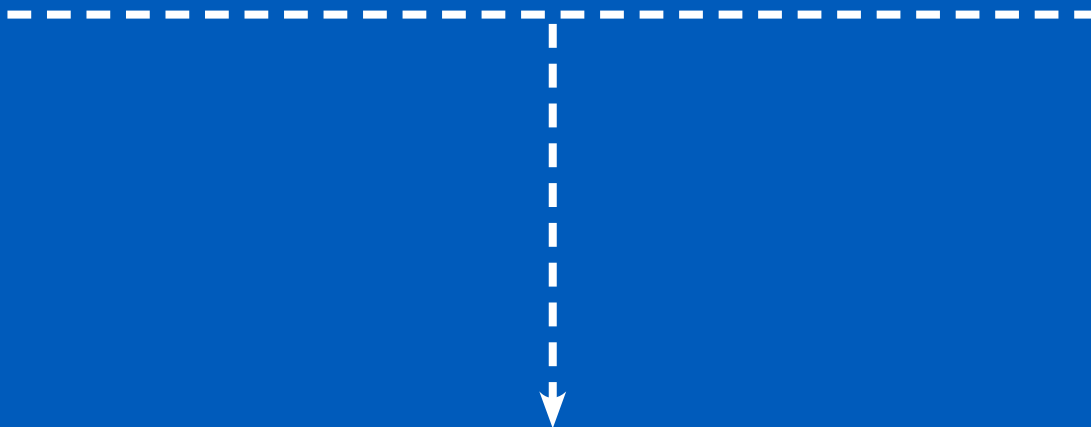


Welcome



University at Buffalo

Department of Mechanical
and Aerospace Engineering

School of Engineering and Applied Sciences

Here IS HOW.

Message from the Department

We are thrilled that you are joining the Department of Mechanical and Aerospace Engineering here at UB. We understand that you and your family are both excited and nervous to be joining a large and diverse community of award winning faculty and staff, so we have developed materials to help your transition. This information will help jumpstart your academic journey at UB where you will engage in cutting edge research, disseminate renown scholarship, impact the lives of students, and solve problems facing humanity.

This booklet is designed to answer the questions you have and to introduce you to support services you may not even know exist. We have centralized the core information along with points of contact to help you identify people within the department or university who can answer your questions. The department is dedicated to your success so if you have any questions please feel free to reach out to either myself or the MAE Assistant to the Chair to help guide you through the exciting onboarding process.

Kemper E. Lewis

Professor and Chair



TABLE OF CONTENTS

Before You Arrive	3
Payroll.....	3
Human Resources & Benefits.....	5
Once You Arrive	7
Welcome to MAE.....	7
Facilities Setup.....	9
Reimbursement Information.....	12
Start-Up Purchases	12
Support Services	13
University Support Services.....	13
School of Engineering and Applied Sciences Support Services.....	15
Mechanical and Aerospace Engineering Support Services.....	16
Teaching & Research	19
Teaching Support.....	19
Research Support.....	24
Index	27
Contact Information.....	27
Checklist.....	28
Acronym List.....	29

BEFORE YOU ARRIVE

Payroll

21 v. 26 Pay

You will have the ability to choose whether you would like to be paid on a 21 paycheck/year basis or 26 paychecks/year. See differences below.

21 PAY vs. 26 PAY

- Start Date: Mid-August
 - Insurance Starts: Start Date + 6 weeks
 - No summer pay (July-Aug)
 - Can switch to 26 Pay after 1 Year
- Start Date: September 1
 - Insurance Starts: October 13
 - Year-round pay
 - Can never switch to 21 Pay

We recommend for your initial appointment to start as a 21 Pay. If you start on a 26 pay salary, your pay and benefits will be delayed by 1-2 weeks. Before the start of your second year, you can switch to 26 Pay, which will take effect September 1.



