THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

A GUIDE

TO THE DEPARTMENTAL ACADEMIC AND ADMINISTRATIVE PROCEDURES AND REQUIREMENTS AS THEY PERTAIN TO PH.D. CANDIDATES

September 2018

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BASIC EXAMINATION REQUIREMENT

The Department requires students who are admitted as prospective candidates for a higher degree in Chemistry (either the M.S. or the Ph.D.) to pass a series of Basic Examinations in order to ensure that the student is guided into an appropriately challenging program of courses. These examinations are based on the material covered at most accredited universities and four-year colleges by the following courses: one year of general chemistry (including qualitative and quantitative analysis), one year of organic chemistry, and one year of physical chemistry. The student will take these examinations at the time of entry, regardless of when this occurs. Deficiencies evidenced by these examinations must be remedied prior to the end of the third quarter of residence. Students are encouraged to sit in on appropriate undergraduate courses in order to alleviate any deficiencies as evidenced by their performance on the basic exams (e.g., 201, 233, 261).

Basic Examinations are usually administered before the first week of Autumn Quarter. A second opportunity to pass these individual exams will occur during the first week of Winter Quarter. A third opportunity will be scheduled during the first week of Spring Quarter. A student who fails to satisfy this Basic Examination requirement by the end of the third quarter in residence may not continue Ph.D. studies in the Department.

REQUIREMENT FOR TEACHING OR EQUIVALENT EXPERIENCE

The Department requires that all Ph.D. candidates acquire experience in teaching a laboratory course. Most entering students satisfy this requirement by serving as Graduate Assistants (Teaching Assistants) during each of their first three quarters of study. Satisfactory performance in teaching is a program requirement.

THE PH.D. PROGRAM

Specific departmental requirements are:

1. During the first year each candidate shall register for three courses per quarter.

2. During the first three quarters in residence (with the exception of Summer Quarter) a candidate shall satisfactorily complete six 300-level courses with grades of C or better from the offerings of the Department of Chemistry or related departments in the Physical and/or Biological Sciences Divisions and maintain at least a “B” average in all courses taken. The following courses must be taken in order to fulfill the requirements in a particular discipline: 321 and 322 for Organic; 301 and one of either 304 or 306 for Inorganic; 361 and one of either 363 or 364 for Physical; 332 and 333 for Chemical Biology; 390 and 391 for Materials. Courses from at least two different areas of chemistry must be included in each student's program. For this purpose, inorganic chemistry courses are defined as CHEM 301 - 311; organic chemistry courses are CHEM 320 - 330; chemical biology courses are CHEM 331 - 339; physical chemistry courses are CHEM 361 - 388; materials chemistry courses are CHEM 390 - 399. Courses taken outside the department to satisfy this requirement must be discussed with the first-year graduate advisor and be approved in advance. At least three courses of

the six required courses must be in Chemistry. Chemistry 350 may NOT be used as one of these six courses. Once a student has chosen a Research Sponsor, the sponsor must sign off on each student's course selection before the student can be officially registered.

3. During the first three quarters in residence (with the exception of Summer Quarter) a candidate shall also obtain satisfactory grades (C or better, or P in a research course) in each of three other courses---normally selected from the graduate offerings of departments in the Division of Physical Sciences or the Division of Biological Sciences. Chemistry 350 and/or 400-level chemistry courses are acceptable; however, you may NOT normally register for these courses during your first quarter of residence.

4. Each student's overall record will be reviewed at the end of Spring Quarter. Course performance will be a major part of this review; a "B" average or better in all 300-level courses (excluding Chemistry 350) is expected. At this time a student will be advised whether he/she is qualified to continue studies and to prepare for the Candidacy Examination as defined below (Item 6).

