

School of Architecture and Planning Fall '26 Faculty Handbook

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SEMESTER CALENDAR

FA '26 key dates

First day of classes	Mon, Aug 24
Last day to add/drop classes	Mon, Aug 31
Mid-semester review	Tue, Sep 15 – Wed, Oct 14
Fall Break	Mon, Oct 12 – Tue, Oct 13
60% participation date	Fri, Oct 23
Last day to resign classes	Wed, Nov 11
Studio final reviews	Mon, Nov 30 – Fri, Dec 4
Last day of classes	Mon, Dec 7
Last day of final examinations	Wed, Dec 16
Final grades due	Wed, Dec 23

Links:

Critical dates and links:

<https://registrar.buffalo.edu/office/faculty/pdfs/fallCriticalDatesLinks.pdf>

Academic calendar:

<https://www.buffalo.edu/registrar/calendars/current-academic-calendar.html>

***Faculty teaching undergraduate courses should enter midterm grades by October 14. Please review the university guidance [here](#).**

Midterm grades help our students make informed decisions about their progress. UB takes midterm assessment seriously and tracks participation by unit. SAP advisors also monitor the midterm grades to identify students who may need support. By entering midterm grades, you will be helping them with coordinating their outreach. There are several ways to conduct midterm assessment. Please review midterm grading options here:

<https://registrar.buffalo.edu/grades/review.php>

****Final review dates are scheduled by the departments; please check with your department.**

SAP Semester Calendar is attached at the end of this document and could also be found [here](#).

UB SYSTEMS, TOOLS, and PLATFORMS YOU MAY USE

Class rosters and grading

<https://myub.buffalo.edu/>

Navigate to HUB faculty center to find class rosters (with student photos and emails), teaching times, class location. You will enter midterm and final grades through HUB. Office of the Registrar will send reminders when the midterm and final grade rosters are available in your HUB. Please check your rosters as soon as you can to make sure they are accurate. Contact the academic advisors if you have any questions.

For further information on grading policies please visit:

<https://registrar.buffalo.edu/office/faculty/>

Grade changes

Grade changes after the grade submission deadlines are possible in narrow circumstances such as miscalculations and instructor error. Please refer to the grading page on the Registrar's website for information and link to the grade change tool.

<https://registrar.buffalo.edu/office/faculty/grading.php>

Learning management system (LMS)

<https://ublearns.buffalo.edu/>

UB's LMS platform is Brightspace. For large classes, it is recommended that you use Brightspace to create, deliver, and manage course materials; monitor participation; assess performance.

UB instituted Brightspace in 2023 and offers timely support to field faculty questions: <https://www.buffalo.edu/lms/support.html>. Please note: to use Brightspace, you must first make your course visible in the platform.

File storage and sharing

<https://buffalo.app.box.com/>

This is UB's file storage system, where you could store and share material with your students. It is recommended that you use the university platforms for file sharing and collaboration.

Information technology help

<https://www.buffalo.edu/ubit/help>

For email, classroom technology, and other IT questions, reach out to UB's IT department; they are quick to respond.

Zoom	https://www.buffalo.edu/ubit/zoom If you would like to use Zoom for remote teaching, please sign in with your UB email and credentials.
Space request	https://spacerequest.buffalo.edu/evntwebapp/ To reserve a space for additional teaching and critique sessions.
Online video recording	https://www.buffalo.edu/ubit/service-guides/teaching-technology/teaching-services-for-faculty/panopto.html UB uses Panopto for recording lessons. The platform is integrated with Zoom and UBLearns. Please visit the link to learn more about how to use this platform effectively. To install Panopto on your university-issued laptop, please speak to the SAP's IT department.
Podium combinations	To use the A/V system in several Hayes and Crosby classrooms you need to enter a passcode: • 106 Hayes: 20-34-14 • 301 Hayes: 48-08-00 • 327 Hayes: 33-13-35 • 401 Hayes: 27-03-29 • 403 Hayes: 3348 Hayes 201, 217, 328, and 402 do not have podiums. You may turn on the TV using the controls next to the TV and log in as directed. • Crosby 107 95-03-28 • Crosby 109 26-82-04 • Crosby 111 23-61-95 • Crosby 116 email IT *ap-itservices@buffalo.edu • Crosby 120 23-61-95 To receive podium combinations in other UB buildings and centrally scheduled classrooms please visit the following link and sign in with your UB credentials: https://www.buffalo.edu/ubit/service-guides/teaching-technology/classrooms-and-learning-spaces/look-up-your-classroom-combination.html
Building issues/ repairs	https://www.buffalo.edu/fix-a-room.html Please report any physical plant issues using this form. It is important to report issues as soon as you notice them to ensure timely fixes.