BEFORE YOU ARRIVE

Payroll

Employee Information Form

Please fill out the Employee Information Form on the MAE Website to:

- Select 21 v 26 Pay
- Provide Work Authorization, if necessary
- Enter Address and Emergency Contact information

Visit

mae.buffalo.edu > Info For Faculty & Staff >
Getting Started at UB MAE

Special Circumstances

Please contact the department Assistant to the Chair with any extraordinary situations regarding your hiring. We want to make sure your transition is smooth and reduce stressful situations for you, your family or your colleagues coming with you from another institution. Some examples of extraordinary situations may be: you or your spouse are pregnant, you are bringing a student with you for your research, funding transfers, hiring a post-doctoral associate.

BEFORE YOU ARRIVE

Human Resources & Benefits

Your UB Welcome Packet To-Do List

Your welcome packet is your key to accessing the university and will help you get your career started. This packet will help you learn about the services UB provides.

UB Email

The Welcome Packet will include instructions on setting up your @buffalo.edu email address. While your Email Address is automatically assigned, faculty can make changes by contacting UBIT.

UBbox

Once you have your UB Email, you can sign up for a UBbox account. UBbox is an unlimited cloud storage space used by UB students, faculty and staff to store, share, and access documents (similar to Dropbox). This is often useful for those who need help with data transfer.

Benefits

Working at UB offers world-class benefits that exceed salary alone, such as health and retirement plans. View more at the website below.

Learn more



buffalo.edu/administrative-services >
[Human Resources](#) > [My Benefits](#)



BEFORE YOU ARRIVE

Human Resources & Benefits

Union Information

You will have the option to join the union. Either way, 1% of your pay will go towards the Union. You can contact your Union Rep for more information.

Visit



uupinfo.org

Time & Attendance

Monthly timesheets are processed through the SUNY Portal. At the beginning of each month you will need to login and log any sick time that you have used the previous month and submit it to the department chair.

SUNY Portal Steps:

- Select Time & Attendance Twice
- Select "Charge Time/View Calendar"
- Submit at the bottom of this screen.

Student Timesheet Approval:

- "Supervisor/Approver" at top right of screen.

SUNY Portal



buffalo.edu/administrative-services >
[Human Resources](#) > [Managing my Time](#)

UB Orientation

Human Resources will be extending an invitation to a mandatory benefits orientation. This is your opportunity to consult with staff about your benefit options before making your initial selections. Be prepared to choose your health and retirement plans.



ONCE YOU ARRIVE

Welcome to MAE

MAE LEADERSHIP

Kemper Lewis | Department Chair

David Salac | Graduate Studies Director

Matthew Ringuette | Undergraduate Studies Director, Aerospace Engineering

Robert Wetherhold | Undergraduate Studies Director, Mechanical Engineering

MAE STAFF

David Love | Assistant to the Chair

Chief of Staff

Delia Ferguson | Facilities Coordinator

MAE Facilities Oversight, Key Access, Office Furniture Ordering

Andrew Fogelsonger | Business Analyst

Data Analysis, Start-Up Processing

Marty Fye | Faculty Affairs

Faculty Recruitment, (Re)Appointments, Dossiers, Moving Reimbursements

Margie Hewlett | Senior Staff Assistant

RF Appointments, eReqs and IDI's, Travel Reimbursements, Scholarship Administrator

Rosemary Lombardo | Graduate Coordinator

Graduate Admissions Support, Student Appointments, Graduate Milestone Guidance

Brittany Sandor | Undergraduate Coordinator

Undergraduate Advising, Communications, Department Scheduler, MAE Website



ONCE YOU ARRIVE

Welcome to MAE

MAE will provide you with a quick MAE orientation where we will review this packet for any additional questions, and introduce you to staff and MAE leadership.

Important Dates

Faculty are expected to arrive one week before the start of the semester. See offer letter for details.

UB Calendars



registrar.buffalo.edu/calendars



ONCE YOU ARRIVE

Facilities Setup

Computer

UB has contracts with major computer companies that help ensure an easy purchase experience and quick service if there is ever a machine problem. Computer purchases will be charged to Start-Up Funds. You can create a quote to send to the MAE Business Analyst for ordering.

