

Laboratory for Plasma and Fusion Energy Studies
Historical Documents - 1980

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LPF By-Laws (as approved on Dec. 17, 1980, by the Faculty Assembly)

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Letter to Professor Bell, Astronomy Program, from George E. Dieter, Dean, College of Engineering, and J.R. Dorfman, Acting Dean, CMPS, April 29, 1987 regarding LPF review process

LPF Charter
December 17, 1980

CHARTER

LABORATORY FOR PLASMA AND FUSION ENERGY STUDIES (as revised on Dec. 17, 1980, by the Faculty Assembly)

The Laboratory for the Plasma and Fusion Energy Studies is a unit of the Division of Mathematical and Physical Sciences and Engineering. Laboratory membership is comprised of faculty, staff and students who are actively engaged in research in the areas of plasma, accelerator, and fusion physics and engineering. The primary purpose of the Laboratory is to strengthen the University of Maryland plasma, accelerator, and fusion energy research programs.

The Laboratory will have a Director who has primary responsibility for day-to-day administrative supervision of the Laboratory support, service function and resources. He shall be responsible for the Laboratory office budget and appropriate interdisciplinary resources. He shall be Chairman of the Executive Committee. Commitments of designated space and resources of the Laboratory must be endorsed by the Director. He provides advice and guidance in seeking contract and grant support, and coordination of interdisciplinary activities. The Director should also effectively interact with scientists and administrators of sponsoring or collaborating Federal and State institutions as well as with University Administrators to promote and publicize the research activities of the Laboratory. The Director is appointed upon the advice of a search committee by the Provost for a three-year term; he reports to the Provost.

During his period of service, the Director retains his tenure and full faculty rights in his Department (or Institute) but is relieved of most regular departmental duties. It is anticipated that the position vacated by the Director in his Department will be used to make compensating appointments and/or adjustments in the areas of plasma, accelerator, and fusion research.

The Laboratory will have an Executive Committee. This Committee shall consist of five faculty members. They include the Director who shall serve as Committee Chairman, one member each from Physics, Electrical Engineering and IPST, and one member from the Laboratory Faculty-at-Large. The method of membership selection is specified in the By-Laws. The Executive Committee is responsible for policies concerning the general scientific direction of

the Laboratory, interaction between research programs within the Laboratory, and allocation of Laboratory resources. Upon the advice of the Executive Committee, the Provost will appoint an External Advisory Committee of three distinguished scientists and engineers from other institutions engaged in plasma and fusion energy research. This External Committee will visit the Laboratory at least once every three years and advise the Provost and the Laboratory members on the research program.

The charter membership of the Laboratory consists of the initial participating faculty and their associated staff and students. Subsequent membership will be decided by the Executive Committee through procedures defined in the By-Laws. All faculty members of the Laboratory constitute the Faculty Assembly. The Faculty Assembly will elect a Chairman who shall not be a member of the Executive Committee and who will serve for a period of one year. The Chairman has the responsibility of administering the election of the Faculty-at-Large member of the Executive Committee and of coordinating the selection of the other members of the Executive Committee as specified in the By-Laws. He also will call and chair Faculty Assembly Meetings at least once a year, which may discuss and make recommendations in regard to, the policies concerning the general scientific direction of the Laboratory, interaction between research programs within the Laboratory, and allocation of Laboratory resources.

All members of the Laboratory constitute the Laboratory Assembly. The assembly will elect a Chairman who shall not be a member of the Executive Committee and who will serve for a period of one year. The Chairman will call Assembly meetings at least once a year to discuss matters of general interest to the Assembly. At one such meeting, the Director will present an annual review of the activities of the Laboratory.

This Charter may be revised upon the approval of two-thirds of the Laboratory members in a referendum. All Laboratory members are eligible to vote in the referendum. A referendum shall be called and conducted by the Chairman of the Laboratory Assembly upon receiving a valid petition containing the proposed revisions in the Charter. A petition shall be valid if it is signed by at least 25% of the Laboratory membership or has been formally adopted by the Executive Committee, or by the Faculty Assembly or the Laboratory Assembly at one of their meetings.

LPF By-Laws
December 17, 1980

LPF BY-LAWS

(as approved on Dec. 17, 1980 by the Faculty Assembly)

1) Membership in the Laboratory

The Laboratory membership is comprised of faculty, staff and students who are actively engaged in research in the areas of high temperature plasma, intense charged particle beams, and fusion physics and engineering. Membership shall be determined by the Executive Committee primarily on the basis of support by research contracts with funding agencies and/or by Laboratory funds.

A principal investigator may submit a research contract, along with a list of faculty, staff, and students supported by the contract, to the Executive Committee for approval. If the Executive Committee approves the contract as falling within an appropriate research area, those faculty, staff and students so listed shall be deemed to have fulfilled the requirements for membership in the Laboratory. A person's membership in the Laboratory shall be coincident with the term of the research contract with which he or she is associated. If a member is supported by more than one approved research contract, membership shall not end until all of the approved contracts have terminated. Upon termination of a contract, or upon the withdrawal of support of a person under a contract, the principal investigator shall provide a list of the person(s) affected to the Director.

A person not supported by a research contract may become a member upon the recommendation of the Director and the approval of the Executive Committee. In this case, membership must be renewed annually.

2) Selection of Executive Committee

The Executive Committee of the Laboratory shall consist of the Director, one member each from the Physics, Electrical Engineering, and IPST groups, and one member from the Laboratory Faculty-at-Large. The Director serves as chairman of the Executive Committee. The other members of the Executive Committee are selected annually by methods indicated below. These selections are coordinated by the Chairman of the Faculty Assembly and take up their positions on May 1 and serve one year.

