

ADMINISTRATIVE STAFF	PRIMARY RESPONSIBILITIES
Heidi Frank	Career-Line Faculty Reviews
Administrative Manager	Chair's appointments
202 JFB -- 581-5697	Class schedules
<a href="mailto:heidi.frank@utah.edu">heidi.frank@utah.edu</a>	Department correspondence
	Faculty awards
	Faculty meetings
	Faculty searches
	Executive Committee/Policy Board
	Retention, Promotion & Tenure Reviews
	Tenured Faculty Reviews
	Visas (J-1 and H1-B)
Frank Misak	Cosmic Rays group
Administrative Assistant	
227 INSCC -- 581-6628	
<a href="mailto:misak@cosmic.utah.edu">misak@cosmic.utah.edu</a>	
Bryce Nelson	Graduate admissions
Executive Secretary	Graduate student records
201-D JFB -- 581-6861	Graduate student visas (F-1)
<a href="mailto:bryce@physics.utah.edu">bryce@physics.utah.edu</a>	Library
	Scholarships
	Student awards
	Colloquium
Executive Secretary	Defensive driving certification
201-C JFB -- 585-1754	Seminars -- CM, HEAP, UGS
	Textbooks
	Travel
MaryAnn Woolf	Course evaluations
Editorial Assistant	Large courses
205 JFB -- 581-4246	TA assignments
<a href="mailto:woolf@physics.utah.edu">woolf@physics.utah.edu</a>	
Candace Bryan	Conference room reservations
<a href="mailto:u0992792@utah.edu">u0992792@utah.edu</a>	Errands
Logan Draper	Keys
<a href="mailto:Logan.J.Draper@utah.edu">Logan.J.Draper@utah.edu</a>	Mail distribution
Clerk	Permission numbers
201 JFB -- 581-6901	