Learn more → bit.ly/ubhardware

SENS

Science & Engineering Node Services (SENS) is a full-service, support organization at UB that provides computer and technical support and assistance. SENS maintains a diverse set of facilities and provides a variety of services including local account creation, timeshare services, email hosting, official and personal web site hosting, consulting, and many other functions. SENS will also assist with software installation on any computers.

SENS quickly responds to the typical IT service questions but their specialists are also very helpful when trying to determine IT solutions such as a specific computer for research use or display or video conferencing solutions.

SENS should be your first point of contact, and they will redirect to UBIT if necessary.

Contact SENS: senshelp@buffalo.edu

Learn more → sens.buffalo.edu

Key Access

The Facilities Coordinator can provide Keys for Faculty and Student use by request.



ONCE YOU ARRIVE

Facilities Setup

Printer

MAE has 2 printing locations: 211 Bell Hall & 331 Jarvis Hall. To install these on your computer, follow instructions on MAE website.

Visit

mae.buffalo.edu > **Info For Faculty & Staff** >
Getting Started at UB MAE

Phone

You will be given an office phone with your name programmed into the directory. UBIT can provide information on setting up your voicemail and using your phone.

Learn more

buffalo.edu/ubit > **Service
Guides > Phones**

Order Furniture

MAE follows SEAS design standards and uses approved manufacturers for all furniture orders. The Facilities Coordinator can assist you with this process.

UB Card Access

You will be given access to MAE spaces that require swipe card access through your UB ID card. Spaces include Bell 340C, Bell Copy/Mail Room, Bell Kitchenette, Jarvis Copy Room, Furnas 206.



ONCE YOU ARRIVE

Facilities Setup

MAE SPACE

Bell 340C | Lecture Classroom. Capacity: 20

Furnas 206 – Seminar Room. Capacity: 50

Shared space with Chemical and Biological Engineering.

Furnas 621 | Materials Lab used primarily for MAE 385. Capacity: 20

Furnas 810 | Systems Lab used primarily for MAE 334. Capacity: 20

Furnas 1019 | Computer Lab used primarily for MAE 376/377. Capacity: 30

Jarvis 216 | Wind Tunnel Lab used primarily for MAE 338/339. Capacity: 28

Jarvis 321 | Conference Room. Seats 10

Furnas 603 | Conference Room. Seats 10

Furnas 1014 | Conference Room. Seats 10

Bell 251 | Conference Room. Seats 8 *[No closed door meetings.]*



BELL HALL



FURNAS HALL



JARVIS HALL



ONCE YOU ARRIVE

Reimbursement Information

During your move, it is extremely important that you get and keep receipts for every purchase, including fuel and tolls, for any expense that you incur.

Note that meal purchases cannot be reimbursed.

When you arrive, you will give all of these receipts to the Faculty Affairs Coordinator. Reimbursement processing generally takes up to 6 weeks.

