



University at Buffalo

Department of Electrical Engineering

School of Engineering and Applied Sciences

Department Handbook

2023-24

Information for faculty and staff in the Department of Electrical Engineering at the University at Buffalo.

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Introduction

The purpose of this document is to provide information specifically for use by the faculty and staff of the Department of Electrical Engineering (EE), concerning regulations and procedures applicable to daily conduct of instructional, research and service functions of the Department.

This manual is not intended to be an exhaustive set of rules. The policies and procedures of the SUNY Board of Trustees, University at Buffalo and UB School of Engineering and Applied Sciences automatically supersede the contents of this manual.

Department Organization and Leadership

Faculty Leadership

Chair: Jonathan Bird

Responsible for resource allocation and overall leadership of the Department. Specific areas of management include Academic Programs and Accreditation; Financial Affairs; Facilities; Development, Outreach and Communications.

Research Areas

Faculty in each area work together in research and academic programming in their research areas of the Department.

- **Energy Systems**
- **Electronics and Photonics**
- **Signals, Communications and Networking**

Undergraduate Program Directors: Kevin Burke, Nick Mastronarde

Responsible for the management of the EE Undergraduate Program curriculum; student advisement; leadership of EE Undergraduate Curriculum Committee; membership in SEAS APC; ABET.

Graduate Program Director: Kwang Oh

Responsible for the management of the EE Graduate Program (ME, MS and PhD programs). Advisor for MS (non-thesis) students; Teaching Assistantship and Tuition Scholarship assignments; leadership of EE Graduate Financial Aid Committee.

Graduate Program Admissions Director: Weifeng Su

Responsible for the review of all applications for EE's ME, MS and PhD programs; leadership of EE Graduate Admissions Committee.

Department Staff

Executive Officer: Kimberly Kriz, 230 R Davis Hall, kkriz@buffalo.edu, 645-1044

Directs all administrative matters of the Department on behalf of the Chair. Responsible for the financial management of department resources (including faculty start-up), administration of personnel matters, and outreach/marketing initiatives. Supervises EE staff.

Academic Coordinator: Mary Busch, 230 M Davis Hall, mbusch2@buffalo.edu, 645-1052

Academic course scheduling, room scheduling, undergraduate program administration, event management and personnel administrative support.

Graduate Coordinator: Katharine Bartelo, 230 N Davis Hall, kbartelo@buffalo.edu, 645-2404

Graduate program administration, graduate admissions, coordination of graduate orientation, teaching assistantship and tuition scholarship processing, teaches EE 616 MS capstone course.

Technical Associate: Jason Tillman, 230 S Davis Hall, jasontil@buffalo.edu, 645-1610

Supports all technical needs related to faculty research and teaching. Manages environmental health and safety, equipment inventory and teaching laboratories. Orders equipment for EE faculty research and equipment/supplies for EE teaching laboratories.

SEAS Staff supporting EE

Senior Manager for Research Administration: Ivan Maly, 230 O Davis Hall, ivanmaly@buffalo.edu, 645-3119

Manages all aspects of sponsored research funding, from grant proposals preparation to post-award grant management.

Assistant Manager for Research Administration: Brett Davis, 209 Davis Hall, badavis6@buffalo.edu, 645-6828

Processes actions supported by grant funding: student appointments and tuition, faculty summer salaries, and other financial transactions.

Operational Procedures: Teaching

Faculty Teaching Load:

The duties of a faculty member at the University at Buffalo involve a combination of teaching, research and service. The precise balance of these activities is reviewed on an annual basis by the Chair and the Dean and may shift according to needs, interests and abilities. Faculty active in research and graduate advisement normally teach three courses per year. The teaching load of junior faculty is reduced to two courses per year for the first few years of appointment, to assist them in establishing their research program and laboratory. New faculty may have a reduced teaching load per their start-up agreement. Faculty members with administrative leadership duties may have reduced teaching loads.

Faculty members who demonstrate superb research performance have additional reduction of the teaching load by one course based on their PhD student yield and research expenditures. Almost all tenured faculty satisfy this requirement. Buy-out can also be realized to reduce the teaching load. Reduction of teaching load and emphasis on research require that each focus area in the Department have a sufficient number of faculty, or have a critical mass of faculty in each of its areas. This is necessary to ensure that sufficient courses can be offered as professors get course releases.

The full Departmental guidelines on reducing the teaching load based on faculty research performance, (approved by faculty members) can be found in Appendix A.

Teaching Assignments

Teaching assignments are determined by the Chair based on departmental and curricular needs. Requests for changes in assignment or proposals for new courses should be discussed with the Chair.

Course Scheduling (Mary Busch)

Most courses are taught in UB facilities that are centrally scheduled by the Office of the Registrar. Ms. Busch works directly with the Registrar in planning the schedule. EE makes every effort to secure classrooms that accommodate instructor preferences, teaching/tech needs, class size and curricular needs. Please contact Mary if changes are needed.