**Travel and
expense
reimbursement**

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

UB uses Concur platform for reimbursing pre-approved expenses incurred for teaching, research, and service activities. If you are allocated any funds for your courses, you will be notified by Department Chairs. Please discuss with them which expenses could be expensed. Also reach out to the SAP Business Office (ap-business@buffalo.edu) to request NYS tax exemption forms for in-state purchases and ask any questions you may have. UB requires pre-approval for all reimbursable academic travel.

TEACHING at UB

Syllabus requirements

Please carefully review the following resource pages and include all the required sections in your syllabus.

Please review both pages whether you are teaching an undergraduate or graduate course as there is some complementary information. (For example, the graduate syllabus guidelines provide up-to-date standard language on academic integrity, use of generative AI, support services, etc.)

Especially for the undergraduate courses, you are encouraged to clearly link assessment methods to learning objectives.

Architecture faculty should check with Erkin Özay, Chair to indicate any NAAB accreditation requirements applicable to your course.

Undergraduate syllabus requirements:

<https://undergrad.buffalo.edu/content/undergrad/faculty-staff-pw/curriculum/course/syllabus.html>

Graduate syllabus requirements:

<https://www.buffalo.edu/grad/intranet/curriculum/course-creation/syllabus-guidelines.html>

Incomplete ("I") grades

<https://registrar.buffalo.edu/registration/policies/special-grading.php>

Incomplete grades cannot be assigned to students who did not attend the course. If you plan to assign an "I" grade, please read the associated policies carefully and contact the program coordinators or advisors for accurate advice.

F grades

https://registrar.buffalo.edu/grades/f-grade_reporting.php

UB has three different F grades designed to collect better information about the causes of student failure and attendance. Please review them through this link.

Academic integrity

<https://www.buffalo.edu/academic-integrity/instructors.html>

Please review these policies carefully. There are various ways of addressing academic integrity concerns. Please contact your department chair to discuss options as soon as you suspect any violation of academic integrity. If you have any questions, contact Kelly Ahuna, Director of Academic Integrity (kha@buffalo.edu).

Severe weather events	https://www.buffalo.edu/catt/develop/teach/continuity.html Please refer to the UB guidance on instructional continuity.
Academic grievances	It is extremely important to provide a clear grading framework, course calendar, and scope of work in your syllabi to avoid academic grievances. There are successive stages to resolve academic grievance concerns as detailed in the links below. Please discuss any concerns you may have with your chair as soon as a potential grievance issue emerges. Undergraduate: https://catalog-archives.apps.buffalo.edu/1617/policies/conduct/grievance.html Graduate: https://www.buffalo.edu/grad/succeed/current-students/policy-library.html?q=grievance
Teaching support	Contact Rose Orcutt, Architecture and Planning librarian for book requests for the collection, research support, and research instruction for students. Office of Inclusive Excellence provide various resources on inclusive pedagogy: https://www.buffalo.edu/inclusion/strategic-initiatives/inclusive_pedagogy.html UB launched the EDJI Faculty fellows program to support faculty in developing more inclusive courses and course content. Please refer to this folder for access to resources: https://buffalo.box.com/s/cq4htpkqqzzg7odvpwz3wi431dwbvei0
Assessment information	The School of Architecture and Planning is required to collect specific assessment data points from various courses and periodically report them to the university. This data is used to gauge how well we are keeping up with our program and learning outcomes. At the beginning of each semester, you will be notified by Melanie Vásquez (mv58@buffalo.edu) if your course has any data points to report. At the beginning and end of the semester, we will contact you to gather this data and report it to the university.

STUDENT SUPPORT

Student academic concerns

If you have concerns about the academic progress of your students, please contact student support staff as soon as possible. You could find the contact information for program directors, coordinators, administrators, and student advisors here:

<https://archplan.buffalo.edu/People/admin-staff.html>

Mental health counseling

<https://www.buffalo.edu/studentlife/who-we-are/departments/counseling.html>

Sexual misconduct

<https://www.buffalo.edu/equity/support/obtaining-assistance/sex-discrimination-and-sexual-harassment/sexual-assault-domestic-violence-dating-violence-and-stalking/guidance-for-faculty-and-staff.html>

Faculty members “who witness, or who receive a report from a student of, violence or harassment on the basis of sex or gender prohibited by Title IX are required to notify EDI.”