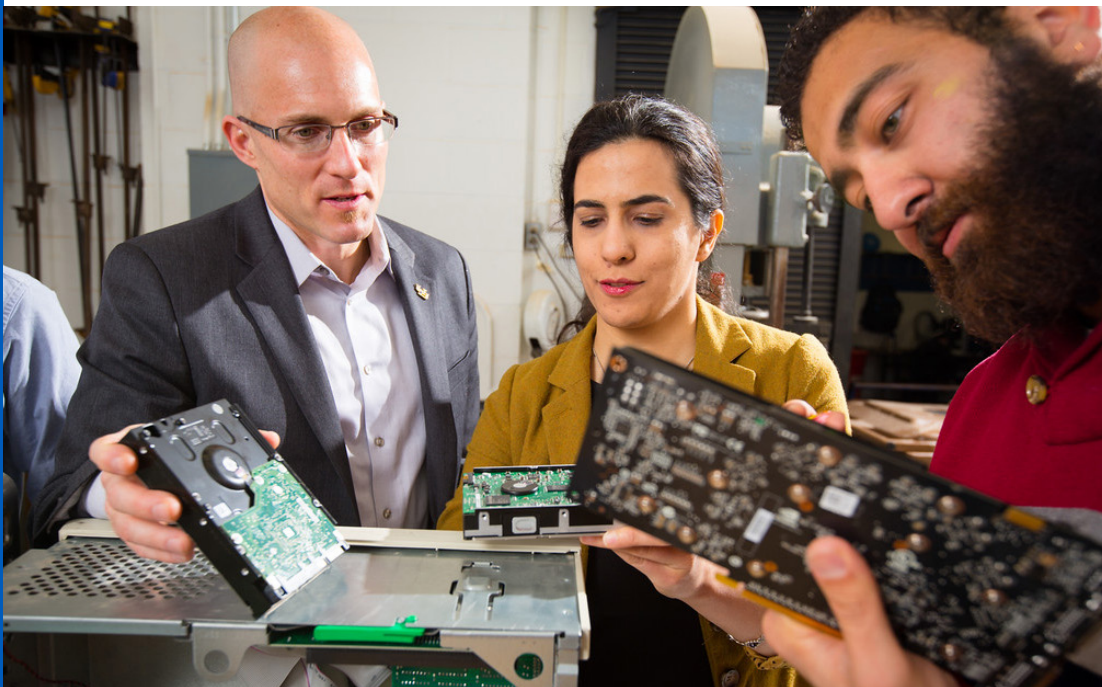
Learn more



bit.ly/ubmoving

Start-Up Purchases

Start-Up purchases are documented and tracked by the Business Analyst. Balance inquiries and general questions pertaining to Start-Up funds can be directed to them.



SUPPORT SERVICES

University Support Services

Parking & Transportation

Certain parking lots (or sections of lots) are designated for use by faculty and staff. You must have a valid faculty/staff parking permit to park in these areas. You will receive your first Parking Pass with your UB Welcome Packet. After that, you can get it either online or at 1Capen. UB also provides campus shuttles and is a bike-friendly campus.

Learn more



buffalo.edu/parking

UB Card

You will receive a temporary UB Card upon arrival, but this will expire. You can get your permanent UB Card at 1Capen.

Learn more



myubcard.com

Business Cards

Creating your business cards with the official UB logo, individualized with your department, name, address, email address, web address, phone number and fax number can be done through an online order form.

SEAS uses a specialized slogan and graphic on the back side of the business card. If you would like to use this, respond to the confirmation email immediately after placing your order saying you wish to have the Engineering "Here" back in landscape format.



Learn more



buffalo.edu/print-services



SUPPORT SERVICES

University Support Services (Students)

Accessibility Resources/Counseling Center/Student Health

UB's Student Life departments play a critical role in providing the support and resources your students need to thrive at UB and beyond.

Learn more



buffalo.edu/studentlife/who-we-are

Career Services

UB Career Services offers a multitude of services to help students prepare for their job search including a job posting database (Bullseye), and career fairs. Engineering students should be directed to the Engineering Career Advisor.

Learn more



buffalo.edu/career

Blackstone LaunchPad

Blackstone LaunchPad is a campus-based entrepreneurship program designed to introduce entrepreneurship as a viable career path.

Learn more



buffalo.edu/entrepreneurship



SUPPORT SERVICES

School of Engineering & Applied Sciences Resources



Visit

engineering.buffalo.edu >
Info For Faculty & Staff

Shared Facilities

UB Shared Facilities provides cost-effective access to precision laboratories, tools and equipment for electronic device development, the study and analysis of materials, motion simulation and 3D additive and digital manufacturing – all available for shared use by UB students and faculty, as well as researchers at other academic institutions, and those in government and industry.

Learn more

-----> buffalo.edu/shared-facilities-equip

Communications & PR

The SEAS Communications team works closely with the department communications coordinator. We love sharing your accomplishments and achievements so please reach out and let us know what you're up to!



SUPPORT SERVICES

MAE Support Services

Printing & Copying Locations

MAE has 2 printing/copy locations – 211 Bell Hall and 331 Jarvis Hall.