New Course Creation (Mary Busch)

Faculty should share plans to create a new course with the chair and colleagues in their research area before proceeding to application for a new course. There are separate processes for creation of undergraduate and graduate level courses, so a cross-listed course will need concurrent applications.

Operational Procedures: Administration, Facilities and Finance

Administration and Facilities

Keys and Card Access (Jason Tillman)

Each faculty and staff member receive a key to their office and UB Card access to Davis Hall, the 230 office suite and laboratories as needed. ***Administrative staff can access master office keys, should any faculty or staff member be locked out of their office.***

Telephones (Jason Tillman)

A VOIP telephone is provided in your office. Additional telephones must be purchased by the faculty member.

Shared Offices and Laboratories

In the spirit of collaboration, research laboratories and researcher offices are shared spaces in EE. Most occupants of these spaces are PhD students, though post-docs, research faculty, MS students and undergraduates may be provided a desk, also. Given that space is available,

faculty may request a space for their student to perform research as long as the student is funded. This may be through a TA-ship, RA-ship, SA-ship or some external source. See Kim Kriz and Jason Tillman if a space is needed.

PI Safety Certification (Jason Tillman)

To clarify the roles and responsibilities regarding lab safety and to ensure regular reappraisal of our lab procedures and equipment, SEAS prepares a laboratory safety certification form for each research or teaching lab that involves experiments and/or chemicals. Labs using only computer equipment are exempt. Principal Investigators or Primary Laboratory Supervisors will be required to complete this certification annually to ensure continuous occupancy. SEAS developed an online system to track certification, and will aim to re-certify each laboratory space annually, or when lab occupancy or use pattern changes.

www.engineering.buffalo.edu/labsafety

Safety Training (Jason Tillman)

All faculty, students, and researchers working EE research labs are required to annually attend a lab safety training session. UB Environmental, Health, & Safety gives sessions specifically for Electrical Engineering several times a year. If you are unable to attend an EE session, you still need to attend the training, but will need to sign up for one of the regularly scheduled sessions on the EH&S website at:

<http://www.buffalo.edu/facilities/ehs/lab-safety/lab-safety-training.html>

Safety and Fire Inspections (Jason Tillman)

EH&S and the UB Fire Marshal conduct regular safety and fire inspections, usually once per semester. Jason Tillman alerts the department when an inspection has been scheduled and works with lab occupants to ensure that all safety procedures and protocols are followed.

Office Supplies (all staff)

Office supplies for teaching and general use are purchased by the Department. Supplies can be found in the 230 suite hall closet (next to the mail room – 230 Y Davis Hall). A request sheet is posted so that items may be requested. Specialty items can be ordered by the Department from Staples.

Copying/Printing/Faxing/Scanning (Jason Tillman)

The Toshiba Office Machine, located in 230 Y Davis Hall) can print, copy, fax and scan and is available to all faculty and staff. Students may use the machine for work related to TA, RA, SA or GA appointments in EE. A SENS help ticket is needed to set up networked print access to the machine. Users may copy, fax or scan at the machine – no codes required.

Mail

Campus and US mail are delivered every business day and sorted into faculty and staff mailboxes, located in 230 Y Davis Hall. Students with assigned work spaces in Davis Hall have shared mailboxes by room. Campus mail is picked up daily from the SEAS Dean's Office, 208 Davis Hall Mail Room.

The department's address is:

Department of Electrical Engineering
University at Buffalo
230 Davis Hall
Buffalo, NY 14260

FedEx

The Department has a UPS account (with a substantial discount!) which can be used for business-related shipping. Jason Tillman and Kim Kriz are able to access the account.

Conference Rooms (all staff)

EE has three rooms in Davis Hall that can be booked for use by faculty, staff and students. The rooms are:

- 230A Davis Hall: seats 34, computer/AV/Projection
- 229 Davis Hall: seats 10, computer/AV/Projection
- 113Y Davis Hall (shared with CEDAR/CUBS): seats 20, computer/AV/Projection

All EE staff are able to access the conference room calendars. It is also possible to see when rooms are free and booking them by going to <https://engineering.buffalo.edu/ee/information-for-faculty-staff/ee-meeting-facilities.html>

Events (various staff)

The Department hosts many events and participates in other events presented school or university-wide. Some examples include:

EE Seminars (Kim Kriz) – on Friday afternoons, speakers invited by faculty and/or students

EE Poster Graduate Students Poster Competition (Kathie Bartelo) – held annually

UB Open House (Mary Busch) – for prospective students/parents, in the fall and spring semesters

SEAS Commencement (Kathie Bartelo, Mary Busch) – for graduating students and their families (end of spring semester)

Faculty Meetings (Kim Kriz)

Faculty meetings take place on a monthly basis, usually in the afternoon of the first Wednesday of the month. A “save the-date” email goes out each semester with information. If you have an item you would like to have addressed at a faculty meeting, please contact Jonathan Bird. Occasionally, tenured and full professors will have additional meetings for faculty renewal, tenure and promotion cases.

Website (Kim Kriz)

<https://engineering.buffalo.edu/ee.html>

The Department website is an important communication tool and every effort is made to keep it dynamic, updated, useful and interesting. Suggestions, changes, news to feature are always welcome.

