# Geophysics Administrative Guide

Updated December 1, 2013

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I. Department Leadership

Chair: Howard Zebker
Associate Chair:

Mission Statement: The mission of the Geophysics Department is to develop and apply advanced geophysical methods to further our understanding of complex Earth systems and processes, and to train students to become future leaders in their fields. The research and training we do is both strategic and fundamental, and aspires to address critical societal as well as scientific challenges.

Committee leadership and responsibilities
1. Academic Affairs Committee
   a. Chair: Simon Klemperer
   b. Committee members: Greg Beroza, Howard Zebker, Tiziana Vanorio
   c. Responsibilities
      i. Maintain and update curriculum requirements, including review and revision of Bulletin description as needed (April)
      ii. Advise students and monitor academic progress
      iii. Coordinate annual reviews
      iv. Review and approve all forms related to degree progress
      v. Coordinate VPUE research program, recruitment, dorm events, undergraduate studies information on website
      vi. Coordinate and make recommendations regarding scheduling of courses, reviewing course offerings and content, potentially phasing out courses, and balancing course loads across the quarters

2. Admissions Committee
   a. Chair: Gary Mavko
   b. Committee members: Jerry Harris, Eric Dunham, Jesse Lawrence, Nancy Massarweh
   c. Staff lead: Student Services Manager
   d. Responsibilities
      i. Develop and manage process for review and admission of applicants, and make recommendation on admissions
      ii. Handle applications, review applicant files, coordinate the admissions process, and notify students
      iii. Coordinate advertising, recruitment, and admissions website
      iv. Set and manage timelines for applicant reviews and prospective student visit(s) (set deadlines in October, applicant review typically in January-February, visit typically in February)
      v. Review and distribute welcome/orientation packages sent to new students (summer)

3. Faculty Appointments and Promotions
   a. Chair: Mark Zoback
   b. Staff lead: Department Manager
   c. Responsibilities
      i. Advise individual A&P or search committees
      ii. Write and arrange for receipt of all letters
      iii. Review and edit final candidate packages

4. Outreach and Communications Committee
   a. Chair: Rosemary Knight
   b. Committee members: Tiziana Vanorio

5. Graduate Fellowship and Awards Committee
a. Chair: Simon Klemperer
b. Committee members: Jerry Harris, Jesse Lawrence, Gary Mavko
c. Responsibilities
   i. Handle nomination, selection process, and award decisions for graduate student and postdoc fellowships, including SGF, Shell, Thompson

6. Seminars
   a. Coordinator: Paul Segall, GSAC
   b. Staff lead: Department Administrator
c. Responsibilities
   i. Organize GP201 (Frontiers)
   ii. Coordinate with GSAC to recruit speakers for weekly department seminars. For 2013-14, seminars will be held on weeks 1-9 of each quarter. No seminars will be held on week 10 or finals week.
   iii. Organize all logistics of seminars, including travel logistics for speakers, room reservations, refreshments, coordination with GSAC if needed, and advertising including flyers, emails to school/department listservs, and updates to the website and calendar.

7. Research Initiatives – Ad hoc committees

II. Graduate Student Funding

II.a. Student Stipends and Salaries. The School of Earth Sciences has approved the following salary scale for geophysics graduate students. This salary scale reflects amounts for (1) pre-QE (qualifying exam) fellows and student assistants, and (2) post-QE fellows and student assistants. Salaries and stipends may change annually. For 2013-14, the following rates apply:

- Fellowship (Pre-QE) $8,879
- Fellowship (Post-QE) $9,287
- Research Assistant (Pre-QE) $8,879
- Research Assistant (Post-QE) $9,287
- Teaching Assistant (pre-QE) $8,879
- Teaching Assistant (post-QE) $9,287
- Full Tuition $9,250
- Subsidized tuition $5,550
- TGR $3,701

II.b. Graduate Student Assistants. Graduate student assistantships are a form of student employment, compensating students with salary and tuition allowance for research or teaching. All students holding assistantships must be enrolled in each quarter in which the assistantship appointment is held. For autumn, winter, and spring quarters, unless the student is on TGR status, the student must be enrolled for 8-9-10 units. For more information about appointments, see Administrative Guide Memo 24.2.