Mailing Address

211 Bell Hall
Buffalo, NY 14260

Mail Process

Please note that no personal mail can be sent from or delivered to UB. The mail room [211 Bell] is swipe card access. If you would like to send mail, you can contact the Facilities Coordinator or GA for postage.

Travel Process

UB uses the system Concur. You can learn more about getting started with Concur on the MAE Website.

Visit

mae.buffalo.edu > Info For Faculty & Staff >
MAE Support Services

Purchasing

The Business Analyst and Senior Staff Assistant take care of department purchases. Most research or startup purchases can be routed through the Senior Staff Assistant, and the Business Analyst can help with IFR or startup purchases. If you have questions or need guidance on how to acquire something to set up your lab or research endeavors feel free to reach out to either for clarification.

Learn more

buffalo.edu/administrative-services >
Managing Procurement



SUPPORT SERVICES

MAE Student Advising

Graduate

Each student is assigned a preliminary advisor upon admission who will help the student decide in which courses to enroll the first year. Preliminary advisors are members of the Graduate Studies Committee. During the first semester, students will meet with MAE department faculty to find a common research area or interest and identify an academic advisor.

To recruit graduate students, contact the Graduate Studies Director for recent applications via UBbox.

Undergraduate

SEAS Advisors

Located in 410 Bonner Hall

Who: Freshman, Sophomores, & Incoming Transfers.

What: University & SEAS policies, Admissions

MAE UG Coordinator

Who: Juniors & Seniors

What: MAE-Specific Policies & Curriculum

MAE Faculty Mentors

Lead by Teaching Faculty

Who: All Undergrad MAE Students

What: Careers, Research, Graduate School & Internships



SUPPORT SERVICES

MAE Website

The MAE Website is managed by the MAE Communications staff member.

Faculty Profile

You will work with this staff member in order to start your MAE Faculty Profile located on the MAE Website. We follow specific branding standards regarding information and layout. Information that we would like to share about you:

- Curriculum Vitae
- Personal Website/LinkedIn/Lab Website
- Google Scholar/Research ID/ORCID, etc.
 - Education background (PhD)
- Research Area (one of MAE's 6 Research Areas)
 - Research Interests
 - Selected Publications
- Professional Photo (until we get your MAE Photo taken)

Personal or Lab Websites

If you decide to have your own personal and/or lab website, you will be responsible for creating and managing this. UBIT offers suggestions and basic guidance on this.

Learn more



buffalo.edu/ubit > [Service Guides](#) > [Web Hosting](#)



TEACHING & RESEARCH

Class Scheduling Information

Teaching Plans

Each January, you will meet with your respective area groups to discuss your teaching plan for the upcoming fall/spring semesters. Additionally, you will work with the Department Chair, to determine courses and course load.

Class Scheduling

The Department Scheduler is responsible for managing MAE course schedules, MAE classroom spaces (Bell 340C) and requesting Centrally-Scheduled classrooms. Most of our classes are scheduled by the UB Registrar in Centrally-Scheduled Space (we are located North Campus only).

We can make requests based on classroom capacity and time/day only. It is important that we follow best-practices in regards to scheduling our lecture courses during the standard framework:

You will receive a copy of the upcoming semester's schedule several months in advance. It is important to review the requested capacity and time/day at this point. Once a class has been scheduled by the Scheduling Office and/or students have registered, it is extremely difficult to change.

MWF

8:00–8:50 am
9:00–9:50 am
10:00–10:50 am
11:00–11:50am
12:00–12:50 pm
1:00–1:50 pm
2:00–2:50 pm
3:00–3:50 pm
4:00–4:50 pm
5:00–5:50 pm

TR

8:00–9:20 am
9:30–10:50 am
11:00–12:20 pm
12:30–1:50 pm
2:00–3:20 pm
3:30–4:50 pm*
5:00–6:20 pm

*Due to Faculty Meetings & Seminars, we do not schedule during this timeframe.