5. A student should select a Research Sponsor after diligent consideration of the opportunities available. Normally this selection will be made early in the Winter Quarter following an Autumn Quarter series of scheduled faculty research seminars. The selection shall be made no later than the Spring Quarter. If the Research Sponsor is not from the Department of Chemistry, then a Pro-forma research advisor from within Chemistry must be obtained. The Chemistry Pro-forma advisor must serve on the student's candidacy exam, and on all committees involving the academic progress of the advisee. The Pro-forma advisor must have an annual meeting with the student to evaluate the student's progress. Please see section on "Petitioning for a Research Sponsor Outside of the Department of Chemistry" for detailed information on both the petitioning and review processes.

6. The Department shall administer a Candidacy Examination to all Ph.D. candidates. The examination shall be administered in October - normally the student's fifth quarter in residence. This examination shall consist of a written research prospectus. The research prospectus presentation will focus on the student's research, the relevant chemical literature, progress to date, plans for future work, and the relationship of the research to other chemical problems. The committee will use your presentation as a starting point for questioning about the project, your progress, your general chemistry knowledge, and whatever else this leads to. You should expect the discussion to be wide-ranging. The research prospectus should represent a scholarly effort and should be no more than 10 double-spaced pages (not counting figures, tables and references). A student's written materials shall be presented to the Examining Committee at least one week prior to the scheduled examination.

THE M.S. PROGRAM

In addition to satisfying the Basic Examination requirement, the following are specific departmental requirements for the Master of Science degree in Chemistry. Please note that this degree is neither a prerequisite for, nor a forerunner of, the Chicago Ph.D. degree, although it may be acquired along the way if a student so desires. The M.S. degree is awarded in the Autumn quarter of the second year.

1. Each candidate shall satisfactorily complete nine courses selected from the graduate offerings (300 and 400 level) in the Department of Chemistry and in related departments in the Physical and Biological Sciences Divisions. Six of these shall be 300-level courses with grades of C or better from the offerings of the Department of Chemistry or related departments in the Physical and Biological Sciences Divisions. The following courses must be taken in order to fulfill the requirements in a particular discipline: 321 and 322 for Organic; 301 and one of either 304 or 306 for Inorganic; 361 and one of either 363 or 364 for Physical; 332 and 333 for Chemical Biology; 390 and 391 for Materials. Courses from at least two different areas of chemistry must be included in each student's program. For this purpose, inorganic chemistry courses are defined as CHEM 301 - 311; organic chemistry courses are CHEM 320 - 330; chemical biology courses are CHEM 331 - 339; physical chemistry courses are CHEM 361 - 388; materials chemistry courses are CHEM 390 - 399. Courses taken outside the department to satisfy this requirement must be discussed with the first-year graduate advisor and be approved in advance and must be substantive graduate level courses and not reading or seminar courses. At least three courses of the six required courses must be in Chemistry. Absolutely no undergraduate level courses can be used to satisfy the six graduate level course requirement.

2. No more than a total of three courses of Research (a 400-level research course or Chemistry 350) may be used to satisfy the M.S. degree requirements. A student may not register for either of these courses during the Autumn Quarter.

3. Grades of C or better are required for all courses except research courses, where a grade of P is acceptable. A B- or better average in courses must be obtained.

4. Candidates may, at the discretion of a faculty member, be required to submit a paper on the work in Chemistry 350 or in a 400-level research course.

PROFICIENCY EXAMINATIONS

Students should consider satisfying any or all course requirements by taking Proficiency Examinations. Application to take a proficiency examination should be made directly to the faculty member who will be teaching the particular course. Upon agreement of the course instructor, the examinations will be administered during the first week of the quarter in which the course is offered. The faculty member will administer a written exam to the student and shall assign a letter grade to the student based on the student’s performance on the written exam. No stigma is attached to failing a proficiency examination.

REVIEW OF FIRST-YEAR PERFORMANCE

Each student's overall record will be reviewed at the end of Spring Quarter of the first year of study. Course performance will be a major part of this review. A "B" average or better in all 300-level courses (excluding Chemistry 350) is expected. At this time a student will be advised whether he/she is qualified to continue studies and to prepare for the Candidacy Examination.