i. Research Assistantships (RA). Research Assistants work on research projects under the supervision of a faculty member. Research Assistants are often paid from external sponsored awards, but may be paid from internal sources as well. Research Assistants work no more than 20 hours per week, with the expectation that the remaining 20 hours are dedicated to fulfilling educational requirements. RAs may work more than 20 hours in summer quarter. The Student
Services Manager processes RA appointments.

ii. **Teaching Assistantships (TA).** All Geophysics Ph.D. students are required to be appointed as a 25%-time Teaching Assistant for two quarters, in order to fulfill degree requirements. Students may enroll in the optional GEOPHYS 399 class during their appointment. Students who take a course for credit may not work as the teaching assistant for the same course. As defined in the Administrative Guide Memo 24.2, a Teaching Assistant works with a faculty member who has primary responsibility for a course, or assists a group of students in several courses. Duties include, but are not limited to:

a. Preparing for class sections and/or laboratories where new material may be presented.
b. Presenting material in classroom or lab setting.
c. Marking and/or grading some portion or all of the exams or papers (but not independently assigning the final grade).
d. Holding regular office hours.

Lecture-only courses with 10 or more students are eligible for one department-paid teaching assistantship. This assistantship may be in the form of a Course Assistant (CA) or TA. CA appointments do not count towards TA degree requirement. TAs are required to do in-class teaching, though they should not give more than 50% of the lectures during the quarter. Additional TAs may be requested for courses with extensive labs, fieldwork, or other special needs, and require approval from the Department Manager. Instructors and students seeking teaching assistantships should submit requests by mid-term of the quarter prior to the beginning of the course.

Funds may be used from the Dean’s Office TA allocation to support students assisting faculty with course development. This work can take place in any quarter, and students can be paid either through a TA appointment or through an hourly appointment. Course development does not count towards the TA degree requirement. The Student Services Manager processes TA, CA, and course development appointments.

II.c. **Internal Graduate Fellowships.** Fellowship payments are considered to be financial aid in the form of stipends rather than salary. Funds for internal graduate fellowships come from school and department endowments and gifts. Geophysics students must be making acceptable degree progress and be in “academic good standing” to be eligible for department fellowships. The department fellowship pays a stipend plus tuition for 8-10 units per quarter. Annual fellowship allocations are made according to the following guidelines:

i. Each faculty member receives department/school fellowship support per year. For 2013-14, senior faculty members receive the equivalent of six (6) quarters of fellowship support, and junior faculty members receive eight (8) quarters. Faculty members may use their annual allocation for new or continuing students for whom they are the research or academic advisor. Fellowship allotments must be used in fiscal year that they are allotted, and may not be carried forward.

ii. A faculty member may use any part of their fellowship support to supplement other support that their student receives (e.g. teaching assistantships, outside scholarships). In this case, the dollar amount used will be deducted from his/her allocation.

iii. If funding is available, the Department Chair may award a Chair's Fellowship (up to 3 quarters) to a continuing student working with two or more research groups. Annual Review Committees may submit nominations in spring quarter, following annual reviews. Nominations or supporting letters must be received from two members of the student's annual review
committee (including the advisor). In addition, the student must submit a statement (approximately one page in length) describing how s/he plans to interact with the two or more research groups and explaining how the interaction with the groups will benefit their research. The deadline for all nomination materials is the last day of spring quarter. At the end of the year following receipt of the Chair’s Fellowship, the fellow will write a report and give a short presentation to the faculty.

iv. Funds remaining after the above priorities have been met will be awarded at the discretion of the Chair. Funds may be distributed to students with financial need, and on a case-by-case basis as supplemental support for external fellowships and scholarships (see Section II.d).

