

	REGULAR FACULTY	AUXILIARY FACULTY	PRIMARY RESPONSIBILITIES
Heidi Frank Administrative Manager 201-C JFB -- 581-5697 heidi@physics.utah.edu	Bromley - Department Chair Jordan Gerton - Associate Chair		Career-Line Faculty Reviews Chair's appointments Class schedules Department correspondence Faculty meetings Faculty searches Policy Board Retention, Promotion & Tenure Reviews Tenured Faculty Reviews Visas (faculty & postdocs)
Kathrine Skollingsberg Public Relations Associate 321 JFB -- 585-0182 kathrine@physics.utah.edu			Advertising print design Conferences Displays Public outreach activities Web design & updates
Frank Misak Administrative Assistant 227 INSCC -- 581-6628 misak@cosmic.utah.edu	Belz Bergman Jui Sokolsky Thomson	AbuZayyad Cady Matthews	Cosmic Rays group
Nancy Kurtzeborn Administrative Assistant 201-A JFB -- 585-1754 nancy@physics.utah.edu	Boehme Dawson DeTar Gondolo Ivans Saffarian Sandick Seth Symko Vardeny Wu Zheng	Bendjennat Brownstein Buehler Lupton Malissa	Defensive driving coordinator HEAP Seminar Library Textbook orders Travel Undergraduate Seminar
Krista Perkins Academic Coordinator 201-D JFB -- 581-6861 krista@physics.utah.edu	Deemyad Deshpande Harris LeBohec Li Mishchenko Pessin Raikh Rogachev Springer Starykh Vershinin Williams	Laicher Worlock	Condensed Matter Seminar Colloquium Graduate admissions Graduate student visas Scholarships Student records
MaryAnn Woolf Editorial Assistant 205 JFB -- 581-4246 woolf@physics.utah.edu	Ailion Cassiday DeFord	Ingebretsen Pantziris Stone	Common Exam Course evaluations Large courses TA assignments
Jennifer Kimpson Jordan Klepzig Clerks 201 JFB -- 581-6901 frontdesk@physics.utah.edu			Answer telephone Copying, scanning, faxing Keys Mail distribution Conference room reservations