The members of the Executive Committee from Physics, Electrical Engineering, and IPST shall each be selected by the Laboratory members in the respective groups. The specific method of selection is to be determined by each group and the result of the selection process is to be relayed through the department chairman of the group to the Chairman of the Faculty Assembly. A Laboratory member who holds a joint faculty position within two or more of the groups must state which group he resides in for the purposes of this selection process.

The member representing the Laboratory Faculty-at-Large will be elected by election from nominations solicited by the Chairman of the Faculty Assembly. Only faculty members of the Laboratory are eligible for nomination and eligible to vote in this election. The election shall follow the procedure given in these by-laws.

When the Chairman of the Faculty Assembly has determined who will be the members of the Executive Committee, he submits their names to the Laboratory Director. In the event that an Executive Committee member resigns during the year, his replacement for the remainder of the year will be determined by the appropriate selection method indicated above.

3) Faculty

All faculty members of the Laboratory constitute the Faculty Assembly. The Faculty Assembly shall elect a chairman who shall not be a member of the Executive Committee and who will serve for a period of one year. The election of the chairman of the Faculty Assembly will be conducted by the Chairman of the Laboratory Assembly. The election shall follow the procedure given in these by-laws. The Chairman of the Faculty Assembly will call and chair Faculty Assembly Meetings at least once a year, at dates to be chosen by the Chairman. Special meetings of the Faculty Assembly may be called at any time upon petition of at least 20% of the Faculty Assembly. The Faculty Assembly, at these meetings, may discuss and make recommendations in regard to the research policies of the Laboratory. Any formal recommendations decided upon at the Faculty Assembly meeting shall be transmitted by the Chairman of the Assembly to the Director and Executive Committee of the Laboratory.

4) Laboratory Assembly

All members of the Laboratory constitute the Laboratory Assembly. The Assembly shall elect a chairman who is not a member of the Executive Committee and who will serve for a period of one year. The election of the Chairman of the Laboratory Assembly shall be conducted by the Chairman of the Faculty Assembly. The election shall follow the procedure given in these by-laws. The Chairman of the Laboratory Assembly will call and chair Laboratory Assembly Meetings at least once a year, at a date to be chosen by the Chairman. Special meetings of the Laboratory Assembly may be called at any time upon a petition of at least 20% of the Laboratory Assembly. Laboratory Assembly meetings shall be for the purpose of discussing matters of general interest to the Assembly. At one of the meetings the Director shall present an annual review of the activities of the Laboratory. Formal recommendations adopted by the Laboratory Assembly shall be transmitted by the Chairman to the Director and the Executive Committee.

If the Chairmanship of the Faculty Assembly or the Laboratory Assembly should become vacant, the Executive Committee shall select a temporary chairman until new elections can be held.

The Chairman of the Faculty Assembly and the Chairman of the Laboratory Assembly shall not be the same person.

5) Elections

The Laboratory member so designated in various parts of these by-laws shall conduct the election using the following procedures. Elections will normally take place during the month of April so that the elected persons can take up their offices on May 1st and serve one year. If an election must be held during the year, the same procedures are to be followed. The designated Laboratory member shall solicit nominations for the position and state when the nominations close. Immediately after the close of nominations ballots shall be sent to all Laboratory members that are eligible to vote in the election and requested back within a period not less than one week and not to exceed two weeks. The candidate receiving the largest number of votes cast will be elected. If a tie occurs, those candidates involved will be put on a run-off ballot and this ballot will be submitted to the voting members.

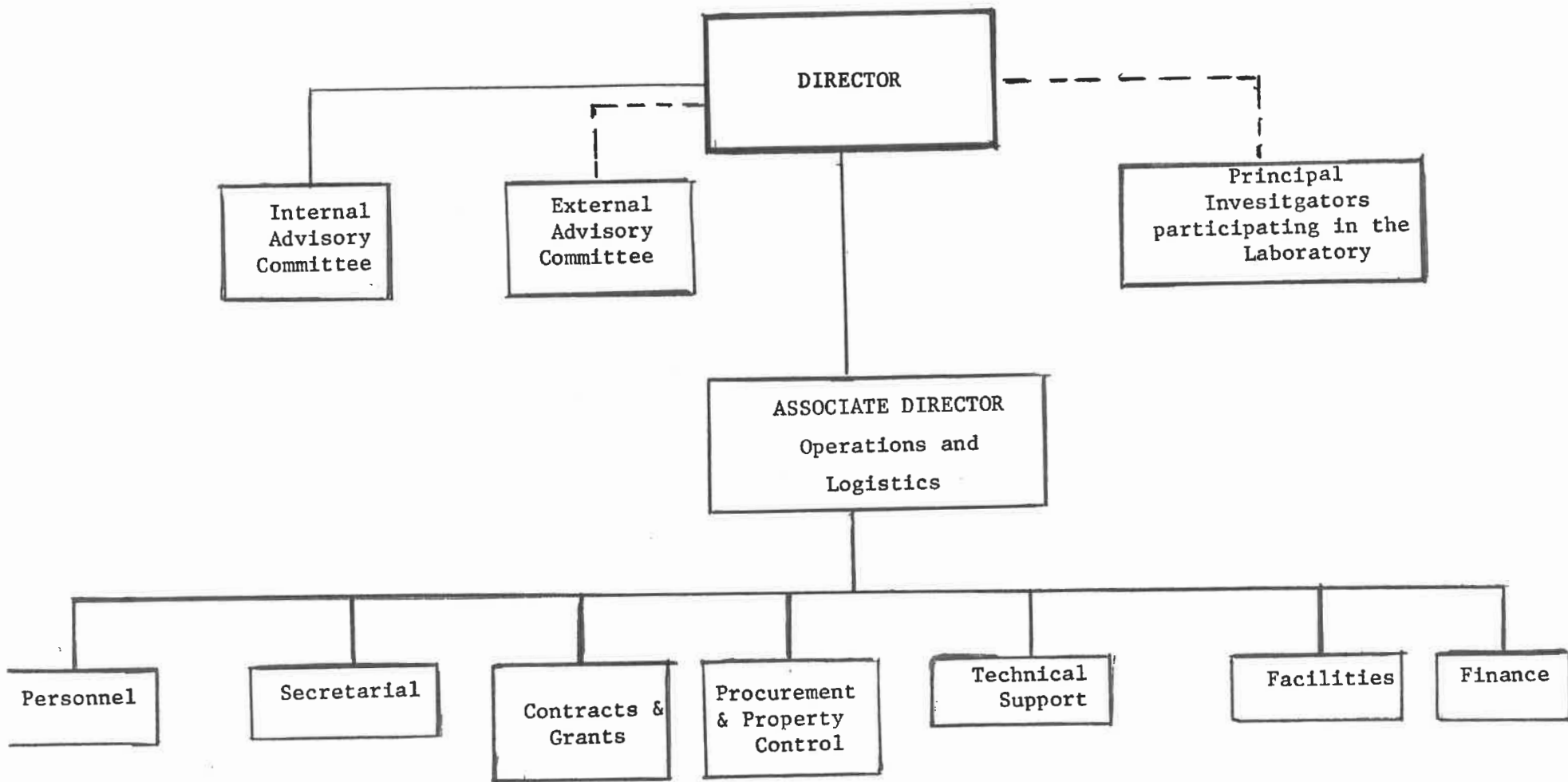
The run off candidate receiving the largest number of votes will be deemed elected. Run off elections will be held until one candidate receives the majority of votes cast.

