DEPARTMENT OF
PLANT AND SOIL SCIENCE

ADMINISTRATIVE ORGANIZATION
and
DEPARTMENTAL SERVICE ASSIGNMENTS

Approved September 9, 2016
(revised 9/23/16)

The department chair appoints members of each committee. Members of each Standing Committee will elect a Chairperson at the first meeting of the Committee during the academic year.

DEPARTMENT CHAIR: responsible for the overall administrative and financial operation of the Department as described in the Officers’ Handbook >>> Deborah Neher

UNDERGRADUATE ADVISORS FOR ECOLOGICAL AGRICULTURE and SUSTAINABLE LANDSCAPE HORTICULTURE: responsible for advising students on their academic program as well as on registration and graduation requirements >>> Yolanda Chen (EA), Josef Görres (EA), Stephanie Hurley (SLH), Mark Starrett (SLH)

UNDERGRADUATE ADVISORS FOR ENVIRONMENTAL SCIENCE: responsible for advising students on their academic program as well as on registration and graduation requirements >>> Don Ross, Deborah Neher, Stephen Keller (PBIO)

UNDERGRADUATE AFFAIRS COMMITTEE: responsible for dealing with undergraduate curricular matters (e.g., course proposals, scheduling), recruiting (including preparation of promotional materials), and alumni tracking >>> Terry Bradshaw (chair), Vic Izzo, Mark Starrett, Sid Bosworth, Sarah Goodrich (staff support), Deborah Neher (final approval)

GRADUATE CO-ADVISORS: serves as faculty liaisons between the department and graduate college, make updates to the graduate student handbook on the departmental web page as necessary, and are available for consultation with students and faculty regarding procedures departmental and university policies regarding grades, graduation requirements, etc. >>> Josef Görres, Stephanie Hurley, Anne Marie Resnik (staff support)

GRADUATE AFFAIRS COMMITTEE: responsible for curricular matters involving the graduate programs, graduate recruiting (including preparation of promotional materials), graduate admissions (in consultation with interested faculty), assignment of assistantship work duties and office space >>> Josef Görres, Don Ross, Stephanie Hurley, Yolanda Chen, Deborah Neher (final approval)
MICROSCOPE USE COMMITTEE: responsible for establishing policy and scheduling of teaching microscopes shared by Plant and Soil Science and Plant Biology: Anne Marie Resnik (scheduling), Tom Weichert (hardware), Phil Lintilhac, Terry DeLaney

DEPARTMENTAL SEMINAR COORDINATORS: responsible for organizing fall and spring seminar series >>> Ernesto Mendez (year 2 of 2) and Terry Bradshaw (year 1 of 2) with graduate students, Rebecca Tharp, Alisha Utter, Kristian Brevik, Anne Marie Resnik (staff support)

STUDENT INTERN COORDINATOR: responsible for identifying intern opportunities, assignment of interns, tracking internships, and assessment of internship experience>>> Mark Starrett (SLH) and Yolanda Chen (EA), Anne Marie Resnik (staff support)

HORTICULTURE CLUB FACULTY LIASON: >>> Mark Starrett

BEEKEEPER CLUB FACULTY LIASON: >>> Mark Starrett

JEFFORDS EDUCATIONAL GARDENS COMMITTEE >>> responsible for establishing policy and scheduling of edible gardens, arboretum, and raised bed gardens surrounding Jeffords Hall: Mark Starrett, Stephanie Hurley, Cathy Paris, Deborah Neher (administrative support)

STAFF COORDINATOR OF SPACE AND FACILITIES: responsible for all matters involving departmental space allocation and modification, placing work orders, keys, building access, office supply orders, maintains listservs >>> Anne Marie Resnik

STAFF COORDINATOR OF RPT DOCUMENTS: responsible for correspondence and collection of materials for tenure, promotion and renewal considerations. >>> Anne Marie Resnik

DEPARTMENT FINANCIAL AND HUMAN RESOURCES COORDINATOR (responsible for personnel forms, attendance records, hiring forms, travel expense vouchers, and budgets) >>> Pat Englert

DEPARTMENTAL WEB MAINTENANCE
Anne Marie Resnik: Seminar page, faculty/staff/areas of research pages, general web questions, Student related pages (i.e., major/minor pages, alumni page, student opportunity pages, courses page), general web questions

PLANT DIAGNOSTIC CLINIC: >>> Ann Hazelrigg

VERMONT MASTER GARDENER PROGRAM >>> Ann Hazelrigg, Beret Halverson

DIRECTOR OF NORTHEAST REGION SARE >>> Vern Grubinger

RECORDING SECRETARY FOR FACULTY MEETINGS: responsible for recording the decisions made during faculty meetings and distributing copies of the notes to the faculty, and posting them on Sharepoint >>> Anne Marie Resnik
College
- Environmental Science Director: Don Ross
- Faculty Standards Committee: Ernesto Mendez (2015-2018)
- Academic Studies Committee: Mark Starrett (2015-2018)
- UVM Greenhouse Advisory Committee: Mark Starrett
- Curriculum transfer credit reviewer: Deborah Neher
- Ecological Ag minors: Sid Bosworth
- Food Systems minors: Serena Parnau
- Soil Science minors: Don Ross
- Agriculture and Environmental Testing Laboratory: Don Ross
- Hort Farm Land Use Committee: Sid Bosworth, Josef Görres, Deb Neher, Terry Bradshaw
- Hatch – Josef Görres (Fall 2016-Spring 2019)
- Food Systems major advisory committee – Terry Bradshaw

University
- President’s Advisory Council: Ernesto Mendez
- FSI Steering Committee and Admissions Committee – Ernesto Mendez
- PSS rep to Faculty Senate: Yolanda Chen (July 1, 2016 - June 30, 2019)
- CALS rep to Educational and Research Technologies Committee: Mark Starrett (2014-2017)
- Campus Master Planning Advisory Committee: Stephanie Hurley, Mark Starrett
- UVM Landscape Advisory Sub-Committee (LAS): Stephanie Hurley, Mark Starrett
- Extension representative to University Professional Standards: Sid Bosworth (2015-2018)
- Extension representative to Faculty Senate Curricular Affairs Committee: Ann Hazelrigg
- Faculty Senate Sustainability Learning Objectives Committee: Ann Hazelrigg

Facilities coordinators
Jeffords 124 Field sample prep room – Deb Neher, Josef Gorres, Don Ross, Tom Weicht
Autoclaves – Jeanne Harris, still need a PSS rep for 2nd floor
Jeffords 239 Computer Room – Stephanie Hurley
Jeffords 105A Social Ecological Gaming & Simulation Laboratory (SEGS) – Scott Merrill
Jeffords 314 Molecular Ecology room - Yolanda Chen