**Department Info for Faculty**

**Department of Aerospace Engineering**

2900 Bedford Avenue, Brooklyn, NY 11210

6325 Ingersoll Hall

Tel 718.951.5999

[www.brooklyn.cuny.edu/pub/departments/aerospace](http://www.brooklyn.cuny.edu/pub/departments/aerospace)

*Faculty Leadership:*

|  |  |  |
| --- | --- | --- |
| ChairDeputy Chair (Undergraduate)Deputy Chair (Graduate)Director, Rocket Science Program | Prof. Sarah KieferProf. Noor AlvarezProf. Brandon XiangProf. Samuel Granger | skiefer@brooklyn.cuny.edunoor.alvarez@brooklyn.cuny.edubrandonx@brooklyn.cuny.eduSamuel.granger@brooklyn.cuny.edu |

*Department Staff:*

|  |  |  |
| --- | --- | --- |
| Department SecretaryCollege Office AssistantCollege Assistant (Undergraduate)College Assistant (Graduate)College Assistant (RocSci Program) | Fahmida GulrukhAaron AndrewsBrunela FigueroaVlatko IvanovićSeraphim Koltsova | gulrukh@brooklyn.cuny.eduaaron.andrews@brooklyn.cuny.edubfigueroa@brooklyn.cuny.eduvlatko@brooklyn.cuny.eduseraphim.koltsova34@brooklyn.cuny.edu  |

Important Systems

**Brooklyn College WebCentral Portal** – [portal.brooklyn.edu](http://portal.brooklyn.edu)

* Class Rosters – with student photos
* Student Evaluations (BC Feedback)
* Multiple Position Reporting (full-time faculty)
* Parking Permits

**CUNYfirst Faculty Center** – [cunyfirst.cuny.edu](http://cunyfirst.cuny.edu)

* Verification of Enrollment
* Grade Submission
* Class Rosters

**Virtual Bookstore** – [www.CUNYBrooklynBooks.com](http://www.CUNYBrooklynBooks.com)

* Post course material information, including if your class has no required textbook.
* Use your CUNYfirst log-in credentials.

Campus Safety and Emergencies

**In Case of Emergency**

Call ext. 5511 or 911 from any campus telephone.

**Emergency Absence/Class Cancellation**

In case of personal emergency or illness, the chairperson (or a deputy chair, if appropriate) must be notified. The chair and/or department staff can assist with notifying your students of a cancelled class meeting.

[Provide additional information, such as emergency phone numbers for the chair and/or deputy]

Vital Information Related to Your Teaching Assignments

**Obligations of the Faculty and Syllabus Preparation Guidelines**

This term-specific memo is disseminated prior to each term and includes information about faculty obligations, posting course materials, required elements in your syllabi, important dates, the grade submission deadline and other important considerations.

In addition to distribution by e-mail, it is available on the Associate Provost for Faculty and Administration’s website ([www.brooklyn.cuny.edu/apfa](http://www.brooklyn.cuny.edu/apfa)) under “Academic Department Administration” section.

**Office Hours**

Full-time faculty are expected to set aside at least two or three regular office hours *on campus* each week during the semester. At the beginning of the semester, please provide your office hours so they can be posted outside the department office.

Adjuncts who teach six or more contact hours are paid for a “professional hour,” which is typically expected to be used as a regular office hour to meet with students.

**Computers on Campus**

Many of our students do not have easy access to a computer; please make sure you are clear about the course requirements for computer use and/or internet access.

* Students may access computers in the W.E.B. building, the Library, and the Library Café (open 24 hours).
* Most of the college campus has WiFi access.
* For technical problems, contact the ITS Help Desk at 718.951.HELP (4357)

**Library Instruction**

The Library provides instructional sessions that teach students about the Library's resources and services. Faculty in all departments are encouraged to include library sessions in courses with a research component. Contact a [subject specialist](http://library.brooklyn.cuny.edu/resources/?view=specialists) in the Library to arrange for an instruction session.