6) Revision of By-Laws

These by-laws may be revised upon the approval of a majority of Laboratory members in a referendum. All Laboratory members are eligible to vote in the referendum. A referendum shall be called and conducted by the Chairman of the Laboratory Assembly upon receiving a valid petition containing the proposed revisions of the by-laws. A petition shall be valid if it is signed by at least 25% of the Laboratory membership, or has been formally adopted by the Executive Committee, or by the Faculty Assembly or the Laboratory Assembly at one of their meetings.

Organizational Chart

Laboratory for Plasma and Fusion Energy Studies



General Support Operation – Total Annual Budget 1980

LABORATORY FOR PLASMA AND FUSION ENERGY STUDIES

General Support Operations

Assoc. Director

W. K. Jenne	Lab. Operations & Logistical Support	\$ 38,000
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General Laboratory Support:

K. Diller	Lab. Tech Supervisor	27,900
A. Monroe	Gen. Lab. & Shipping & Rec.	14,100
E. Day (2/5 time)	Computer Related Support	12,900

General Administrative Support:

F. Decker	Sec. to Director, Personnel Office Supervisor	16,600
L. Calobong	Accounts	16,300
C. Arsenault	Payroll, Accounts, Billing	10,500
M. Kaul	Sec., Theory, Travel, Office Supplies	14,600
D. Brosius	Scientific Typing	16,000
B. Krusberg	Scientific Typing	14,600
R. Millard	Purch. Orders, Expediting, and Inventory	14,600
I. Washabaugh	Phones, Mail, Copier, Publication Files & Bulk Mailing	13,600

