



Welcome to UB!

The Office of Equity, Diversity and Inclusion (EDI) would like to welcome you to the University at Buffalo. EDI is available as a resource for any questions or concerns about discrimination, harassment, and accommodations based upon disability, religion, pregnancy, maternity, breastfeeding, transgender status, or sexual violence victim status. We are committed to promoting positive work environments by ensuring UB's compliance with laws, rules and policies prohibiting discrimination and harassment.

Employee Demographic Survey

Federal and state laws require that UB survey its new employees regarding race and national origin, as well as veteran and disability status. Completion of this survey is voluntary. Please be assured that EDI maintains this information in a confidential manner and will not share it.

Please complete the online Employee Demographic Survey using the following instructions.

1. Go to buffalo.edu/demographics.
2. Click "Login to complete or update your demographic information".
3. Enter your UBIT Name and Password.
4. Complete and submit the survey.

If you do not have access to a computer, you may contact your departmental HR representative or call EDI at 716-645-2266 for assistance.

Sincerely,

Sharon Nolan-Weiss
Director/Title IX Coordinator/ADA Coordinator
Office of Equity, Diversity and Inclusion

Mandatory Compliance Training

New York State requires all employers to provide annual, interactive sexual harassment prevention training to all employees.

In addition, SUNY mandates that all paid faculty, staff, students and student leaders complete annual Title VI training.

EDI provides training to ensure that UB meets its commitment to compliance under New York State law and SUNY requirements. These trainings also inform faculty and staff about their obligation to report incidents of sexual harassment, sexual violence, racism, antisemitism, Islamophobia and other discriminatory conduct disclosed by students or otherwise brought to their attention.

As part of the annual training, an optional learning module on accessibility and accommodations is included to support a more inclusive and equitable campus environment.

More information about EDI Training is available on the EDI website at buffalo.edu/equity/trainings-and-presentations.

Thank you for your assistance in helping us meet our compliance obligations.
Please feel welcome to contact EDI with any questions.

406 Capen Hall | **Email:** equity@buffalo.edu | **Phone:** 716-645-2266 | **Web:** buffalo.edu/equity

Notice of Non-Discrimination

The University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, reproductive healthcare choices, or criminal conviction status. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Sharon Nolan-Weiss, Director of the Office of Equity, Diversity and Inclusion and ADA, Title VI and Title IX Coordinator, 406 Capen Hall, Buffalo, New York 14260; Tel. 716-645-2266; email equity@buffalo.edu. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 400 Maryland Ave. SW, Washington, DC 20202-1475; Tel. 202-453-6020; Email OCR.DC@ed.gov.

Have a concern?

Contact EDI

406 Capen Hall

Email: equity@buffalo.edu

Phone: 716-645-2266

Web: buffalo.edu/equity

- **Sharon Nolan-Weiss**
Director; ADA, Title VI and Title IX Coordinator
senolan@buffalo.edu
- **Jessica Byerly**
Associate Director; Deputy Title IX Coordinator
byerly@buffalo.edu
- **David Mines**
EDI Investigator
ddmines@buffalo.edu
- **Kimberly Fenton**
EDI Investigator
kfenton@buffalo.edu

You may also consult:

- **Your department chair or dean's office**
- **Accessibility Resources:**
716-645-2608
- **Employee Relations:**
716-645-7777
- **International Student Services:** 716-645-2258
- **Student Conduct:**
716-645-6154



University History

Here is how the years add up to something big.

Through a steady succession of big ideas, big ventures and big achievements, UB has advanced dramatically over the past century and a half. Starting in 1846 as a small, private medical school, we've grown to become the largest institution in the State University of New York system, and we're charging toward world renown as a top-rated public research university. Our history is proud and prodigious—just like UB itself.

Through continual growth

1 First was medicine, then pharmacy, followed by law and dentistry: UB in its earliest days was a series of professional schools. The creation of the College of Arts and Sciences (CAS) in 1913 made the university all the richer with its focus on the arts and humanities, natural sciences and social sciences. Students today can choose from 13 schools and colleges, of which CAS is the largest, with 27 departments.