THE CANDIDACY EXAMINATION

THE EXAMINATION

The examination shall be administered in October – normally the student's fifth quarter in residence. This examination shall consist of a written research prospectus. The research prospectus presentation will focus on the student's research, the relevant chemical literature, progress to date, plans for future work, and the relationship of the research to other chemical problems. The committee will use your presentation as a starting point for questioning about the project, your progress, your general chemistry knowledge, and whatever else this leads to. You should expect the discussion to be wide-ranging. The research prospectus should represent a scholarly effort and should be no more than 10 double-spaced pages (not counting figures, tables, and references). It is suggested for the text that the first 1–2 pages should focus on the background and significance of the chemical problem you are seeking to solve, that the next 3–5 pages should focus on your approach and your results to date, and that the remaining 3–5 pages should be focused on future efforts and proposed directions for your project. A student's written materials shall be presented to the Examining Committee at least one week prior to the scheduled examination.

Students being examined (a) shall have fifteen (15) minutes at the beginning of each portion of the examination without interruptions, and (b) shall personally make arrangements for any required projection equipment needed for their presentation.

THE EXAMINING COMMITTEE

The *Candidacy Examining Committees* shall be constituted as follows: Each candidate's examining committee shall consist of three faculty members. The research sponsor shall not be a member of the examining committee and shall not be present at the examination.

It is the responsibility of the student to submit a project title and short abstract before examining committee assignments are made.

Once the individual Examination Committees have been established and the examination scheduled, any and all changes shall be made and directed by the Chairman of the student's Examining Committee.

GRADING OF THE CANDIDACY EXAMINATIONS

The following procedure applies to all Candidacy Examinations:

The evaluations (individual and collective) by the members of the examining committee of your

performance will not be available to you until after they are presented to the Faculty of the Department of Chemistry when it meets to decide on admission to Ph.D. candidacy at the November Faculty Meeting. You are reminded that admission into Ph.D. candidacy depends only in part on the results of the oral examination. Actual performance in research, in courses, as a teaching assistant, etc. is taken into account as well.

RECOMMENDATION TO CANDIDACY

The faculty shall review the results of the Candidacy Examination at the November faculty meeting and, after consideration of the student's overall academic record, shall vote on whether or not to recommend that the student be admitted to candidacy for the Ph.D. degree.

SUMMARY OF CANDIDACY TIMELINE

June – based on performance in courses, basic exams, teaching and joining a research group, students are officially informed that the faculty have qualified them to prepare for the Ph.D. Candidacy Examination

July 1 – deadline for students to submit a title and two-sentence abstract of proposed research project to mmoore@uchicago.edu

August 1 – deadline for faculty to assign student candidacy committees

October – candidacy exams will be held

November – students will be informed of their candidacy exam result via official letter

Students will be officially informed of their committee and exam date in early September and are STRONGLY encouraged to meet personally with the chairman of their candidacy committee. Any questions that a student has regarding the candidacy exam should be addressed to the chairman of their committee and their research advisor. If any issues arise, the students are encouraged to speak to the Chairman of the Department or the Executive Officer.

ACADEMIC ADVISING COMMITTEE

The student's candidacy exam committee can be used as the student's academic advisory committee and, thus, students should feel free to approach their candidacy exam committee throughout their graduate career for guidance and advice regarding their research. The candidacy exam committee does not need to be the final thesis committee.

ANNUAL REVIEW OF ACADEMIC PROGRESS

During the Summer Quarter of each year, an Academic Progress Report will be sent to each student and faculty advisor. Your advisor will request that you complete Part I (student section) indicating what you have accomplished toward your degree during the past academic year. Also, you should list any degree requirements yet to be completed along with your proposed timetable for meeting them. Part II requires comments from your Advisor. After completion of this report, student and advisor should meet to discuss all comments and both student and advisor should sign the report (if applicable, pro forma advisor is to sign as well). The report

will be reviewed by the Department Chairman and Executive Officer and will be filed in the student's file. Any unsatisfactory performance will be discussed at the October Faculty Meeting.

