

# RESPONSIBILITIES

# FACULTY

Director	Faber
Associate Director, Lick Observatory (LO)	Prochaska
Associate Director, Instrumentation	Rockosi
Associate Director, UCLA InfraRed Lab (IR Lab)	McLean (UCLA Faculty)
Associate Director, Thirty-Meter Telescope (TMT)	Bolte
UCO Cabinet Member	Bolte (ex officio, Assoc Dir TMT) Brodie (ex officio, Commun Coord) Illingworth Koo (ex officio, Commun Coord) McLean (ex off, Assoc Dir UCLA IR Lab) Prochaska (ex officio, Assoc Dir LO) Rockosi (ex officio, Assoc Dir Instruments)

Provides advice to the Director, prompt response to emergencies, problem-solving, budget planning, policy development.

UCO Representative to Systemwide Optical/InfraRed (OIR) Strategic Planning Committee	Prochaska
Internal Strategic Planning Committee Member	Bernstein Epps Gavel <sup>a</sup> Max McLean Rockosi Smith

The Internal Strategic Planning Committee is an ad hoc committee charged with developing internal UCO input to the systemwide OIR strategic plan. A major focus will be on UCO instrumentation efforts and the staff and infrastructure needed for that but the committee will also consider broader issues. Suggestions from this internal committee will be forwarded to the systemwide committee for discussion, incorporation, and/or modification. The internal committee will also act as a resource for the systemwide committee to provide factual data on UCO operations.

TMT Board Member	Bolte
TMT Scientific Advisory Committee (SAC) Co-Chair	Illingworth
TMT SAC Member	Bolte (ex officio, TMT Board Member)
CARA Board Member	Faber
Keck Scientific Steering Committee (SSC) Co-Chair	Prochaska
Keck SSC Member	Bernstein Faber (ex officio, UCO Director) Nelson (ex officio, WMKO Proj Scientist)
Keck Adaptive Optics (AO) Planning Committee Member	Max
UCOAC Member	Bolte (ex officio, Assoc. Dir. TMT) Faber (ex officio, UCO Director) Illingworth (ex officio, TMT SAC co-chair) Prochaska (ex officio, Keck SSC co-chair) Rockosi (ex officio, Assoc. Dir. Instrumentation) Smith

The UCOAC is the systemwide advisory committee that advises the UCO Director on the UC OIR facilities and instrumentation program.

## RESPONSIBILITIES

## FACULTY

Keck Extragalactic TAC Chair

Faber

Keck Extragalactic TAC Co-Chair

Guhathakurta

Keck Extragalactic TAC Member

Max

Keck Galactic TAC Chair

Faber

Keck Galactic TAC Co-Chair

Bolte

Keck Galactic TAC Member

Smith

Keck Scheduling & TAC Comments

Smith

The TAC co-chairs assign reviewing responsibilities to TAC members, co-chair the meetings, and read all the proposals. They will also help to resolve scheduling issues between TAC meetings.

LO TAC Co-Chair

Prochaska (ex officio, Assoc Dir. LO)  
Smith

LO Scheduling & TAC Comments

Smith

Communications Coordinator

Brodie  
Koo

The Communications Coordinator(s) and Director together are in charge of developing an overarching communications strategy for UCO. Roles: editors of the UCO Newsletter, editors of the Lick Observatory Newsletter, co-editors (with the Director) of the UCO Annual Report, faculty advisors for the UCO website, managers of the UCO Facebook page and other social media, final editors of all UCO press releases, and editors and advisors for communications to UCO donors and friends groups.

Development Coordinator

Guhathakurta

The Development Coordinator and the Director together are in charge of formulating, prioritizing and advancing UCO's fund-raising needs. Roles: principal contact with donors, interface with private foundations, mobilize faculty to prepare proposals for available opportunities, plan UCO fund-raising events, identify and court donors, coordinate with UCSC and systemwide UC/OIR Development personnel and groups.

Assistant Development Coordinator

Brodie

Education & Public Outreach (EPO) Coordinator

Max

The EPO Coordinator is responsible for targeting several disparate constituencies: K-12 education, community colleges, undergraduate and graduate education at the university level, and the general public. Role: to develop a tightly knit program that is both efficient and mutually reinforcing, with itself and with other UCO activities.

Friends of LO Faculty Liaison

Smith

The FOLO Faculty Liaison serves as a convenient single point of contact between FOLO and UCO and ensures that FOLO questions are directed to the proper UCO faculty or staff member to deal with them. He/she also serves as a resource to FOLO to provide them with stimulating and enjoyable activities. The FOLO Faculty Liaison serves under the Development Coordinator and takes direction from the DC.

Liaison San Jose Municipal Government (Streetlights)

Guhathakurta

UCO Staff Personnel Actions

Administrative Staff

Faber

Laboratory Staff & Scientific Programming

Rockosi

LO Staff

Prochaska

Responsible faculty prepare draft letters and evaluation forms for staff in their areas for the Director to review and sign. The Director handles the administrative staff.

Current Instrument PI

Multi-Object Broadband Imaging Echellette (MOBIE)

Bernstein

Automated Planet Finder (APF)/Levy Spec

Vogt

Next-Generation Keck Adaptive Optics (NGAO)

Max

DEIMOS CCD Upgrade

Rockosi

Keck Cosmic Web Imager (KCWI) Blue Camera

Epps, Rockosi

# RESPONSIBILITIES

# FACULTY

IRCAL Upgrade (Lick)	Rockosi
Shane AO Upgrade (Lick)	Gavel <sup>a</sup>
Optical Coatings Laboratory	Phillips <sup>b</sup>
Instrument Support and Telescope Maintenance	Bernstein Bolte Rockosi Vogt
New Instrument Proposals	Brodie Koo Max Prochaska Rockosi
Contributions/Original Design on New Instruments	Bernstein Epps Nelson
Project Scientist TMT NGAO	Nelson Max
Science Team Member	Brodie (DEIMOS upgrade) Faber (MOBIE)
Faculty Personnel Actions	UCO Director
Liaison to Other UCSC Units	Koo
<p>Interfaces with COR chair, CPB chair, Grad Council chair, Academic Senate chair, VCRs, PBSci Dean, as well as other admin units as necessary (e.g., Business &amp; Administrative Services). Keeps abreast of, and communicates to relevant faculty, systemwide events that affect UCO.</p>	
Internal governance	
UCO Space	Koo
Computing Policy Management Committee (CPMC) Chair	Koo
<p>CPMC is the internal computer management group. There are two co-chairs, one from UCO and one from the Astronomy Department. CPMC manages the (self-supporting) NICS computer group.</p>	
Scientific Programming Group (SPG) Liaison*	Prochaska
Moore Laboratory for Adaptive Optics (LAO) Liaison*	Max
Center for Adaptive Optics (CfAO) Liaison*	Max

\* These individuals are faculty liaisons to staff and issues in these units.

<sup>a</sup> Academic Research Astronomer

<sup>b</sup> Academic Associate Research Astronomer