General Student	<u>8,000</u>
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Subtotal	\$217,700
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Fringe Benefits	47,894
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Overhead	<u>108,894</u>
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Total Personnel Support	<u>\$374,488</u> (\$25,000)* <u>\$349,488</u>
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General Laboratory Supplies	22,000
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Telephone	36,000
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Office Supplies	6,400
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Postage	<u>4,600</u>
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Total Direct Cost	\$ 69,000
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Overhead	<u>28,290</u>
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General Support	<u>97,290</u>
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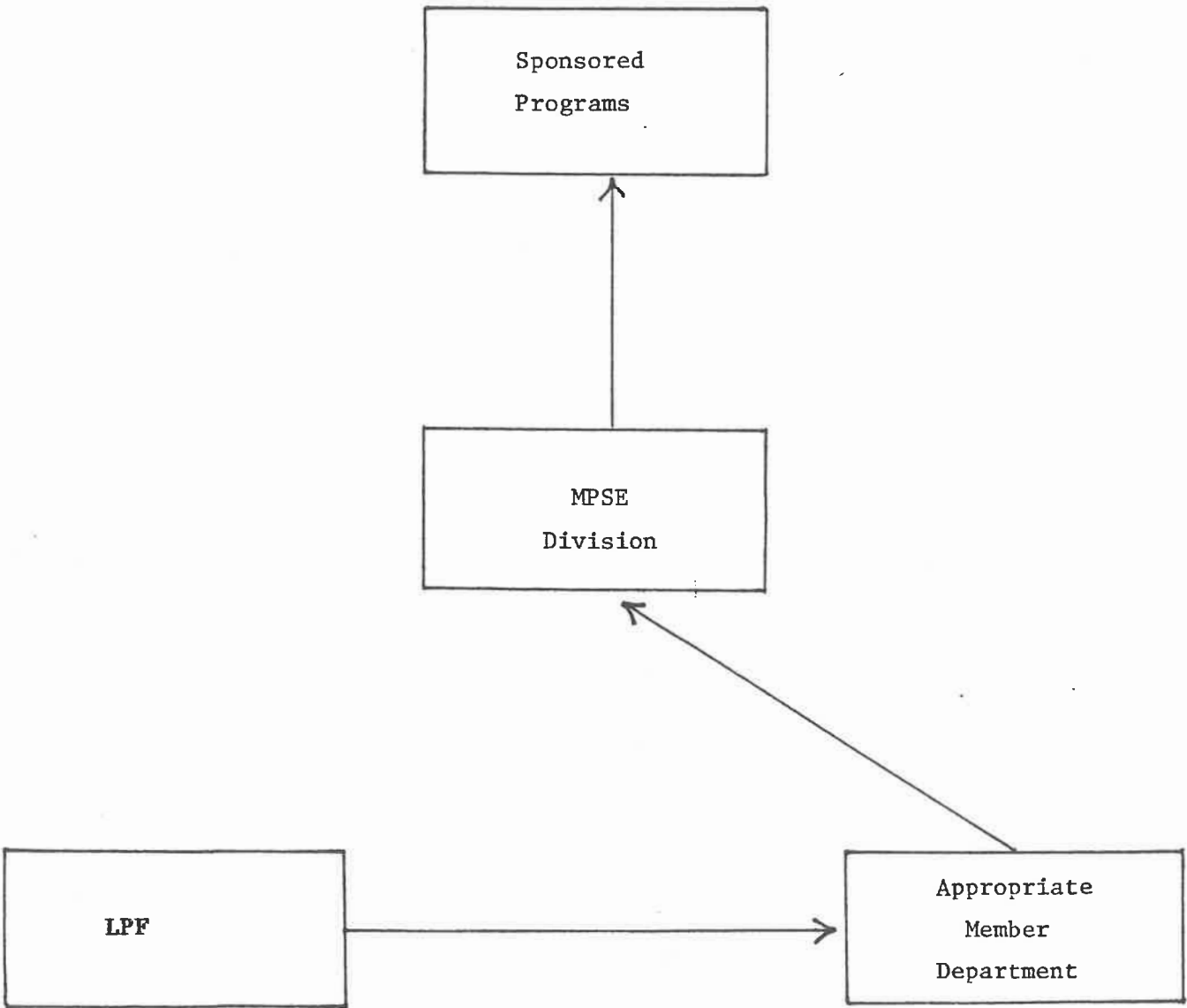
Total Support	\$471,778
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* Less LPF University Support	<u>(25,000)</u>
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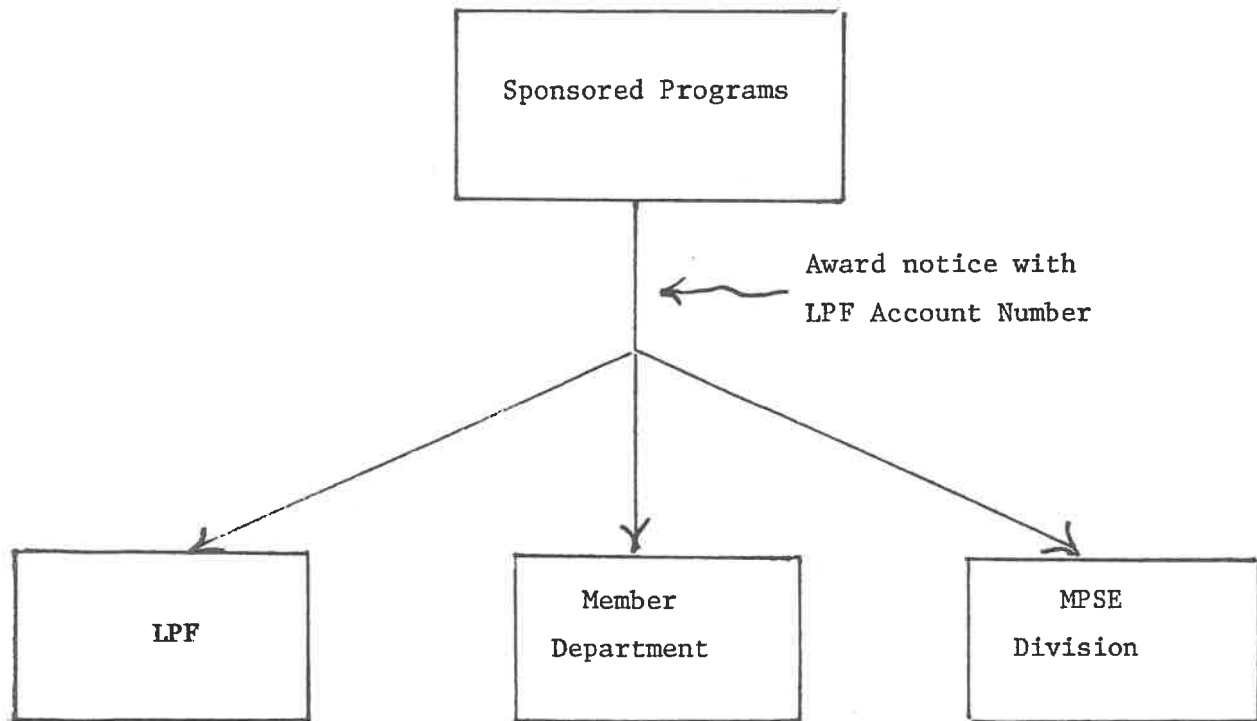
Total LPF Contract Support	\$446,778
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LPF Normal Routing of Grants and Contract Proposal

LPF Normal Routing of
Grant & Contract Proposal



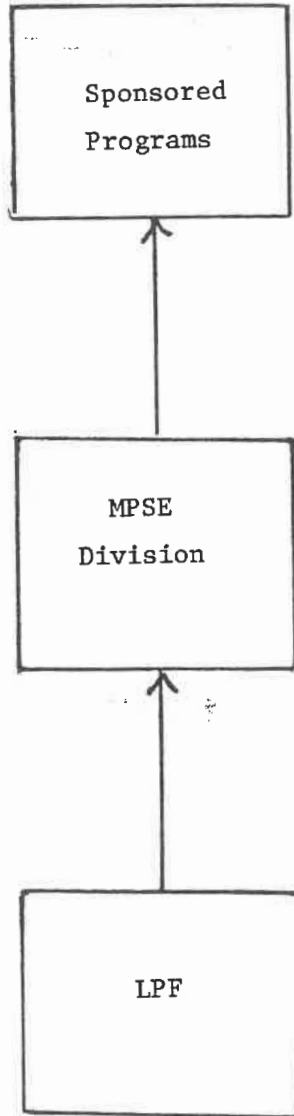
Administrative Procedures
When Proposal is Funded