Title IX office is highly responsive and supportive. It is always a good idea to call and share any concerns you may have and rely on their advice. They also accept anonymous reporting and questions.

Student Life emergency fund

https://cm.maxient.com/reportingform.php?SUNYBuffalo&layout_id=1

Modest amounts of support may be available for students in need. Please contact student advisors to coordinate.

Accessibility resources

UB is required to “provide necessary academic adjustments and auxiliary aids to allow students with disabilities to access course materials.” Your syllabi must include the appropriate accessibility language. If a student requests accommodations, you should direct them to the Student Life office to develop a plan to follow for your course.

<https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility/request-accommodations.html>

Students in distress

Emergency situations: If a student exhibits behavior that could pose a threat to their or others' wellbeing, contact the University Police immediately: (716) 645-2222

Non-emergency situations: If you are concerned about a student due to signs of trauma, health issues, loss of family or friends, distressed behavior, or behavioral shifts, you should inform the department chair and/or student advisors immediately. Additionally, you can fill out the Student of Concern form

https://cm.maxient.com/reportingform.php?SUNYBuffalo&layout_id=2

For more information please see:

<https://www.buffalo.edu/studentlife/help/emergency/students-in-distress.html>

FACULTY-FACING PERSONNEL

[Link to online professional staff directory](#)

Advancement and Alumni Engagement

Casey Weiss	Director of Advancement
Lauren Turner	Assistant Director of Alumni and Constituent Engagement

Business Office

Alison Stoute	Unit Business Officer and Chief of Staff
Ashley Claypool	Director of Personnel and Finance
Janelle Price	Associate Director of Business Services (Concur and travel)
Barbara Carlson	HR Administrator (TA appointments)
Maryanne Schultz	Staff Assistant

Enrollment Management and Recruitment

Eric Streeter	Assistant Dean for Enrollment, Advising, and Student Success
Greg Delaney	Director of Experiential Learning
Kevin Donovan	Director of Graduate Recruitment
Doug McCallum	Manager of Digital Communication for Academic Services
Jordana Maisel	Associate Dean for Academic Affairs

Fabrication

Stephanie Cramer	Director of Fabrication Workshop
Wade Georgi	Shop Services Manager
Julia Hunt	Director of Digital Fabrication

Facilities Management

Bruce Majkowski	Associate Dean for Analytics and Facilities Management
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Graduate Academic Advisors

Morgan DiMaria	Graduate Program Administrator (Planning)
Stacey Komendat	Graduate Program Administrator (Architecture)

Undergraduate Academic Advisors

Adrian Vega Bautista	Academic Advisor
Christy Krawczyk	Academic Advisor
Eric Streeter	Assistant Dean for Enrollment, Advising, and Student Success

Information Technology

Sam Stricklin	Director of IT Services
Jason Hatfield	Instructional Support Services Staff Assistant
Matthew Hervan	Instructional Support Services Staff Assistant

Marketing, Communications, and Outreach

Darra Kubera	Director of Communications
Frank Napolski	Content Marketing Associate
Rachel Teaman	Editorial Manager
Ashley Godoy	Events Coordinator
Kelly Sheldon	Editorial Associate

Research and Creative Practice

JiYoung Park	Associate Dean for Research and Creative Practice
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Inclusive Excellence

Camden Miller	Assistant Dean for Inclusive Excellence
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Staff Assistant

Sidney Jandzinski	Executive Assistant to the Department Chairs
Melanie Vásquez	Academic Affairs Systems Assistant
Holly Cook	Academic Affairs Programs Assistant

Student Professional Development

Elaine Chow	Director of Student Professional Development (Architecture)
Camden Miller	Career & Internship Coordinator (Planning)

IF YOU HAVE FURTHER QUESTIONS

SAP Information for Faculty

Please visit <https://archplan.buffalo.edu/> to access this and other useful information and forms. (Hover over “Info for” on the top right corner and click on “Faculty and Staff” from the dropdown menu. (<https://archplan.buffalo.edu/info4faculty.html/> requires sign in with UB credentials.)

Questions

Staff assistant Melanie Vásquez (mv58@buffalo.edu) could point you in the right direction.

For any of the content above and/or procedural issues, please feel free to email Jordana Maisel, Associate Dean for Academic Affairs: (jlmaisel@buffalo.edu)

For teaching, pedagogy, student, curriculum, or scheduling concerns please connect with your respective department chairs.