TEACHING & RESEARCH

Class Scheduling Information

Final Exam Scheduling

Final exam requests will be taken a few months prior to the start of the semester. The schedule will be published one week prior to the start of classes, and exams cannot be changed after the Friday of the first week of classes. Students are responsible for contacting the instructor of the class to notify them of a class conflict and professors should schedule alternate times for these students to take final exams. An exam conflict exists when: three or more exams are scheduled in the same day or two exams occur at the same time.

Note that Final Exams cannot be held during the final week of the semester.

Other Exams or Extra Sessions Scheduling

Exams and other ad hoc requests can also be sent to the Department Scheduler
These should be requested at least 3 business days in advance (the earlier the better!)

Be sure to include:

- Course Number
 - Date(s)
- Start/End Times
- Requested Room Capacity
- Type of Request (i.e. midterm exam, review session)

Non-Class Related Events

Non-class related events can be scheduled in any available MAE space, or through the Student Life office.



TEACHING & RESEARCH

Teaching Support

Teaching Assistants

Faculty nominate students to hold Teaching Assistant positions each year. The Graduate Studies Director then allocates and assigns TA's to courses, and gets approval from the Graduate Studies Committee, where the Chair and Graduate Director make final assignments.

Graders

Faculty recruit students to act as graders through various means of their choosing. Faculty must approve timesheets through the SUNY Portal for all graders in order for them to be paid. It is important that you also encourage your students to submit these on time.

Grading

It is important that we follow University Standards regarding posting of dates.

Grading Dates -----> registrar.buffalo.edu/grades

You will post grades via HUB. If you need to fill out a Grade Change Form, these are available in the Academic Coordinators' offices. Once you have this filled out, you can submit to the Chair for a signature.

HUB Support -----> hubsupport.buffalo.edu



TEACHING & RESEARCH

Student Registration Policies

Pre-Requisite Policy

All Undergraduate courses follow strict pre-requisites policies, as directed by ABET. Exceptions should be used sparingly and only in extreme cases.

Graduate Informal Courses

Students seeking registration in an informal course (i.e. Masters Research) must fill out an Informal Course form (see the Graduate Coordinator).

Add/Drop

Students have up until midnight of the second Monday (or Tuesday, if Monday is a holiday) of classes to change their course registration.

Class Capacities & Waitlist

Many of our required courses are filled to maximum capacity. We will not register students beyond this, per fire marshal regulations. These courses have waitlists setup through HUB, and students seeking registration should add themselves to waitlists. In addition, some multi-section classes are purposely not at capacity to attempt to balance sections. Please encourage students to register for open sections, if it is possible. If not, they should join the waitlist and we will periodically increase the capacity until room capacity has been reached.

Requiring Instructor Permission

Undergraduate electives and graduate courses can require instructor permission prior to registration (NOT recommended for large classes). Please notify the Dept Scheduler if you would like to require this. When you have approved students, send the student's person number to appropriate Academic Coordinator.



TEACHING & RESEARCH

Teaching Preparation

Ordering Books

All Faculty can submit textbook orders online.

Learn more -----> bit.ly/ubbookstore

Center for Educational Innovation

CEI provides essential university services, such as UBLearns support, UB Course Evaluation, online course design, scoring and academic program assessment, to support excellence and innovation in teaching, learning and assessment.

Learn more -----> buffalo.edu/ubcei

UBLearns

Blackboard on UBLearns is the course management system at UB. Instructors can use UBLearns to post syllabi, readings and assignments, as well as communicate via email, virtual chats or discussion boards.

UBLearns Support -----> ublearns.buffalo.edu > Help

Classroom Technology

UBIT's website has information on what UB technology classrooms have to offer (including hardware and seating capacity), and find instructions for using the teaching stations and other classroom technology. You can also report an issue with your classroom's technology here.

Teaching Technology -----> buffalo.edu/ubit



TEACHING & RESEARCH

MAE RESEARCH AREAS

- Bioengineering
 - Computational & Applied Mechanics
 - Design & Optimization
 - Dynamics, Controls & Mechatronics
 - Fluid & Thermal Sciences
 - Materials
-

Student Research

Center for Undergraduate Research and Creative Activities

The Center for Undergraduate Research and Creative Activities offers services for faculty on campus who are interested in mentoring undergraduate students in research or creative activities. CURCA seeks to make the process of mentoring as seamless and manageable as possible by offering resources that provide tips, up-to-date information, and support for faculty.

