August 17, 2016

AOSC Committees for Academic Year 2016-17

All committee chairs should plan to report on their committee activities at a faculty meeting at least once per year.

**Admissions & Recruiting**  
**Kleist** (Chair), Hendershot (ex officio), Nigam (ex officio)  
**Charge:** Reply to queries about graduate study in the atmospheric and oceanic sciences. Process applications and select top candidates for admission. In collaboration with the Graduate Director, assign academic and research advisors to prospective graduate students. Determine funding available and make offers to top candidates. Award Fellowships under the control of AOSC in consultation with the awards committee. Recruit new students, with an emphasis on academic excellence and potential for scientific productivity. Improve diversity of student body. For top candidates seek additional support through fellowships and scholarships.

**Alumni Committee**  
**Juying Warner** (Chair), Liang, Nicole Shan, Angie Treacy (ex officio)  
**Charge:** track alumni through an updated directory. Serve as the bridge between the Department and alumni through events, seminars, facebook pages, newsletters, etc. to keep alumni in touch with current department activities.

**APT (both AOSC and CMNS)**  
**Salawitch** (Chair), Cooper (ex officio), Pinker (ex officio)  
**Charge:** Examine requests for Advancement, Promotion, and Tenure (including emeritus requests) in AOSC. Act as first line of evaluation for such requests respecting University deadlines.  
1) Create APT subcommittees and oversee their activities  
**Charge to the APT subcommittees:** Compile dossiers in accordance with University and CMNS regulations (pay particular attention to letters of evaluation). Draft Objective report in conjunction with the candidate. Draft APT report and other related documents. APT Chair organizes/supervises the AOSC APT votes.  
2) Represent the Department on the CMNS APT committee.  
3) In consultation with the Chair, create faculty search committees.  
**Charge to the Search Committees:** Advertise for and recruit outstanding candidates for faculty and staff positions within the Department. Recommend candidates that will enhance the academic and scientific standing of the Department and ESSIC. Seek candidates that will enhance the diversity in the Department and ESSIC. Present findings and recommendations to faculty and Chair.
**Associate Chair/Graduate Director**  **Zhang**

The Associate Chair provides oversight for the academic program. His/her three areas of responsibility are:

1) **Curriculum**
   - Ensure that we have a teaching plan that stretches two semesters ahead which is maintained as a living document on the AOSC website under ‘miscellaneous documents’.
   - Work with the Teaching committee and faculty to improve AOSC teaching performance.

2) **Undergraduate degree program**
   - Meet once a semester with Chair, Undergrad Director and Associate Director to review the undergraduate program, including 'quality of life', course syllabi, admissions and recruitment, etc.

3) **Graduate Degree Program**
   - Act as Director of the Graduate Program. Assign academic and research advisors. Implement policy decisions made by the faculty. Act on student petitions. Ensure that the degree requirements are fulfilled in a timely fashion. Resolve disputes. Participate in the CMNS Graduate Task Force. Oversee information database and survey information on graduate students.
   - Arrange for annual faculty review of graduate student progress in late spring. Work with the faculty to ensure that students working off-campus are making adequate progress and getting adequate advising (this will involve a discussion of what 'adequate progress' should mean).
   - Evaluate the PhD dissertations each semester and make recommendations to improve the quality of the dissertations.
   - Make recommendations for improvement of the qualifying exam process, including the 'fast-track'.
   - Make recommendations for program structural changes to improve graduate student 'quality of life', mutual understanding across sub-disciplines, and reduce 'time to degree'.

He/she coordinates with the Chair through staff meetings once a semester during the academic year.

**Awards**  **Ide** (Chair), Anne Thompson, Bill Lau, Cory Martin, [Zhang and Hendershot handle student awards], Carton (ex officio)

**Charge:** The main charge of this committee is to organize the submission of nominations for national and international awards for faculty. This committee is expected to meet at least once a semester to plan strategy. The committee also makes recommendations for Departmental, foundation, and other awards, but these. Find appropriate outside awards for faculty, staff, and students, and make nominations. This committee is expected to be proactive in identifying and submitting recommendations for awards.
**Burger Fluid Dynamics**    **Kalnay**  
**Charge:** Enhance the campus fluid dynamics program. Coordinate with the Burgers Program to advance fluid dynamics as interdisciplinary science and technology, and recruiting new faculty and students with expertise in these areas.