Letterhead

EE digital letterhead can be found at this link.

<https://buffalo.box.com/s/lfw1hhty67udw23erdv2ysgogtx2bsrt>

Hard copy letterhead is in the office supplies closet in the 230 Davis suite.

PowerPoint and other UB Templates

<https://engineering.buffalo.edu/home/internal/communications/tools.html>

SEAS Intranet

Many resources here – school policies, onboarding information, communications information, faculty affairs. <https://engineering.buffalo.edu/home/internal.html>

Help Requests and Listservs

EE Facility Problem Report:

https://docs.google.com/forms/d/1faK1OIyLhSN6_LMx1aMNYFOZHETe5j6g-Pnj0J4YWaA/viewform?c=0&w=1 or contact Jason Tillman

SENS (IT Support): senshelp@buffalo.edu

EE Faculty: EE-FAC-LIST@LISTSERV.BUFFALO.EDU

EE Staff: EE-STAFF-LIST@LISTSERV.BUFFALO.EDU

EE Undergraduates: eeug-l@listserv.buffalo.edu

EE Graduate Students: eegr-l@listserv.buffalo.edu

Timesheets (Kimberly Kriz)

Per SUNY policy, all state employees must fill out a monthly timesheet, recording vacation and sick time (faculty only record sick time). This is done electronically

<https://www.suny.edu/hrportal>

Financial Management

Financial matters can be tricky at UB, as there are three funding sources (State, Research Foundation, UB Foundation) that have different policies. Furthermore, if these funds are used for payroll, each funding source is a different employer. A few notes on each source:

State (Kim Kriz): funded from state tax dollars and campus revenues from tuition and certain other sources. Units receive a state operating allocation as part of their base budget.

Research Foundation (RF) (Ivan Maly, Brett Davis): sponsored awards administered through the SUNY Research Foundation. The Research Administration Portal provides guidance for research administration: <https://buffalo.app.box.com/s/8z363cpxdw0po5tsrd60touw9yubyfl>

State IFR (Kim Kriz): Income Fund Reimbursable funds that may be allocated to a personal account. See policy in Appendix B.

UB Foundation (UBF) (Kim Kriz): funded primarily from gifts, endowed funds, grants and fee revenues.

Start-up Accounts (Kim Kriz)

Every faculty start-up account is unique. Most faculty receive funds from the SEAS Dean and the EE Department. Both types have expiration dates placed on them (per faculty offer letter). As a rule, we try to spend down SEAS Dean's funding first. If a faculty member does not spend their SEAS Dean's funds by the expiration date, they need to apply for an extension. Though EE funds have an expiration date, it can be flexible and at the discretion of the Chair.

The Department and the SEAS Dean track all purchases made through faculty start-up accounts. Faculty that wish to have a detailed listing of start-up expenditures should request it from Kim Kriz (who will work with the SEAS Dean on records of their expenditures on a faculty account).

Shop Blue Purchasing System (various staff)

The Shop Blue electronic ordering system is used for most purchases and can be accessed via <https://www.buffalo.edu/administrative-services/managing-procurement/shopblue-system.html> Faculty may use Shop Blue to create a requisition or may request assistance from the administrative staff (Jason Tillman for equipment/supplies for teaching or research labs, Kim Kriz for start-up expenses, Brett Davis for Research Foundation expenses)

Purchasing Card (various staff)

EE has a visa card that can be used for purchases on state funding that are less than \$2500. Work with Jason Tillman or Kim Kriz for purchases using start-up funds. It is possible to obtain a personal purchasing card supported by a grant by working with Brett Davis.

Travel Advances and Reimbursements (Kim Kriz, Brett Davis)

Travel Pre-Approval through the Concur System is needed before you travel. EE administrative staff can advise on policies and best practices related to travel and other out-of-pocket expenses. Policies differ between funding sources, so please do not hesitate to consult staff!

See Brett Davis for grant-related expenses and Kim Kriz for all other expenses.

The Concur online system is used for these transactions:

<https://www.buffalo.edu/administrative-services/business-travel/travel-expense-reimbursement-system.html>

SEAS Policies, Bylaws and Procedures

<http://engineering.buffalo.edu/home/faculty-staff.html>

Operational Procedures: Research

Pre- and Post- Award Administration: (Ivan Maly)

Work with Ivan Maly on all procedures relating to Sponsored Research funding. Dr. Maly works with PI's and with UB's SPS on proposals, budgets, UB and Federal online submissions, pre- and post-award funding, as well as UB Sponsored Research Services (SPS).

Post-Award Administration: (Brett Davis)

Purchases, travel, reimbursements, appointments, or tuition funded by grants go to Brett Davis, who also works closely with SPS, RF HR and Travel Services.

SEAS Research Administration Portal

<https://buffalo.app.box.com/s/8z363cpxdw0po5tsrd60toufw9yubyfl>

(Also found on the Info for Faculty and Staff page of the EE website) The SEAS Research Administration Portal is the place to initiate actions related to pre- and post-award management.