YEARLY REVIEW OF PROGRESS AT START OF SIXTH YEAR

1. Any student who registers for a sixth year of residence and does not petition for graduation in the Fall Quarter of their sixth year, shall be scheduled for a yearly academic progress review.

2. This review shall be scheduled during the month of November.

3. Immediately following Autumn Quarter registration, The Executive Officer shall notify each research advisor of his or her students who will be starting their sixth year in residence. Individual students shall also be notified of the required review.

4. The faculty advisors shall provide the Chairman of the appropriate Graduate Program Committee with a statement of his or her views of the student's progress. This statement shall be submitted by November 15th.

5. Between November 15 and November 30, the chairman of the appropriate Graduate Program Committee shall schedule a faculty review committee, comprised of two members, which will meet with the students subject to this review. Each student shall make an oral presentation which addresses (i) the status of progress to date in their thesis research and (ii) their plan of research leading toward the completion of their thesis on a reasonable time scale.

6. No later than November 30, the Chair of each committee shall submit to the Department Chairman and Executive Officer a paragraph regarding the results of the review. It should address (i) the student's progress to date, (ii) possible pitfalls in the remaining program, (iii) expectations for completing the research.

7. The recommendations of the Review Committees shall be presented and discussed at the December faculty meeting. Following this meeting, the Chair of each committee shall submit to the student the above defined paragraph regarding the results of the review. This paragraph shall be addressed to the student and a copy shall be sent to the research advisor.

JOINING A RESEARCH GROUP

First-year graduate students cannot formally join a research group before the official join date—November 15. Students must join a group by the end of the Spring Quarter to remain in good standing. Prior to the join date, students are required to attend faculty research presentations and follow up with individual meetings with faculty and their research groups. Students must meet with at least three faculty members. The meetings will be verified on a departmental signature form, and individual faculty are free to decide what is needed for a signature (such as one-on-one discussions, group meeting attendance, etc.). Once a professor and student reach a mutual decision on research group choice, both sign an agreement statement on the signature form. This

statement cannot be signed and submitted to the Department before the join date (November 15). Students that are joint between two advisors will require two faculty signatures. Students who are pro forma will require both advisor signatures as well.

PETITIONING FOR A RESEARCH SPONSOR OUTSIDE OF THE DEPARTMENT OF CHEMISTRY (PRO FORMA)

In order to obtain approval to work with a Research Sponsor outside of the Department of Chemistry, the following items must be provided to the Executive Officer to be presented at a faculty meeting:

1. The student will write a brief proposal describing the research that will be performed, and indicate why they wish to work under the supervision of an advisor whose appointment is outside the Department of Chemistry.

2. The Research Sponsor will write a brief proposal describing the research that the student will perform, and will state that they will financially support the student. The Research Sponsor will also obtain the approval, via signature, of their department Chairman.

3. The student will provide the name of a Chemistry faculty member who has agreed to serve as pro forma advisor for the student.

The Chemistry pro forma advisor must serve on the student's candidacy exam, and on all committees involving the academic progress of the advisee, to include the thesis defense committee. The pro forma advisor must have an annual meeting with the student to evaluate the student's progress. The pro forma advisor is to provide a brief written summary of the student's progress to the Department Chairman and Executive Officer by the end of January. It is the responsibility of the student to schedule a meeting with their pro forma advisor during the month of January each year. Along with the student's advisor, the pro forma advisor will also sign the student's yearly Academic Progress Report.

JOINT MENTORSHIP

The following applies to official joint mentorship where both faculty are members of the Department of Chemistry: The two faculty members will agree to the order in which their names will be listed as the advisors for the student. The student will register for the research course of the advisor whose name is listed first and the two faculty members will agree on what quarterly grade the student will receive. The two faculty will agree as to funding responsibility for the student. Neither of the two faculty can serve on the student's candidacy committee. Both faculty members must sign the student's yearly progress report. The student's thesis defense committee must be comprised of 4 faculty members – where at least three members of the committee must be faculty members in the Department of Chemistry at The University of Chicago.