Faculty can post research opportunities directly through CURCA to recruit undergraduate students in their labs.

Learn more



curca.buffalo.edu



TEACHING & RESEARCH

Research Funding

Sponsored Projects Services

UB's Sponsored Projects Services (SPS) partners with the university community to prepare and submit proposals for sponsored funding and provides stewardship of awarded funds to ensure compliance with applicable regulations and policies.

SPS STAFF SUPPORT

- Agreement Administrator – *proposal submissions, negotiating the terms and conditions of awards and is the point of contact for the sponsor*
- Proposal/Account Establishment Specialist – *works with faculty and staff on proposal and budget development*
- Award Analyst- *financial management of awards*
- AR Coordinator – *invoicing sponsors and financial reporting*

IFR Process and Policy

The guidelines specified below should be used as a reference to determine the inclusion of academic year effort (IFR) on grant proposal budgets to account for time spent on research activities during the academic year.

AWARD TOTAL/YEAR (DIRECT + INDIRECT)	# PERSON MONTHS	% EFFORT
\$49,999 and below	0	0
\$50,000-\$99,000	0.25	2.70%
\$100,000-\$149,999	0.5	5.50%
\$150,000-\$1999,999	0.75	8.30%
\$200,000 and above	1	11.11%



TEACHING & RESEARCH

Research Centers

Visit



mae.buffalo.edu > Research

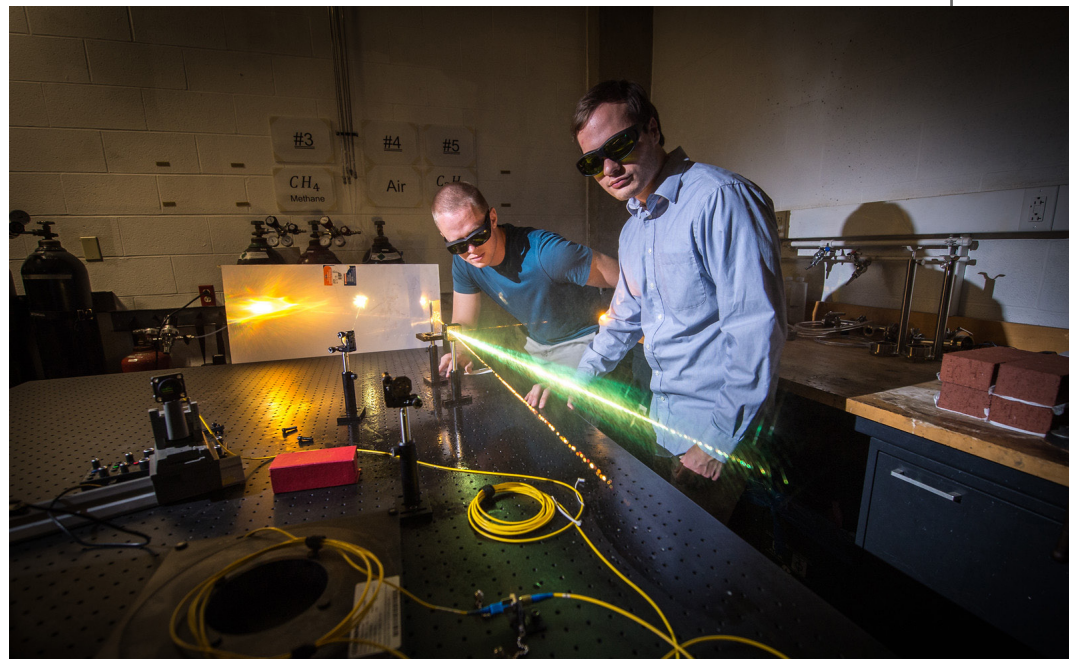
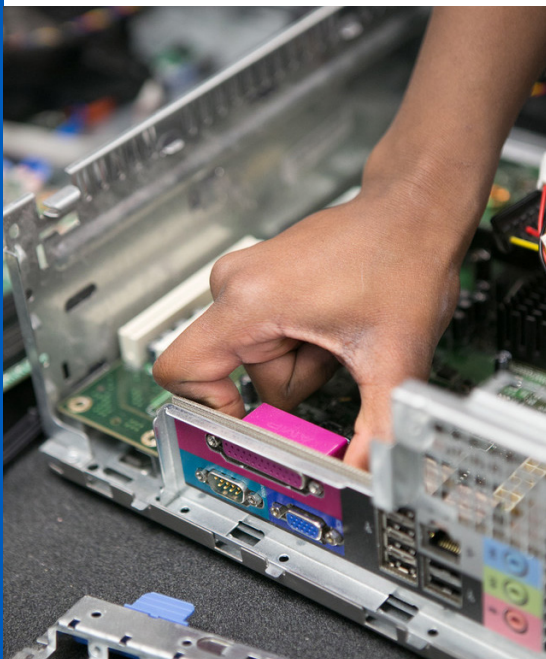
Communities of Excellence

