

School of Management Web Site

Directory Listings

The School of Management website has a directory listing under *Contact Us: the Faculty and Staff* directory, as well as the *Faculty and Research* tab on the functional navigation.

The *Faculty and Staff* directory will include all of the following, listed alphabetically by last name:

- Full-time faculty
- Faculty emeriti who have requested a listing
- Affiliated faculty members assigned to teach a course during standard semesters (fall, spring, summer)
- Administrative staff
- Secretarial staff
- PhD students assigned to regularly scheduled courses

The Faculty and Staff directory will not include the following:

- PhD students not assigned to regularly scheduled courses
- Graduate students or teaching assistants
- Volunteer faculty

The directory will list the person's name, School of Management office address and telephone number. For affiliated faculty and faculty emeriti who do not have an office in the School of Management, we will list the departmental office and telephone number. Telephone numbers other than School of Management number will not be listed.

The faculty/staff directory will be reviewed and updated as of July 1.

Departmental Faculty Listing

Each department will have a faculty listing in its academic department section of the Web site. The departmental faculty listing will include the following:

- Full-time faculty listed in alphabetical order with titles and links to their individual faculty Web pages
- Faculty emeriti who wish to be included listed in alphabetical order with titles and links to their individual faculty web pages
- Affiliated faculty who are assigned to teach a course during standard semesters (fall, spring, summer), listed in alphabetical order. No titles will be listed.

Official School of Management Individual Faculty Web page

The school's Web site will have individual faculty Web pages for all full-time faculty. Faculty emeriti may also retain their faculty web pages, if they wish, but should remain in contact for updates. Affiliated faculty will not have an individual faculty Web page unless they request

one and have been teaching for the School of Management consistently for five years or more.

The format of the individual faculty Web page must adhere to the school's established standards.

The faculty with biographical pages will be listed on the faculty and faculty/staff directories.

A "box" on the right side of each faculty member's Web page must contain the following information:

- The format and content under the picture must follow this standard:

Full name
Title (Official School of Management title only)
Department name
School of Management
University at Buffalo
Jacobs Management Center
Buffalo, NY 14260-4000
(Blank line)
Tel: 716-645-####
Fax: 716-645-#### (if applicable or
E-mail (this is hyperlinked to the UB e-mail address of the faculty member)
Personal Web Site (optional; hyperlink to the site to open in new window)

Example:

John M. Doe
Professor
School of Management
University at Buffalo
160 Jacobs Management Center
Buffalo, NY 14260-4000

Tel: 716-645-3221
Fax: 716-645-5926
E-mail

For full-time faculty and faculty emeriti, a professional photo (head shot) should be included. Photos are taken when new faculty join the school and updated every three to five years for this purpose. Full-time faculty who wish to use their own photos must receive approval of the photo by the communications director in the Dean's Office. Affiliated faculty who meet the guidelines for having a Web page may supply their own professional photo (head shot) provided it is approved by the communications director in the Dean's office.

The personal Web page of a faculty member does not have to adhere to a School format.