II.d. External Graduate Fellowships and Scholarships. Extramural fellowships or scholarships will be applied towards the graduate student stipend and tuition. At the discretion of the faculty advisor and dependent on the availability of funds, a bonus of up to $4,000 per year may be allocated from an external fellowship/scholarship to a student to acknowledge his/her effort. These funds can be paid directly to the student. Alternatively, faculty may choose to increase the proportion of pay in the summer months (possible range from 50% to 90%) to benefit the student. Students should inform the Department Chair or Manager, as well as the Student Services Manager, if they receive such fellowships or scholarships directly from the external source. Financial awards and prizes from external groups for academic excellence may be accepted by students and used for personal or research needs, as per the requirements of the donor.

III. Postdoctoral Scholars. Postdoctoral scholars are trainees in residence pursuing advanced studies beyond the doctoral level, in preparation for an independent career. Appointments are generally restricted to those who have earned their Ph.D. degrees within the last three years, and may not exceed a total of five years, including cumulative experience elsewhere. Salaries should be higher than TGR Graduate Students and should follow Stanford minimum salary guidelines based on years of experience. Salary and office space for postdocs need to be approved by the Department Manager at least three months prior to an offer being made. All approved postdocs must have proper appointment paperwork and legitimate visas. The Student Services Manager processes postdoc appointments.

IV. Academic Progress

IV.a. Academic and Research Advisors. The department recognizes both academic and research advisors. In most cases, the same faculty member serves both roles. The distinction becomes important, however, when a Geophysics student has a principal research advisor in another department.

i. Academic Advisor. Each Geophysics student must have an Academic Advisor who is a member of the Geophysics faculty and the Stanford Academic Council. The Academic Advisor supervises the student’s academic progress, conducts the Annual Review, and advises the student on department and university requirements for graduation. The Academic Advisor, in consultation with the student, chooses members of the student’s Annual Review Committee. In most cases, the first-year Academic Advisor will evolve into the student’s continuing Research Advisor.

ii. Research Advisor. Each Geophysics graduate student must have a Research Advisor who is a member of the Stanford Academic Council. The Research Advisor is not required to be a member of the Geophysics faculty. The Research Advisor serves as the principal dissertation advisor and is charged with supervising the student’s research.
**IV.b. Annual Review.** Annual Reviews will be conducted for all graduate students at a meeting of the Annual Review Committee during Spring Quarter (except for first-year students, for whom the annual review will take place during Fall Quarter of their second year). The student is responsible for scheduling the meeting. Within two weeks following the Annual Review, the advisor must submit the Annual Review Report to the Student Services Manager. Requests for postponement of the Annual Review must be filed with the Student Services Manager. Detailed instructions for the Annual Review Report are provided with the review forms, available online, and from the Student Services Manager. The review process is based on three items:

a. The written Annual Review Report  
b. A meeting of the Annual Review Committee  
c. A review of the student’s academic record

**IV.c. Annual Review Committee.** Each student, in consultation with his/her Academic Advisor, must assemble an Annual Review Committee. The Annual Review Committee consists of three or more faculty members or senior academic staff. At least two of the three must be members of the Stanford Academic Council as well as members of the Geophysics faculty. Participants from outside the Stanford community may be included with the department’s prior approval.

**IV.d. Qualifying Examination and Qualifying Committee.** The Ph.D. Qualifying Exam should be taken, and the application for candidacy filed, by the end of the student’s second year in the graduate program. No exception is allowed for students who initially enter the M.S. program and subsequently transfer to the Ph.D. program. The student must assemble the Qualifying Committee of at least two Stanford Academic Council members who are also on the Geophysics faculty. Requests for postponement of the QE must be filed with the Student Services Manager by mid-term of the student’s sixth academic quarter. The request to postpone a QE must include an Annual Review Report for the current year, and the student must be in good academic standing.

**IV.e. Degree Progress.** Specific details on University Policy on Minimum Progress can be found in the Stanford Bulletin [http://exploredegrees.stanford.edu/graduatedegrees/#degreeprogresstext], and in this Guide. Students not meeting the combined university and department requirements are subject to academic probation and dismissal from the graduate program. Students not making acceptable degree progress for two or more quarters are not eligible for department fellowships. To assist with progress tracking, on a quarterly basis, the Graduate Student Academic Advisor will review students’ grades.