Seeking answers to global challenges, UB has established three new Communities of Excellence. Interdisciplinary teams are collaborating with faculty, students and practitioners in diverse fields using research, education and engagement activities to create integrated solutions.

Learn more



buffalo.edu/research



CONTACTS

Kemper Lewis

Department Chair
208 Bell Hall | 716.645.2682
kelewis@buffalo.edu

David Love

Assistant to the Chair
209 Bell Hall | 716.645.1795
djlove@buffalo.edu

Marty Fye

Faculty Affairs
208 Bell Hall | 716.645.2262
fye@buffalo.edu

Andrew Fogelsonger

Start-Up Processing
212 Bell Hall | 716.645.1424
afogelso@buffalo.edu

UB Human Resources

716.645.7777



CHECKLIST

Onboarding Checklist

- Accept offer ☐
- Document all moving expenses & retain receipts (pg. 12) ☐
- Complete Employee Information Form on MAE Website (pg. 4) ☐
- Contact David Love to initiate Immigration process, if necessary ☐
- Complete UB Welcome Packet To-Do List (pg. 5) ☐
- Setup UB Email and UBbox accounts (pg. 5) ☐
- Attend UB Orientation (pg. 6) ☐
- Submit Moving Reimbursement documents (pg. 12) ☐
- Setup Facilities and Order Furniture (pp. 9-10) ☐
- Get your Permanent UB ID Card (pg. 13) ☐
- Order UB Business Cards (pg. 13) ☐
- Prep for Teaching: Order Textbooks, Setup UBLearns, etc. (pg. 19-23) ☐

Welcome to MAE!



COMMON ACRONYMS

- MAE:** Mechanical and Aerospace Engineering
- SEAS:** School of Engineering and Applied Sciences
- ATC:** Assistant to the Chair
- SENS:** Science and Engineering Node Services
- UBIT:** University at Buffalo Information Technology
- HUB:** UB's Student Information System (PeopleSoft)
- SIRI:** Strategic Information Reporting Initiative (Data Reporting)
- UGSC:** Undergraduate Studies Committee
- GSC:** Graduate Studies Committee
- SPS:** Sponsored Projects Services
- IFR:** Income Fund Reimbursable
- CURCA:** Center for Undergraduate Research & Creative Activities
- RF:** Research Foundation
- IDI:** Interdepartmental Invoice
- EPTF:** Electronic Personnel Transaction
- EREQ:** Electronic Requisition





University at Buffalo

Department of Mechanical and Aerospace Engineering

School of Engineering and Applied Sciences

This packet also has an online companion.

Be sure to check out more at:

mae.buffalo.edu > Info for Faculty Staff.



University at Buffalo

Department of Mechanical
and Aerospace Engineering

School of Engineering and Applied Sciences