**Learning Center**

Students having difficulty studying, understanding the course materials or writing may be referred to the [Learning Center](http://www.brooklyn.cuny.edu/web/academics/centers/learning.php), 1300 Boylan Hall, ext. 5821, for tutoring, study skills, and supplemental instruction in many subjects.

Other Logistical Matters

**Office Space**

Office space at Brooklyn College is somewhat limited. All full-time faculty are allocated a specific office space, usually shared with other faculty. The department provides a shared office space for adjunct faculty.

All faculty have a physical mailbox in the department. Please make it a habit to check this on a regular basis throughout the semester – not all important information is distributed electronically.

**Keys and Locks**

[Provide your department’s procedure for obtaining appropriate keys and/or lock codes.]

**Room Reservations and Classroom/Lab Requests**

Please consult the department chair as early as possible to discuss any special classroom requests you may have, whether for a one-time meeting or your regular weekly classes.

* The department owns limited audio-visual equipment, but other equipment may be available for class sessions or special presentations. [Provide specific information about borrowing equipment.]
* All classrooms must be reserved with the Scheduling Office (via the department chair) to avoid surprise conflicts and other problems. (“It’s usually empty now” is a thought someone else will inevitably have at the same time as you.)
* The department maintains a conference/seminar room for meetings and seminars. You must reserve the room in advance with the department secretary. [Modify or delete, as necessary]

**Course Management Systems (Blackboard, Sakai)**

* Blackboard is the university-wide learning management system and each class section has a course shell created for it, but content needs to be added (transferred) and made available for your class.
* Brooklyn College also offers training and support for Sakai, an open-source educational software platform.
* For assistant, contact Carlos A. Cruz, Instructional Design Specialist, 381 Library, 718.951.4667

**Textbook Orders**

As noted in the “Obligations of the Faculty and Syllabus Preparation” memo, all course material information must be posted in advance of the start of the term.

Go to [www.CUNYBrooklynBooks.com](http://www.CUNYBrooklynBooks.com) and use your CUNYfirst credentials to log in. All information submitted to the online bookstore will be transferred to CUNYfirst within 48 hours. *If your course does not require textbooks, this must also be indicated online.*

 [Provide any department-specific information / procedures for the adoption of textbooks, etc.]

**Copying Needs**

The department photocopier is best used for small runs of a few pages for *instructional* or *administrative* purposes. Please treat the copier with care and report any malfunctions to the department secretary. Do not attempt to fix the copier on your own! When the department copier is not operational, the department secretary can direct you to an alternative copier in a different area.

 For larger printing/reproduction jobs or for the production of “course packs,” please discuss your options with the department secretary or the chair. Budget approval must be attained before placing an order with PrintWorks or the BC Copy Center.

 Much copying can be avoided by providing class reading materials to students electronically via Blackboad or Sakai. To guard against copyright issues, it is important that licensed materials (e.g., journal articles available through the Library’s subscriptions) are restricted to the students in your class. Please do not use a publicly accessible website to share these materials.

**Supplies**

Our department has a limited office supplies budget. Supplies like paper, folders, clips, printer cartridges, chalk, markers, etc. needed for use in the classroom or your faculty office *on campus* are available through the department secretary. Faculty should never take or “borrow” supplies for use at home.

**Reporting Problems**

* **Air Conditioning / Heating / Lighting Problems:** Report any problems with classroom or office heating, air conditioning or lighting to the department office *immediately*. The office staff will inform Facilities and track the follow-up. If you do not report the problem, it probably won’t be fixed!
* **Smart Classrooms:** On the lectern in the classroom, there is a phone number to the ITS Helpdesk (ext. 4357). Technicians are responsive and available during *all* teaching hours, including evenings and weekends. You may also contact ITS if you would like a Smart Classroom orientation to learn how to use the different features.
* **Other Computer / Network Issues:** Contact the ITS Helpdesk (ext. 4357) for problems with your office computer, network connectivity issues, e-mail, and off-campus access.

Other Questions?

The information on these pages and included in the [Faculty Handbook](http://www.brooklyn.cuny.edu/web/about/administration/provost/faculty/handbook.php) should answer many of your questions, but there are certainly things that have not been covered. Do not hesitate to ask if you have any other questions!