of Akron.