

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 ^a 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	Faber (ex officio, UCO Director) Nelson (ex officio, WMKO Proj Scientist) Bernstein
Keck Adoptive Optics (AO) Planning Committee Member	Max
UCOAC Member	Faber (ex officio, UCO Director) Prochaska (ex officio, Keck SSC co-chair) Illingworth (ex officio, TMT SAC co-chair) Smith

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

Keck Extragalactic TAC Chair	Faber
Keck Extragalactic TAC Co-Chair	Guhathakurta

RESPONSIBILITIES

FACULTY

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

Smith

Prochaska (ex officio, Assoc Dir. LO)

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.

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

IRCAL Upgrade (Lick)

Rockosi

Shane AO Upgrade (Lick)

Gavel^a

RESPONSIBILITIES

FACULTY

Optical Coatings Laboratory
Instrument Support and Telescope Maintenance

Phillips^b
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

Faber (MOBIE)
Brodie (DEIMOS upgrade)

Faculty Personnel Actions

UCO Director

Liaison to Other UCSC Units

Koo

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 & Administrative Services). Keeps abreast of, and communicates to relevant faculty, systemwide events that affect UCO.

Internal governance

UCO Space

Koo

Computing Policy Management Committee (CPMC) Chair

Koo

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.

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.

^a Academic Research Astronomer

^b Academic Associate Research Astronomer