
Electrical and Computer Engineering, University of Virginia

DIRECTORY OF SERVICES

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By: S.Malone 

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Contacts for Miscellaneous Requests:

Item	Category
Business Cards	- Financial -- Gloria Walker
Computer Accounts (ECE)	- Computing - Gary Li
Conference Room Reservations	- Graduate Admin - Trudi Goodwin
Copy Card	- Financial - Gloria Walker
Deeds of Gifts	- Financial - Gloria Walker
Digital Camera	- Labs - Harry Powell
Email Accounts	- Personnel - Susan Malone
Keys	- Graduate Admin - Trudi Goodwin
Lap Top Computer	- Labs - Harry Powell
Office Assignments (Graduate Students)	- Graduate Admin - Steve Carr
Parking Passes	- Undergraduate - Peggy McCauley, or Trudi or Susan
Payroll (Graduate Students)	- Graduate Admin - Trudi Goodwin
Payroll (All Others)	- Personnel - Susan Malone
Printers	- Computing - David Durocher
Projector	- Labs - Harry Powell
Proposals and Research Awards	- Financial Research - SEAS
Telephone Card	- Financial -Gloria Walker
Telephone Installations, Repairs	- Financial -Gloria Walker
Textbook Orders	- Undergraduate - Peggy McCauley

Staff Responsibilities

Computing

The Computer Systems staff helps faculty, staff and students with various computer software and hardware problems, and provides advice on computer-related purchases. The staff's regular schedule is from 8 AM to 5 PM, Monday through Friday. Our offices are located inside the main department office (C210 Thornton Hall).

● DAVID DUROCHER, COMPUTER SYSTEMS ENGINEER

Email: ceadmin@virginia.edu Phone: 982-3086

System Maintenance

- ▶ Update and modify Operating Systems software on file servers and workstations. Install security and bug patches
- ▶ Create user accounts, monitor disk usage, archive and delete old accounts

Maintain Hardware

- ▶ Install and maintain computer and network hardware

Maintain Software

- ▶ Install and maintain application software

User Support

- ▶ Provide technical support, PCs, Printers, Software
- ▶ Maintain Inventory

● GARY LI, COMPUTER SYSTEMS SENIOR ENGINEER

Email: ceadmin@virginia.edu Phone: 924-6072

Manage Computer Systems Plans and Initiatives

- ▶ Evaluate and recommend computer systems as needed

Manage Computer Systems Purchases

- ▶ Specify and procure computer related equipment for department as requested
- ▶ Coordinate necessary paperwork for purchases, gifts or equipment transfer

System Maintenance

- ▶ Diagnose/analyze system failures and perform necessary problem resolution
- ▶ Design and implement security policy for the department's network and computers
- ▶ Create user accounts, monitor disk usage and archive/delete accounts

User Support

- ▶ Provide technical support - Cadence, Mentor, Xilinx and other CAD tools running on Unix servers, email server problems, Unix system administration.

● HARRY POWELL, COMPUTER SYSTEMS ENGINEER

and instructional lab manager. The Instructional Lab Manager's office is located near the teaching labs on the first floor of the department (E102 Thornton Hall).

Email: hcp7ad@virginia.edu Phone: 924-6106

For additional information, please see the heading, **Labs**, elsewhere in this directory.

For Additional ECE Computing Info see: <http://www.ece.virginia.edu/dept/services.html>

Fiscal Administration for State, Gifts, and Local Accounts

This office is located near the main department office complex (C224 Thornton Hall).

● **GLORIA R. WALKER, SENIOR ADMINISTRATOR**

Email: gar@virginia.edu Phone: 924-7544

Liaison

- ▶ Dean's Office
- ▶ University Financial Accounting
- ▶ Property Accounting
- ▶ Research Engineering
- ▶ Gifts, Virginia Engineering Foundation, Corporate, and Miscellaneous (monetary and non-monetary; deeds of gifts)

Management

- ▶ Equipment Trust Fund (Budget and Purchases)
- ▶ Gift funds, chair accounts, industrial overhead accounts, discretionary funds, start-up funds for new faculty
- ▶ OTPS Budget (other than personal services) including telephone charges, instructional equipment, copy charges
- ▶ Office Supplies
- ▶ Lab Supplies
- ▶ Business Cards
- ▶ Copy Cards
- ▶ Phone Cards
- ▶ Equipment Maintenance
- ▶ Installation: moving & relocation, repair of telephones, service calls -- all other equipment for department
- ▶ Policies and Procedures

Reimbursements

- ▶ Travel
- ▶ Business Meals
- ▶ Moving/relocation
- ▶ Individual

Useful Links:

UVA Travel Work Book

<http://www.virginia.edu/procurement/travel/TravelBasics.html>

UVA Printing Services

<http://www.virginia.edu/uvaprint/>

Fiscal Administration for Research.

This position is currently vacant

Useful Links:

Engineering School's PreAward Office

<http://www.virginia.edu/opra/home.html>

Engineering School's PostAward Office

<http://www.seas.virginia.edu/adminPostAward.shtml>

University's Office of Sponsored Programs

<http://www.virginia.edu/sponsoredprograms/>

Graduate Administration

The Graduate Administration staff helps faculty and students with admissions, financial aid, curricular matters and maintains records on all ECE graduate students. The staff's regular schedule is from 8 AM to 5 PM, Monday through Friday. Our offices are located next to the main department office complex (C216 Thornton Hall).