SWITCHING RESEARCH GROUPS

There are instances when an initial group selection is not optimal. Students may switch groups depending upon availability. In the event that the student is asked to leave the current group, the current advisor should inform the student in writing and provide preferably one quarter, but at the very least one month, notice before financial support is terminated so as to allow the student the time to make the necessary switch or devise alternative plans.

DEPARTMENTAL SEMINAR ATTENDANCE

All graduate students are expected to attend departmental seminars regularly. Seminars are an important part of the graduate learning experience, and our department is fortunate to have a historied series of seminar offerings. Seminars provide students with an opportunity to meet leading scientists, to hear recent research results, and to be exposed to areas of chemistry that may not be covered in courses. The Monday Colloquia are intended for a general audience, and all students, regardless of chemistry subfield, should regularly attend the Monday lecture series. The Friday Inorganic/Organic seminars are intended for inorganic/organic audiences and should be attended by students working in these areas. Similarly, the JFI Tuesday seminars (physical chemistry and chemical physics), the IBD Tuesday seminars (biological/biophysical chemistry), the MRSEC Monday seminars (materials sciences), and various BSD seminars (biosciences) should be attended based on research interests. Students are strongly encouraged to ask questions and to be active participants in the seminar.

SEMINAR WORKSHOP

The first-year seminar workshop is an informal general interest journal club that meets once a week to discuss papers in preparation for the Monday departmental seminars. Led by senior graduate students, the discussion is a great opportunity for first year graduate students to talk science with their peers in a pressure-free atmosphere over lunch. Running during winter and spring quarters, the first-year seminar workshop also provides excellent preparation for qualifying exams.

TIGER TALKS

Tiger Talks are designed to give senior graduate students the opportunity to present their research work prior to their final thesis defense. The audience is comprised of fellow graduate students making it a low pressure, collegial atmosphere.

SCIENTIFIC ETHICS TRAINING

In 2007, the U.S. Congress passed the America COMPETES Act, (Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science). The goal of the Act is to keep America the most innovative nation in the world by strengthening our scientific education and research, improving our technological enterprise, attracting the world's best and brightest workers, and providing 21st century job training. Among its many provisions, this law increased funding to the National Science Foundation, and provided means to increase the number of science and math teachers for the nation’s schools.

The Act also directs the National Science Foundation (NSF) to require that graduate students who are included as research personnel on NSF awards receive training in the responsible conduct of research. The Division of Physical Sciences recognizes that the responsible conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers.

Therefore, the Division of Physical Sciences now requires that all graduate students, regardless of funding source, must complete training in the responsible conduct of research.

The University of Chicago is a member of the Collaborative Institutional Training Initiative (CITI), which provides online training for a variety of research needs. Our department has reviewed the website and has selected a set of online training modules that you must complete. This training is to be completed on-line, at the web site citiprogram.org, before September of each year for all incoming graduate students.

CAREER PLANNING RESOURCES

Announcements of visits to be made by Industrial Recruiters to the Department will be sent via email to graduate students. The Departmental Office will work with the recruiter to find out requirements for materials such as resumes, to solicit these from those who want to interview, and to schedule and send notifications of interviews.

The Department has organized and sponsored an annual Industrial Associates Meeting in Autumn and/or Spring Quarter. Workshops are also presented in the Department on specific issues such as preparing for the academic job market.

The University offers many resources for career planning and preparation. UChicago Career Advancement (careeradvancement.uchicago.edu) offers a broad range of career preparation services, including practice interviews, connections with employers and internships, and global networking connections. UChicagoGrad (grad.uchicago.edu) is another valuable resource for career preparation and internships, as well as fellowship and writing support, training in public speaking, and networking. Chicago Center for Teaching (teaching.uchicago.edu) helps to prepare students who are interested in the Academic Job Market, as well as offering skills training in pedagogical areas. We encourage you to take advantage of these resources, which can be tailored to your specific needs.