**V. Appointments/Reappointments.** For all new appointments at any level, all faculty (including tenure track, research, and teaching faculty) should vote. For promotions, all faculty at the same level or above the level of the promotion should vote.

**VI. Teaching by Non-Academic Council Members.** Academic staff, postdocs, consulting and visiting faculty, and graduate students are encouraged to teach courses that address department needs and student interests. Approval by the Chair is required prior to offering or advertising such courses. A syllabus should be submitted to the Chair for approval at least one quarter prior to the anticipated start date of the course, in order to allow sufficient time for feedback and approvals. Instructors who are not members of the Academic Council will be appointed as Lecturers. Funding for replacement teaching may be provided to individuals in this category. The typical range for such replacement teaching payments is $6,000-10,000/quarter, depending on the complexity of the teaching assignment (additional consideration is given for developing new coursework, higher volume of classroom hours or material review, etc.).
VII. Visitors.

VII.a. All visitors require appointments, legitimate visas, and approval by the Chair and Department Manager. The visiting scholar appointment form also includes conflict of interest disclosure which must be completed by the faculty host. The appointment form and policy is available online here: [http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/visiting-scholars](http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/visiting-scholars) Visitors who will be in Geophysics for more than one quarter will need to be approved for a visiting or consulting appointment by the faculty. Short-term visitors (one quarter or less) do not need additional approval from the faculty; however, the Chair and Department Manager must always be notified of any visitors who will be in the department for more than one day.

VII.b. Space for Visitors. Faculty members must request space from the Department Manager at least one month in advance of the visitor’s arrival. Shared space may be allocated for visitors in residence for one quarter or more, though space is not guaranteed and availability must be confirmed by the Department Manager. If a visitor is in residence for less than one quarter, space may not be allocated, although touch-down space may be made available. When space is limited, departments should limit visitor numbers (at any one time) to no more than 40% of the regular faculty headcount.

VII.c. Consulting Faculty Appointment Process and Academic Obligations. The department faculty meets spring quarter to consider reappointments and appointments for visiting/consulting appointments and then votes if such reappointments and initial appointments are appropriate and needed. In the event a vote to appoint is not unanimous, then majority rules.

New appointments, including a summary of the programmatic benefit to the department and visitor’s CV, are submitted by the faculty sponsor. New appointments include the agreement that the visitor will: teach/co-teach a lecture course, teach/co-teach a seminar, or advise/co-advice a student whose research is likely to result in joint publications.

For reappointment of visiting/consulting faculty, the faculty sponsor must provide a summary of what the visitor has contributed with the initial appointment, and indicate how s/he will contribute in the upcoming academic year. An updated CV is required. If the visitor is to teach a lecture, a course syllabus requires approval prior to consideration of the reappointment.

Consulting faculty are appointed for one year, and the appointments may be renewable. Individuals holding these titles are qualified for the various ranks, but their primary professional involvement is in business, industry, or government (e.g. Geological Survey), and their primary involvement should continue during the Stanford appointment. Occasionally, this appointment may be used for individuals who are self-employed or retired. Individuals holding this appointment are not members of the Academic Council, Medical Center Line, or Academic Staff, nor do they accrue time toward tenure by length of service. Appointments are typically unpaid or paid by honoraria, but occasionally salaries may be paid. Consulting faculty are also subject to the University’s academic policies, including compliance with standards of integrity, confidentiality and privacy laws, and use of intellectual property, and will need to sign Stanford’s SU-18A (Patent and Copyright Agreement for personnel with prior or existing and conflicting intellectual property agreements with another employer).

VIII. Sponsored Projects Administration

VIII.a. Proposal Submission. All proposals should be prepared using the sponsor’s forms and instructions, and must be routed electronically via SeRA with all relevant documents attached. To the highest extent practicable, proposals must be completed and submitted to the Office of Sponsored
Research at least five (5) full business days in advance of the sponsor’s deadline. In order to meet that deadline, administrative and financial components of proposals must be completed and routed to the PI, Department Manager, and Department Chair for review no later than six (6) business days prior to the sponsor’s deadline. Additional days may be utilized to complete the scientific components of proposals, but all components must be submitted to OSR no later than one (1) full business day in advance of the deadline. Proposals that are submitted in their entirety and in final form by the deadline will be given highest consideration by OSR.