LPF Actions:

1. Sets up necessary files
2. Initiates appointments - joint and LPF only
3. Purchase requests to Purchasing Department and to Z order group
4. Prepares financial reports
5. Credits all institutional members for participation in the particular research effort
6. All other necessary technical & administrative support functions

LPF Grant and Contract Proposals
involving LPF personnel (no joint appointments)



Contracts and Grants

1. Files - maintaining C _ G files
2. Schedule and tracking of reports and proposals
 - a. Send appropriate reports to agency on an on-time basis.
 - b. Send proposals in on time.
3. Preparation of proposals - coordinate the writing, budget preparation printing, etc.
4. Processing of proposals
 - obtaining signatures of preople in each Department.
 - forms - routing
 - delivery to agency
5. Grant administration
 - a. setting up accounts
 - b. monitoring monthly expenditures
 - c. obtaining approvals for grant and contract budget changes
 - d. obtaining travel approvals from appropriate authority
6. coordinate the distribution of preprints
7. Act as the administrative supervisor for the secretaries and technical typing personnel



301-454-3516

LABORATORY FOR PLASMA AND FUSION ENERGY STUDIES

UNIVERSITY OF MARYLAND
COLLEGE PARK, MARYLAND 20742

DIVISION OF MATHEMATICAL AND PHYSICAL
SCIENCES AND ENGINEERING


December 3, 1984

Subject: Administrative Processing of Proposals

To provide simple and efficient administrative processing of proposals emanating from the Laboratory for Plasma & Fusion Energy Studies (LPF), the following procedures are currently being followed: LPF routes proposals through Physics and Astronomy Department, Electrical Engineering Department and the Institute for Physical Science and Technology, depending on the academic affiliation of the Principal Investigator(s). In the case of Physics and Astronomy, the Chairman reviews proposals that are germane to Physics and Astronomy and then forwards the proposal to MPSE. All proposals germane to Electrical Engineering, the department chairman or designated representative signs the routing form and the proposal is forwarded to the Division for routing form signature. In the case of the IPST, the EE procedure is followed.

All proposals emanating from LPF are so titled. The account numbers for LPF proposals when funded are handled in the following manner: For Physics and Astronomy related faculty an LPF number is assigned. In the case of Electrical Engineering related faculty, the number is either an LPF or an EE number, depending on the preference of the principal investigator. In all cases, credit is given on LPF reports concerning research funding to the Principal Investigator's academic department(s).

The LPF Director signs the routing sheet and the proposal as appropriate. Mr. William Jenne, the Associate Director signs when the Laboratory Director is not available. All administrative related matters are handled through Mr. Jenne's office.


Hans R. Griem
Director

LABORATORY FOR PLASMA AND FUSION ENERGY STUDIES

PROPOSAL CHECK LIST

Prior to Routing - the following items should be checked:

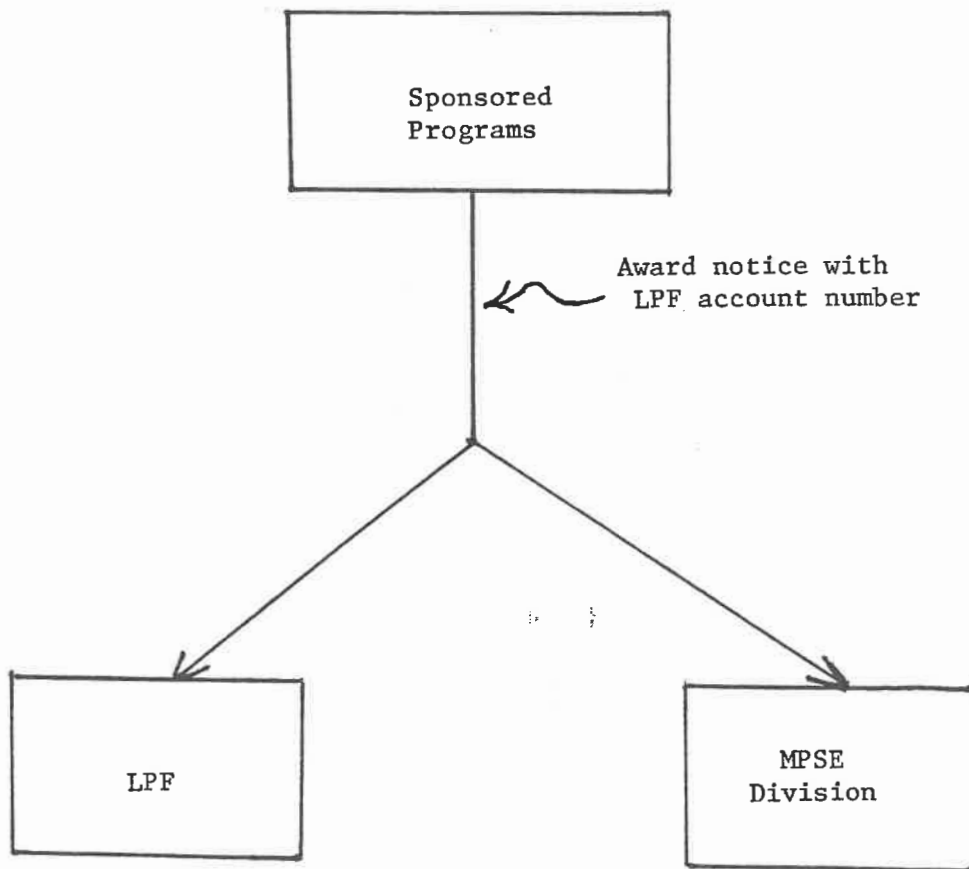
1. Check that an original signature page is in the first copy of the proposal.
2. Check that a cover, cover page, signature page, abstract, body of proposal with references and budget page are included.
3. Check that a routing sheet has been prepared and signed by the principal investigator and Director. All proposals coming from the Laboratory must be signed by the LPF Director or Associate Director. On the routing sheet, in addition to the Department Chairman of which the teaching faculty (PI) is a member must sign.
4. A copy of the routing sheet, a copy of the proposal and any other accompanying documents must be returned to the undersigned for the contract file prior to any documents leaving the Laboratory.