Also available to you are web resources to help both graduate and undergraduate students learn about the types of positions available outside of academia. Some of these are accessed via the Departmental Web page. Also available for networking purposes is our department's official LinkedIn group: "The University of Chicago Department of Chemistry Network". Job postings will also be sent to graduate students via email.

THESIS PREPARATION AND SUBMISSION

A brochure describing the University-wide requirements for dissertations is available in the Office of Academic Publications. It is also available on the Web (www.lib.uchicago.edu/e/phd/). The brochure contains practical, detailed guidance on how to meet the requirements, *all* of which are summarized in checklist form on the final page of the brochure. You should seek out information about these requirements *early* in the writing process, when it is most useful.

The final copy of your dissertation must be uploaded to the Dissertation Office site by the deadline specified by the Dissertation Office each quarter. At the time of uploading, you must submit the Departmental Approval Form (available from the Dissertation Office or from the Department) to the Department Office (Searle 126). You must complete this form and have it signed by your Advisor in the top right-hand corner. The Department will not be able to approve your thesis unless the Departmental Approval Form has been signed by your research advisor.

Each Ph.D. Thesis Committee shall include three, but no more than four faculty members, one of which will be the student's Research Sponsor (and Pro-forma Advisor if applicable), and three of which must be faculty members at the University of Chicago. At least two members of the committee must be faculty members in the Department of Chemistry at The University of Chicago. The thesis committee should be approved by the student's Research Sponsor (and Pro-forma Advisor if applicable), and the student can then work out the logistics of the thesis defense with the committee members.

FINAL ORAL EXAMINATION

Each Ph.D. candidate shall schedule a final oral examination with his/her dissertation examining committee. This normally occurs after the dissertation is written, but prior to submitting the final copy to the Chairman and the Office of Academic Publications. The candidate shall provide each of their committee members a copy of their thesis two weeks prior to the defense date.

PUBLIC SEMINAR

Each Ph.D. candidate shall discuss his dissertation in a public seminar. This is normally done prior to the final oral examination.

SAFETY TRAINING

The Office of Safety and Environmental Affairs conducts Safety Training courses. All research personnel must complete the Chemical Hygiene Plan Training. Entering graduate students receive this safety training as part of the department's TA Training program. You must complete the online course on your own if you enter the department prior to September TA Training.

Fire Safety and Evacuation Training is an annual requirement that is satisfied via an online course. It is your responsibility to complete this training.

GENERAL BEHAVIOR

A chemical laboratory contains equipment that if mishandled or used incorrectly can lead to serious consequences. All occupants of our buildings, faculty, students (both graduate and undergraduate) should conduct themselves in a way conducive to a safe environment. Running, cycling, rollerblading/skating and smoking are strictly prohibited anywhere in the Searle-Kent-Jones complex and the GCIS.

The wearing of headphones in the laboratory is considered an unsafe practice and is prohibited. Conventional radios in the research labs may be allowed.

TAXATION AND YOUR STIPEND, TUITION, FELLOWSHIPS, AND SCHOLARSHIPS

As a result of the Tax Reform Act of 1986, any financial aid award or combination of awards (fellowships, assistantships, traineeships) in excess of the level of tuition, fees, and program-related expenses such as books, is considered taxable income and must be reported to the Internal Revenue Service.

Students who have Chicago fellowships (tuition merit scholarships) or external fellowships (such as NSF, Hertz, DOE, DOD) will not receive W-2 or 1099 forms from the University since there is no employer-employee relationship involved. As the University does not report fellowship stipends to the IRS, it is the responsibility of each fellowship holder to report as earnings the full value of the fellowship stipend (less program-related expenses).

In addition, since fellowship stipends are not subject to withholding, students will likely be required to file "Estimated Tax for Individuals" form 1040ES.

