

Date: July 16, 2020

To: Engineering faculty
Engineering technical staff

Cc: Engineering department chairs

From: Scott C. Molitor, Ph.D.
Sr. Associate Dean for Academic Affairs

Re: Technical staff reorganization

The following memorandum summarizes the plan to transition the technical staff from a department-based model to a college-based model. The rationale for this transition is to meet the needs of students and faculty in our instructional laboratories despite a reduction in the technical staff workforce.

Instructional labs

The first priority of technical staff is to support instructional laboratories. Technical staff will be assigned to supervise and coordinate instructional activities in the rooms summarized on the following page.

For each room, the assigned technical staff member will order supplies for each course lab session, maintain equipment, train TAs and train students in lab safety and equipment use for all courses held within that room. Note that some rooms have locks with programmable access; technical staff with responsibility for these rooms will handle programming access. Some courses like the Bioprocessing Lab and Machining require more intensive involvement and a substantial amount of technical staff time. Other courses rely on technical staff to train TAs on how to execute lab sessions on a weekly basis.

For laboratory safety training, Dr. Scott Molitor will investigate the possibility of developing high-quality video modules to provide facility-specific training and satisfy the requirement for university-wide laboratory safety training required by Environmental Health & Radiation Safety (EHRS).

The distribution of room responsibilities among technical staff reflects expertise and time required in various instructional laboratories. We will work with appropriate faculty to train appropriate technical staff in areas of limited expertise, such as CSET or ITCE networking laboratories. Responsibilities for working with capstone and research projects described below will be distributed to balance technical staff workloads.

Chairs and laboratory course instructors can communicate directly with assigned lab staff for assistance with laboratory course instruction. Requests for assistance with capstone and research projects may not be communicated directly and must be submitted through the online portal described on the following page under the Capstone projects heading.

BLDG	ROOM	DEPT	INDEX	DESCRIPTION	TECH	LOCK
NE	0630	BIOE	T10198	biomechanics	Tammy	
NE	1018	EECS	T10199	electronics	Tom	
NE	1034	EECS	T10199	robotics & PLCs	Tom	
NE	1036	EECS	T10199	digital logic	Tom	
NE	1060	MIME	T10201	mechanics & vibrations	John	code
NE	1061	MIME	T10201	materials	John	code
NE	1062	MIME	T10201	IC engines lab	Brian	code
NE	1063	MIME	T10201	controls lab	John	code
NE	1065	MIME	T10201	measurements	Terry	code
NE	1068	MIME	T10201	fluids & thermodynamics	Terry	code
NE	1290	ENGT	T10205	construction materials	Terry	
NE	1410	ENGT	T10205	materials	John	
NE	1430	ENGT	T10205	fluids & hydraulics	Terry	
NE	1475	ENGT	T10205	motors & generators	Tom	
NE	2076	EECS	T10199	circuits	Tom	
NE	2330	ENGT	T10205	circuits	Tom	
NE	2350	ENGT	T10205	embedded systems	Tom	
NE	2380	ENGT	T10205	circuits	Tom	
NE	2390 **	ENGT	T10205	PLCs & mechatronics	Tom	UT
NI	1024	CIEN	T10195	soil mechanics	Terry	code
NI	1070	CHEN	T10191	chemical processing	Terry	UT
NI	1074	CIEN	T10195	measurements & concrete	Terry	code
NI	1075	EECS	T10199	embedded systems	Tom	UT
NI	1084	MIME	T10201	machine shop	Brian & John	
NI	1095	CIEN	T10195	water quality	Terry	code
NI	1098	CIEN	T10195	materials	Terry	code
PL	1140	BIOE	T10198	medical instrumentation	Tom	code
PL	1150	BIOE	T10198	bioprocessing	Tammy	

** Card access for NE 2390 also provides access to NE 1500 and NE 1540.

Capstone projects

The second priority of technical staff is to assist with capstone design projects. There is a substantial workload, especially toward the end of the Fall and Spring semesters, associated with assisting students with capstone projects. This includes procuring supplies, providing technical guidance, or creating parts for prototypes.

In consultation with the technical staff, Dr. Molitor will create an online portal that faculty and students must use to solicit assistance from technical staff for capstone projects. Ms. Tammy Phares will be responsible for monitoring submissions, tracking requests and procuring supplies. She will enlist assistance from other technical staff for technical guidance or creating prototypes as required. Instructors and students must recognize that last-minute requests may not be accepted, and that acceptance of all requests will depend on the workload and availability of staff with the appropriate expertise.

For projects that incur costs for supplies or technical staff time, threshold amounts will be established that require approval from capstone instructors, department chairs and/or the Dean's Office before these projects can proceed.

Research projects

The third priority of technical staff is to assist with faculty and student research projects. As with capstone projects, requests for assistance must be submitted through the online portal described above. Tammy will monitor and track submissions and enlist the assistance of other technical staff as needed. Requests to assist with projects with external funding will be prioritized, followed by requests from untenured faculty.

For projects that incur costs for supplies or technical staff time, faculty will be required to provide an account for charges to be made. Charges made to department or college accounts will require approval of department chairs and/or Dean's office before these projects can proceed.

Other duties

Technical staff are periodically engaged in other activities. This includes recruiting prospective students through daily tours or workshops for prospective students. Other activities may include assistance with relocating or renovating laboratory facilities and equipment. Requests for participation in these activities must be by department chairs directly to the Dean's Office.

Next steps

After the final version is reviewed and approved by the technical staff, faculty and the Dean's Office, an online request portal will be developed, updated position descriptions will be drafted and budget lines for these positions will be transferred to the Dean's Office.