Routing of Proposals - The following sequence should be used for processing proposals:

1. Director or Associate Director - signature on proposal and routing sheet.
2. Participating Department(s) - Signature on routing sheet (PI member department).
3. Division (MPSE) - Signature on routing sheet. (Room 2300, Math Building).
4. Sponsored Programs - Leave with Roxanne Charleston (Room 3112, South Administration Bldg.)

Note: Revised Budgets normally do not require a routing sheet. Send to Sponsored Programs with copy to participating Department.

Administrative Procedures
When Proposal is Funded



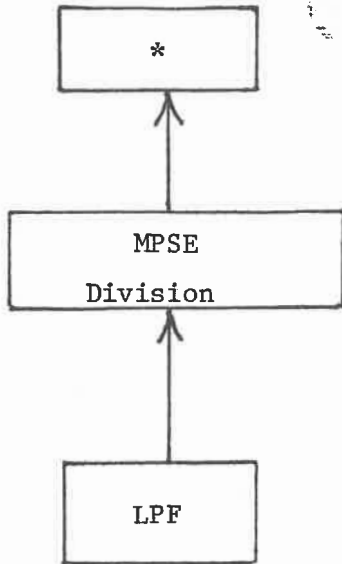
LPF Actions:

1. Sets up necessary files
2. Initiates appointments - LPF only
3. Purchase requests to Purchasing Department and to Z order group
4. Prepare financial statements
5. Credits all institutional members for participation in the particular research effort
6. All other necessary technical & administrative support functions

Personnel Actions

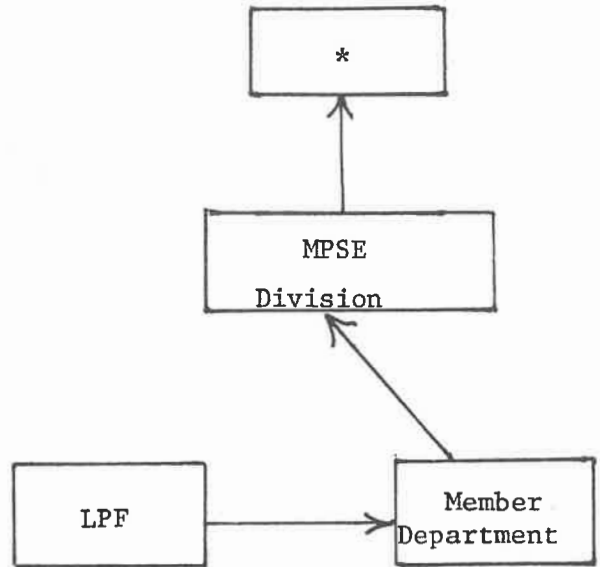
Personnel Actions

LPF APPOINTMENTS



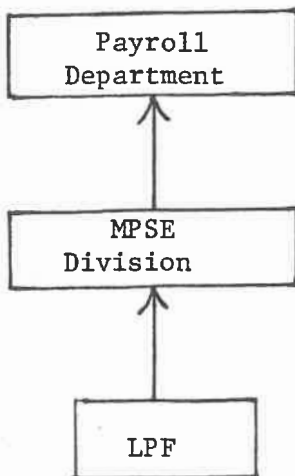
*To Vice Chancellor for Academic Affairs Office or Personnel Dept. as appropriate to position.

LPF - JOINT APPOINTMENTS



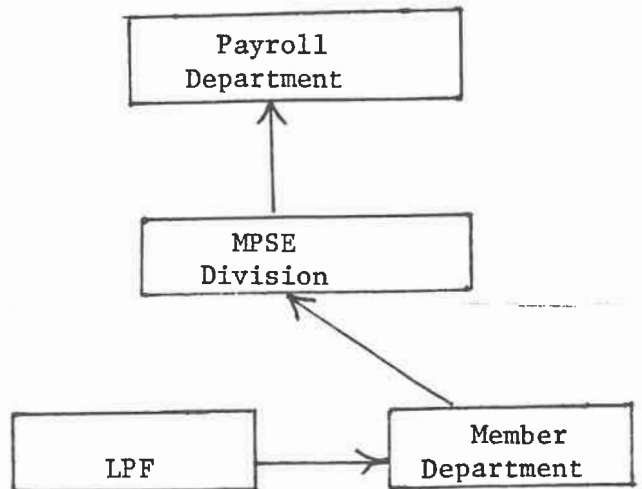
*To Vice Chancellor for Academic Affairs Office or Personnel Department as appropriate to position.