STUDENTS WITH DISABILITIES

The University provides reasonable and appropriate accommodation for students with properly documented disabilities. The following procedure for requesting accommodation is in place at the University and is followed by the Department.

(a) As soon as possible before the beginning of the academic year, the student should contact the Coordinator for Student Disability Services at 702-6000 to request accommodation, discuss the issues, and to provide the requisite documentation. The web site http://disabilities.uchicago.edu provides information about this process. Requests are handled in as timely a manner as possible, but provision of appropriate documentation often takes several weeks. Requests during the academic year follow the same procedure.

(b) Submitted documentation is reviewed by professionals with expertise in the relevant field.

(c) Once the documentation has been reviewed, the student, the Associate Dean of Students, the Divisional Dean of Students, the instructor, and other University officials as necessary may meet to discuss the results. Based on the request of the student, the evaluation of the documentation, the demands of a particular course, the goals of the course instructor, and other relevant factors, a reasonable and appropriate accommodation may be reached.

GRIEVANCE RESOLUTION PROCESS

A grievance is a problem or conflict that cannot be resolved by the student alone. Students with grievances are encouraged to bring them to the attention of their Research Advisor, the Executive Officer of the department, or the Departmental Chair. The academic official to whom the student brings the grievance will meet with the student to discuss and resolve the grievance. This official may consult as appropriate with other faculty and/or the Dean of Students to resolve the matter. Students may also avail themselves of other university resources, such as the Student Counseling Center, or the Chemistry Student Ombudspeople to resolve a concern. Students with questions about the procedures may contact the Executive Officer of the department with an expectation of confidentiality. When it comes to Title IX reports or reports of sexual misconduct/gender based harassment, The Executive Officer cannot guarantee confidentiality, but can guarantee privacy meaning that the information is not disclosed to others who don't have a need to know.

Complaints about sexual harassment or discrimination and harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, genetic information, or other protected classes under the law are addressed under the University's unlawful discrimination and harassment policy. For more information, please see http://studentmanual.uchicago.edu/page/policy-harassment-discrimination-and-sexual-misconduct.

ADMINISTRATIVE SUPPORT

Dr. Vera Dragisich	Searle 128; 2-3071	Executive Officer, Director of Grad Studies, Senior Lecturer
Melinda Moore	Searle 126; 2-7250	Student Service Representative, TA and RA Appointments, Fellowship Information, Industrial Interviews
Mike Reedy	Searle 134; 2-7053	Building Manager, Keys, Shipping & Receiving, Janitorial or Building Problems, AV Support
Laura Luburich	Searle 132	Building Management Support, Deliveries, Mail, Keys, Copying
Goldie Mccarty	Searle 122; 5-5843	Room Reservations
Laura Baker	Searle 121; 2-8639	Asst. to the Chair
Local Business Center	GCIS E149; 2-5443	Reimbursements, Payroll Checks, Purchase Orders

UNDERGRADUATE TEACHING SUPPORT

Dr. Vera Dragisich	Searle 128; 2-3071	Director of TA Training, Assoc. Director Undergrad Studies
Dr. Meishan Zhao	Kent 208; 2-7065	General Chem Lab Director
Dr. Valerie Keller	Kent 308; 4-3671	Organic Chem Lab Director
Dr. Zbigniew Gasyna	Jones 104B; 2-7051	Physical Chem Lab Director
Dr. Britni Ratliff	Kent 104; 2-0665	Collaborative Learning Director
Tom Vukson	Kent 006; 2-9828	Undergraduate Lab Manager
TBA	Kent 310; 4-4552	Undergraduate Lab Tech

ANALYTICAL SERVICES SUPPORT

Antoni Jurkiewicz	Searle 340F; 4-7420	NMR Facility Manager
Chang-Jin Qin	Searle 340C; 4-8095	Mass Spec Facility Manager
Alexander Filatov	Searle 001A; 2-8109	X-Ray Facility Manger