VIII.b. Quarterly Certification. For each quarter of a sponsored project in which expenses and/or effort is charged, financial reports must be certified by the PI. The assigned research administrator will reconcile each sponsored project account on a monthly basis. On a quarterly basis, the expense summary and financial reports will be provided to the PI for review and signature. The administrator will provide reports to the PI no later than forty-five (45) days following the end of each quarter, and the reports must be certified by the PI no later than sixty (60) days following the end of the quarter. The administrator will then record the date and status of each using eCertification (ecertification.stanford.edu), to be updated no later than sixty-seven (67) days following the end of each quarter. Should the PI be unavailable to sign quarterly certifications in the time allotted, justification should be provided in eCertification. As soon as the PI is available to sign, eCertification should be updated (using the current date).

IX. Department Administration

IX.a. Administrative Staff. The following are the current department administrative staff, and their service roles:

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<tr>
<th>Role</th>
<th>Name</th>
<th>Service</th>
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<tbody>
<tr>
<td>Department Manager</td>
<td>Csilla M. Csaplár</td>
<td>All GP groups</td>
</tr>
<tr>
<td>Student Services Officer</td>
<td>Nancy Massarweh</td>
<td>All GP groups</td>
</tr>
<tr>
<td>Department Administrator</td>
<td>Michelle Brunner</td>
<td>All GP groups</td>
</tr>
<tr>
<td>Research Administrator</td>
<td>Claudia Baroni</td>
<td>Harris, Lawrence, Vanorio, Zoback, SCITS, web support</td>
</tr>
<tr>
<td>Research Administrator</td>
<td>Margaret Milia</td>
<td>Dunham, Klemperer, Mavko, Segall, Sleep</td>
</tr>
<tr>
<td>Administrative Associate</td>
<td>Jared Gregory</td>
<td>SRB, faculty supported by Margaret Milia and Natasha Lee</td>
</tr>
<tr>
<td>Administrative Associate</td>
<td>Vanessa Silveira</td>
<td>Harris, Lawrence, Vanorio, Zoback</td>
</tr>
<tr>
<td>Affiliates Prgm Coordinator</td>
<td>Diane Lau</td>
<td>SEP/Biondi, SESAAAI</td>
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IX.b. Office Space. The Department Manager assigns student, postdoc, staff, and visitor offices, and offices will be assigned on the basis of availability. Graduate student and visitor spaces are not owned by an individual faculty member, as such space is considered a community resource. To most efficiently use all available space, graduate students from different units/groups may be asked to share offices. The department will do its best to keep groups together; however, this cannot be guaranteed. The Department Manager maintains a list of offices and the occupants currently assigned to each space. Students who wish to move to a different office must request such move with the Department Manager prior to moving. Upon completion of their dissertation defense, students should plan to vacate their spaces quickly. Space permitting, students may retain their space for up to three (3) months after graduation.

IX.c. Listservs. Email lists for the department are as follows:
IX.d. Emergency contact information. Emergency contact information should be updated on the SES intranet (through individual user profiles) no less frequently than annually. Emergency contact information will be managed by the Department Administrator, Department Manager, and Department Chair. In the event of a medical emergency, call 911 immediately and alert the Department Manager and Department Chair. In the event of a physical/facilities emergency, contact Tom Koos (SES Facilities Manager, tkoos@stanford.edu, 650-736-1002) and alert Department Manager and Department Chair.

IX.e. Key checkout
Geophysics has a key check-out process for all Geophysics students and visitors, to ensure security of the facilities and keep better track of the key inventory. When students or visitors need a new key or need to exchange keys due to an office move, they can check them out from the department administrative associate. There is a required key deposit of $10/key, which will be returned to the borrower upon return of the key(s).

X. References
By reference, the Geophysics administrative guide incorporates the following school and university guidelines:

a. Stanford Admin Guide
   http://adminguide.stanford.edu
b. SES Space Policy
c. SES Retirement/Recall Policy