●STEPHEN G. CARR, ASSISTANT CHAIR

Associate Professor and Graduate Director

Email: sgc3x@virginia.edu Phone: 924-6076

- ▶ Chair of the Department Graduate Committee
- ▶ Manages graduate-student admissions process
- ▶ Graduate-student transfers
- ▶ Manages financial aid offers
- ▶ Graduate student academic records
- ▶ Graduate Teaching Assistant assignments
- ▶ Coordinates teaching awards
- ▶ Coordinates graduate-student examinations
- ▶ Advises graduate students on curricular matters and academic progress
- ▶ Course Offering Schedules—coordinates and arranges course times and locations
- ▶ Plans orientation for new graduate students
- ▶ Office assignments for graduate students
- ▶ Departmental surveys and special projects
- ▶ Accreditation planning group and assessment records management
- ▶ Liaison with SEAS Office of Graduate Studies
- ▶ Liaison with International Office, CAELC, and Teaching Resource Center
- ▶ Graduate Office publications
- ▶ Departmental tours

Graduate Administration

●TRUDI GOODWIN, GRADUATE COORDINATOR

Email: eggradoffice@virginia.edu Phone: 924-6077

Graduate Admissions

- ▶ Liaison with Dean's office
- ▶ Coordinate and track New Student Application Process
- ▶ Prepare financial aid offer letters

Current Students

- ▶ Coordinate financial aid for the Graduate Students
- ▶ Track Current Student Status/Information
- ▶ Graduate Handbook, Brochures, Posters
- ▶ ISIS

Keys (Office/Lab) Distribution to faculty, staff, grad students

Coordinate Advisory Board Meetings

Conference Room Schedules/Calendars

Maintain Department Web Page

Labs – Instructional – Equipment – Technical – Computers

The Instructional Lab Manager's office is located near the teaching labs on the first floor of the department (E102 Thornton Hall).

● HARRY POWELL, COMPUTER SYSTEMS ENGINEER

Email: hcp7ad@virginia.edu Phone: 924-6107

Management of Instructional Labs

- ▶ Develop new labs
- ▶ Set up and revise lab requirements
- ▶ Repair and calibrate electronic equipment
- ▶ Personal computers - Maintenance and repair

Management of Equipment and Supplies

- ▶ **Check out: Digital camera, lap top and projection system**
- ▶ Surplus equipment
- ▶ Procurement of technical and non-technical equipment
- ▶ Inventory audits

Fire/safety inspections

User Support:

- ▶ **Cadence, Mentor, Printed Circuit Tools**
- ▶ **PSPICE and LAYOUT**
- ▶ **Labview**

Provides Engineering for Graduate Researchers and Assistance with 4th Year Thesis Projects, Independent Study Groups

Personnel/Payroll

All new hires and renewals are processed through this office. Our offices are located inside the main department office complex (C210 Thornton Hall).

● **SUSAN C. MALONE**, ADMIN. ASSISTANT TO DEPT CHAIR

Email: scm@virginia.edu Phone: 924-6075

Personnel & Payroll

- ▶ Liaison Human Resources/Dean's Office
- ▶ EOP Liaison/Coordinator - E-forms approval
- ▶ Leave Representative for Classified Staff (time reporting)
- ▶ Bi-weekly/wage payroll (time reporting) including workstudy, graders, and temps
- ▶ Payroll forms – I9s, Selective Service, direct deposit, tax forms
- ▶ PSDS forms – Coordinate for Faculty and Staff
- ▶ Effort Certifications – Coordinate Faculty, Staff, and Students
- ▶ Hiring Policies and Procedures (New and Renewals) – Faculty and Staff
- ▶ Advertise positions
- ▶ Faculty and Staff Recruitment
- ▶ Faculty Promotions/Tenure/Reelection Dossier Coordinator
- ▶ Email Accounts - Establish for New Employees

Visa Coordinator for J1, H1b

Web pages

Useful Links:

SEAS Personnel Policies and Procedures

http://www.seas.virginia.edu/budget/pphome/s_index.html

International Studies Office

<http://www.virginia.edu/iso/issp/>

Univ Info for Faculty and Staff

<http://www.virginia.edu/OfFac.html>

Undergraduate Matters

This office assigns advisers for electrical and computer engineering majors and maintains records on all ECE undergraduates. The Undergraduate Records office is located inside the main department office complex (C210 Thornton Hall).

● PEGGY MCCAULEY, OFFICE SERVICES SPECIALIST

Email: pdm@virginia.edu Phone: 924-6073

Undergraduate Records

- ▶ Assigns advisers
- ▶ ISIS
- ▶ Undergraduate Handbook and Brochures
- ▶ Student Awards

Liaison with Textbook Publishers

Places Textbook orders for faculty

Mail distribution, US , Fed Ex, and UPS

Visitor Parking Spaces, Parking Garage - Distributes Passes and Maintains Calendar