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1 EE Administrative Personnel

1.1 Quick Link

- Graduate Academic Advisers

Area code is 650, email address is login@ee.stanford.edu

Title	Name	(office, phone, login)
Chair	Mark Horowitz	(Packard 175, 723-5782, chair)
Departmental policy and programs, Chair of Department Executive Committee.		
Director of Undergraduate Studies	Robert Dutton	(Allen 333X, 723-6685, vicechair)
Responsible for undergraduate and graduate academic programs and the departmental academic database, documentation, educational labs, and Website.		
Associate Chair for Graduate Admissions	Howard Zebker	(Packard 171, 723-4114, admissions).
Department Manager	Mary K McMahon	(Packard 168)
Department administration, financial management, personnel, facilities.		
Financial Officer	Diane Castle	(Packard 163, 723-2877, dcastle[1])
Administer operating budget, gift funds; faculty and staff payroll and other financial forms.		
Director of Student and Academic Services	Debby Bryan	(Packard 170, 725-9327, dcbryan)
Manage administration of student services: admissions, degree progress, course scheduling and financial aid. Evaluation of graduate applications and financial aid awards.		
Staff/Faculty Affairs Administrator	Corinne Beck	(Packard 167,724-7630, corinneb)
Responsible for Kronos and Labor Distribution, processing staff forms and short-term faculty appointments.		
Packard Building Manager	Kenny Green	(Packard 115, 724-3310), kennygee)
Packard Building facilities manager, health & safety and space inventory coordinator.		
Student Accounting Associate	Mianmian Quian	(Packard 164, 736-8171, fordv)
Assist with Department's financial and statistical data. Monitor and clear Department suspense account. Administer contingents' time and pay through Kronos. Process Grader time sheets. Process and monitor Department's graduate TA financial appointments in PeopleSoft GFS. Primary contact for graduate student financial inquiries.		
Degree Progress Officer	Amy Duncan	(Packard 177, 723-3194, aduncan)
Monitor degree progress for Graduate and Undergraduate students. Advise graduate and undergraduate students on department and university policies and procedures relating to degree progress. Approve academic forms. Management of Graduate Orals Committees and Reading Committees. Responsible for EE's Commencement events.		
Graduate Admissions Specialist & Student Life Coordinator	Samar Fahmy	(Packard 173, 723-4114, admissions)
Administer and implement University and Department policies and procedures concerning graduate admissions and financial aid. Responsible New Student Orientation, Visit Day and student life events. Reception of EE prospective graduate students.		
Assistant Director of Admissions	Caitlin Azhderian	(Packard 176, 724-0531, azhderic)
Evaluation of graduate applications and financial aid awards. Manage and coordinate the appointment of teaching/course assistantships for the department. Process TA evaluations and coordinate the department's annual TA Orientation and quarterly pedagogical seminars.		
Packard Systems and Network Manager		(Packard 126, 736-0460, ee-networking)
Manager of the Packard Building networks and the departmental computer facilities.		
Manager of Instructional Laboratories	Keith Gaul	(Packard 112, 723-1660, gaul)
Manages the facilities for the department's teaching labs.		
Security Information Officer	Joseph Little	(Gates 405, 725-8241, jlittle)
Information Specialist	Vickie Carrillo	(Packard 161, 723-3931, carrillo)
General information on department and university procedures and policies.		

Submit course abstracts and textbook orders.		
Packard Building Shipping and Receiving	Tharman Patton	(Packard 120, 724-3417, tpatton)
Packard Building mailroom coordinator and facilities assistant.		

2 Graduate Academic Advisers

2.1 Quick Link

- EE Administrative Personnel

Each candidate in a graduate degree program in Electrical Engineering is assigned to a faculty member of the Department who will serve as academic program adviser. The student is expected to consult with the adviser at least once per quarter, and the adviser is expected to help in program planning, specific course selection and to act as a mentor to the student. The adviser's signature is required on the Master's Program Proposal form. Typically, the adviser is also expected to give career advice and to prepare job references for the student.

While assignment of advisers is based on matches of mutual research interests, it is recognized that these interests change and thus re-assignments are made on request, subject to availability of time of the prospective adviser. If there are any questions regarding an assignment to an adviser, please contact EE's Student Services office.

Research supervision of Engineer and Ph.D. candidates is provided by all the Faculty.

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