PAYROLL ACTIONS



LPF Funds

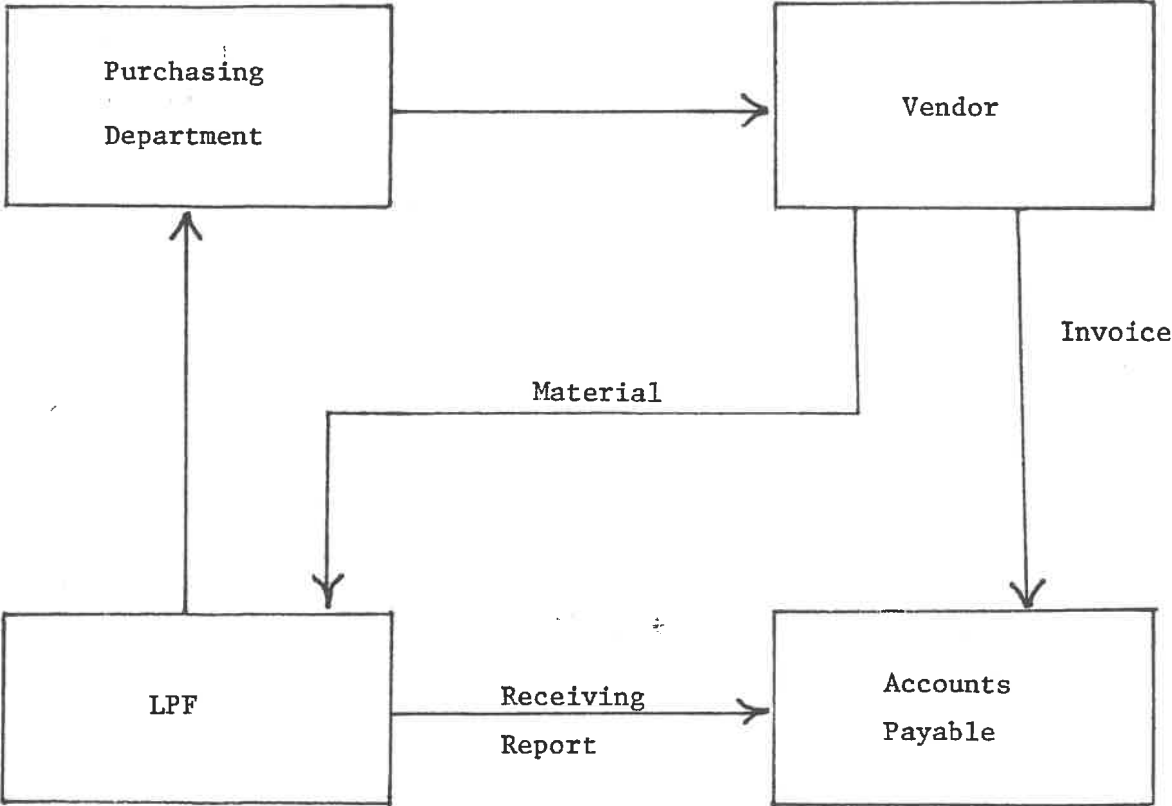
PAYROLL ACTIONS



LPF Funds & Member Department Funds

Purchase Orders

Purchase Orders



LPF MATERIAL HANDLING

- All material will be delivered to or sent from Room 0221 of the Energy Research Building

- Arrangements will be made with Federal Express, UPS etc. to pick up at Room 0221

Observations on LPF Operations vis-à-vis Other Departments

Observations on LPF Operations vis-a-vis other departments

1. The departmental credit for funding received for LPF focused research by Principal Investigators who hold joint membership in LPF and other departments could be handled by including in the award notice all of the departments that a principal investigator is a member of.
2. The Engineering Research Center, a new MPSE department has received substantial funding for FY84 \$600,000 which was not taken out of any unit in the Division to our knowledge, but came from central University resources. Future funding will be even larger, but the University is committed to new research efforts.
3. Usually new funding has been easier to get for organizations during initial startup than for existing organizations.
4. The question of overhead return funds, i.e., who would receive the particular funds should they ever become available in the future should be left to the future, but one possible way is that overhead funds would simply be returned to the principal investigator for use in their research. Any use of these funds to off-set expenses for such items the departments may supply to the principal investigator could then be negotiated.

LPF Functions and Related Correspondence

LABORATORY FOR PLASMA AND FUSION ENERGY STUDIES

FUNCTIONS

The Laboratory for Plasma and Fusion Energy Studies (LPF) functions as an interdisciplinary laboratory where research in plasma and fusion energy can be carried on in a collaborative manner by scientists from the member departments of Electrical Engineering, Institute for Physical Science and Technology and Physics and Astronomy, as well as any other groups working in this area that may join later. Working with these scientists will be scientists who come for short stays and are appointed by the Laboratory.

The necessary logistical support for members of the Laboratory is provided by LPF General Support Staff. The Laboratory provides support to each member group regardless of departmental affiliation. General Support Staff includes people in the areas of personnel, finance, administrative support, technical support, building maintenance, etc.

Research Support Functions:

Streamlining of administrative and related structures and procedures will facilitate the plasma and fusion energy research effort.

Some of the research related items to be handled through the Laboratory:

1. Research faculty, technical, administrative and secretarial LPF appointments.
2. Salary increases for joint appointments will be coordinated with units involved in the appointment. Other personnel actions such as

promotions and reclassifications would be handled in the same manner.

3. All Personnel records for LPF personnel will be maintained by LPF including leave records.
4. The billings for LPF personnel and services will be by LPF.
5. Procurement: All purchasing and related action will be initiated and expedited by the Laboratory. Z order support will continue to be available to LPF.
6. Delivery of Supplies: All items will be delivered directly to the Laboratory relieving the member departments of the necessity of bringing the items to the Laboratory.
7. Inventory will be broken down into two parts:
 - a. Research items purchased on Laboratory accounts. These items will have their inventory records maintained by the Laboratory.
 - b. Project items purchased on a member department account will have inventory records maintained by the Laboratory in consultation with member departments.
8. While Grants and Contracts will normally be administered through LPF, Principal Investigator's will have a choice of having either an LPF or member department account number assignment⁽¹⁾. The principal investigator will in any case need LPF approval for any proposal submitted. If the account is to be an LPF recognized account then proper credit to the contributing department or departments will be arranged. All proposals will be routed through the appropriate member departments for review and endorsement of

internal routing form. Since a proposal may require commitment of academic faculty time or member department resources, it is imperative that a proposal be routed through all of the member's departments.