**Computer**    **Jeff Henrikson** (Chair), Kleist, Zhang, L. Chen, Travis Sluka, (ex officio)  
**Charge:** Evaluate state of computational facilities in Department and recommend enhancements. Develop policy for equitable allocation of computer resources among faculty, staff, and students and among various buildings occupied by AOSC personnel. Modify algorithm for legal and equitable allocation of charges for computer use in AOSC and to support staff in light of A21. Contribute to overseeing and enhancing the Departmental website.

**Center for Scientific Computing and Mathematical Modeling**    **Ide** (Chair), Zhang, Carton, Kalnay  
**Charge:** Enhance the campus applied mathematics program. Coordinate with CSCAMM to use computational methods for solving atmospheric and oceanic problems and recruiting new faculty and students with expertise in these areas.

**Exam**    **Dickerson** (Chair), Lampkin, Hendershot (ex officio)  
**Charge:** Prepare, conduct, and collate grades for comprehensive exams for graduate students with the assistance of the remainder of the faculty. Organize meetings of faculty to evaluate results and conduct oral exams as needed. Report results, in writing, to Chair, faculty, and Graduate Secretary for the record, draft Chair’s letters to students.

**Facilities & Space**    **Sherer** (Chair)  
**Charge:** Keep track of, and inform AOSC of CSS renovations. Evaluate current allocation of office space, lab space, and other facilities to faculty, staff, and students and make assignments as necessary consistent with the AOSC space policy. The committee collaborates with the graduate student government in the assignment of student office space. Coordinate with corresponding ESSIC committee. Acquire outside and University support to enhance space and facilities. Make changes associated with the undergraduate major.

**Library**    **Canfield** (Chair)  
**Charge:** Supervise the Landsberg Library. Coordinate with ESSIC and with the E&PS library.

**Merit Pay**    **Murtugudde** (yr2), Miralles-Wilhelm, Lampkin  
**Charge:** The Merit Pay Committee will evaluate and rank faculty accomplishments based for the most part on research, teaching, service following University regulations. This evaluation and ranking will give significant weight to contributions in research/scholarship/creative activity, teaching, advising and service over the preceding three years. The merit pay committee provides annual feedback to junior faculty.
Seminar  
**Zhanqing Li, Austin Hope, Cooper (ex officio)**

**Charge:** Invite outstanding speakers in diverse subjects of interest. The attendance of students to the seminars is strongly encouraged as a means of exposing them to the recent advances in the Atmospheric and Oceanic Sciences. Distribute information through an email list that includes Institutions and Laboratories of the Washington/Baltimore area, and by a web page that is always up-to-date. Arrange for travel and lunches for speakers (a small budget will be provided). Maintain the seminar website. Chair is normally instructor of record for AOSC818.

Teaching  
**Miralles-Wilhelm (Chair), Zhang, Kaci Thompson, Cooper (ex officio)**

**Charge:** Help the Associate Chair by reviewing teaching evaluations and identifying areas for improvement. Organize classroom visits for all undergraduate and core graduate courses. Work with the Associate Chair to ensure consistency of instruction with syllabi. Explore the potential of hybrid in class/online instruction.
- Submit and follow through on changes to curriculum and Program Curriculum Changes (PCC).

Co-Directors for Undergraduate Studies  
**Canty, Lampkin, Hendershot (ex officio)**

**Charge:** Serve as coordinators of the Undergraduate Program. Implement policy decisions made by the faculty. Act on student petitions. Ensure that the degree requirements are fulfilled in a timely fashion. Resolve disputes. Participate in the CMNS and University committees. Maintain information database and survey information on undergraduate students. Reply to queries about undergraduate study in the atmospheric and oceanic sciences. Normally the responsibilities also encompass the MPS degree program.
- Meet once a semester with Chair, Associate Chair, and Associate Director to review the undergraduate program, including 'quality of life', course syllabi, admissions and recruitment, etc.

AOSC Senator: Eugenia Kalnay