9. Joint LPF and other department appointments where appropriate will be entered into by LPF with another University department or departments.

Academic Functions:

All academic matters will go through appropriate departments.

- (1) All items which are on a member department's account number will have to be routed through that department.

Note: Financial responsibility for LPF programs will rest with LPF but advisory support for automating the LPF financial reports will be made available by Physics and Astronomy.



University of Maryland

COLLEGE PARK, MARYLAND 20742

ELECTRICAL ENGINEERING DEPARTMENT

LEE D. DAVISSON
CHAIRMAN
(301) 454-4171

January 27, 1984

MEMORANDUM

TO: Dr. Frank Kerr, Provost
MPSE Division

FROM: Lee D. Davisson *LDD*

SUBJECT: LPF Functions

On January 15 I attended a meeting with H. Griem, M. Reiser, W. Destler and C. Striffler. As a result of the meeting the "LPF Functions" document (enclosed) was revised to reflect the views of the attendees.

I am not sure that the revised document sufficiently clarifies our views. We strongly feel that the choice of administration between Electrical Engineering and LPF must be the prerogative of the contract Principal Investigator(s) including all appointments, personnel actions, record keeping, etc. As well as the account number assignments. Only the latter point is specifically addressed in the "LPF Functions" document.

LDD:ba

Enclosure

cc: H. Griem
G. Dieter
M. Reiser
W. Destler
C. Striffler

Your comments in your letter of January 27th concerning the LPF functions is very much appreciated. It is very difficult to cover all situations in a document that is intended to be a general statement of the functions to be performed by LPF.

One of the reasons for establishing LPF was to provide a central focus for research in this particular research area which has a large component of interdiscipline research. It was felt that this interdisciplinary research could best be served by having a separate organization to coordinate this work. A concurrent development was that many government agencies funding this area of research, particularly DOE, expressed the desire to have a focal point at the University with whom they could bring matters relating to plasma and fusion research.

Therefore in answer to your comments, I believe that projects that involve a single discipline/department including personnel, the account number could go through that department's administrative machinery. But in the case of multidiscipline contracts, such contracts need to be administered by LPF with proper proportional credit given to each department of which the contributing principal investigators are members, in addition to being a member of LPF. If multidiscipline contracts were divided up between departments and thus the thus the coordination of the program, the spirit and intent in the creation of LPF would have been defeated since the Laboratory was created to foster interdisciplinary research across disciplines i.e. departments.

The above doesn't mean that all contracts of a principal investigator have to be administered by LPF. I will certainly work with you on being sure that any contract that an LPF member, who is also a member of EE,

wants the contract to be administered in EE and to hire and pay personnel on that contract through EE. My feeling is that many projects will be clear cut, that they will only involve one discipline and therefore could reside and be administered through EE if it is the PI's desire. We will endeavor to accomodate all such requests and to work with you on any items that are perceived to be problems.

Letter dated April 29, 1987 Regarding LPF Review Process



THE UNIVERSITY OF MARYLAND

COLLEGE PARK CAMPUS

College of Computer, Mathematical and Physical Sciences
College Park, Maryland 20742 (301) 454-4906

April 29, 1987

Professor Bell
Energy Program

Dear Professor Bell:

This is in response to your letter of April 16 concerning the review committee for the Laboratory for Plasma Fusion and Energy Studies. We have discussed the points raised in your letter, so this letter constitutes an answer from both of us.

1. We do not believe that a review and visit from an external committee is necessary for the review process. However, we would appreciate your committee soliciting comments from appropriate individuals outside the University. Such comments could reasonably come from faculty at other universities, technical officers at funding agencies, and industrial researchers. These external comments should address questions relating to the overall scientific reputation of the Laboratory for Plasma Fusion and Energy Studies, the appropriateness of its current and planned research directions, and the outlook for future funding of its research activities.

2. We do not foresee any difficulty with the current administrative arrangement in which the Director of the Laboratory report to two Deans. This arrangement seems to be an ideal solution for LPF in view of the Laboratory's faculty being drawn, in more or less equal shares, from the two colleges. We certainly, as Deans, have had no difficulties in jointly administering LPF.

3. In reference to the concerns about the Review Committee functioning as a Search Committee we understand your concerns about this issue. We would suggest the following procedure.

First, the Review Committee carries out their review in as expeditious a way as possible. Then, we will constitute a search committee for permanent director. However, many of the participants on the review committee will be asked to serve on the search committee. We would not ask the members of the review committee who may be considered as candidates for the directorship of the Lab to serve on the Search Committee. The other members who will have considerable experience by that time in the needs and opportunities for LPF would be very appropriate members for a search committee.

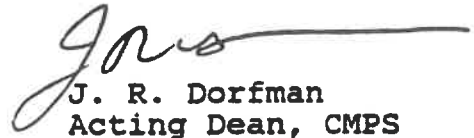
We hope these arrangements resolve the difficulties pointed out in your letter. In conclusion, we are willing to meet with the committee at any mutually convenient time to discuss these as well as other issues that may arise in your work.

Thank you very much for the thorough and timely way in which you are carrying out this review.

Sincerely yours,



George E. Dieter
Dean, College of Engineering



J. R. Dorfman
Acting Dean, CMPS

:vjh