By breaking new ground

2 As UB has evolved through the decades, so has our physical presence. The original downtown medical school moved north in 1953 to join the largely E.B. Green-designed Main Street Campus (now the South Campus). Land for the North Campus in suburban Amherst was purchased in 1964. Our newest campus, in downtown Buffalo, has brought the Jacobs School of Medicine and Biomedical Sciences school full circle, this time to anchor the city's first academic medical center.

[QUICK FACTS]

1846: The UB Medical School is founded in downtown Buffalo

1886: The School of Pharmacy is established, with the schools of law and dentistry to follow

1930: UB more fully coalesces on what is now known as the South Campus

1953: UB opens three dormitories to become a residential university

1962: The University of Buffalo merges with the State University of New York

1968: Ground is broken in Amherst on what will become UB's largest campus

2013: Ground is broken in downtown Buffalo for the Jacobs School of Medicine and Biomedical Sciences

DID YOU KNOW?

UB has presidential connections. Millard Fillmore, a lawyer and congressman, was named UB's first chancellor in 1846. Still acting in that capacity, he was sworn in as 13th president of the United States on July 10, 1850.

Through pioneering progress

3 Major discoveries are nothing new to UB. From the invention of the implantable cardiac pacemaker to the sequencing of the genome of a common coffee plant, our history is one of continual breakthroughs and innovations by big thinkers in relentless pursuit of answers. Over the years, UB faculty have won the Nobel Prize, the Pulitzer Prize, the National Book Award, the National Medal of Science and the National Medal of Technology.

With an ever-expanding vista

4 UB has always been international in outlook and reach. In 1980, we were the first U.S. university to partner with a Chinese university following the normalization of relations between the two countries, and have since founded ongoing partnerships in Singapore, India, Poland, Latvia, Japan and Canada. Meanwhile, UB is consistently among the top 25 universities in the country for international student enrollment.

With an eye on the future

5 Throughout the years, leadership has maintained an ever-evolving and ambitious vision for UB. "UB 2020" was launched in 2004 to increase our economic impact, invest in student growth, foster innovative partnerships and advance research that improves life for people across the globe. The related Communities of Excellence initiative, launched in 2015, leverages our passion for innovation and commitment to collaboration to address the most challenging issues facing the planet today.

The University at Buffalo has been a member of the prestigious Association of American Universities since 1989.



UNIVERSITY ARCHIVES

Working at UB

Here is how we help you realize your ambitions.

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society.

By producing amazing work, together.

1 Collaborate with world-class faculty and staff who have won prestigious awards, such as the Nobel Prize, the Pulitzer Prize, the National Book Award, the National Medal of Science, the National Medal of Technology, the MacArthur Foundation "genius award" and the Guggenheim Fellowship, among others.

Through continual development.

2 We invest in your future. With classes in topics ranging from communication skills to fitness and an in-house career coaching service, we have a strong support structure to help faculty grow their research portfolios and to help staff expand their skill set.

[QUICK FACTS]

- Member of Association of American Universities (AAU) – an elite 2% of all universities in the country.
- Most comprehensive campus in the State University of New York (SUNY) system.
- 12 schools and colleges, including SUNY's only School of Architecture and Planning and School of Law.
- 198 faculty members awarded the SUNY Chancellor's Award for Excellence in Teaching—the most of any SUNY institution.
- Over 6,000 full-time equivalent employees.
- Over 2,500 faculty members with a student to faculty ratio of 13 to 1.

At UB, we believe in the power of team-work. Join one of our Communities of Excellence which bring together faculty, students and staff across disciplines to tackle urgent global challenges.



Surrounded by a diverse and inclusive culture.

3 With students and faculty from 146 countries, our diversity and international engagement make us more inquisitive as scholars and more compassionate as human beings. Our staff also brings wide and varied experience, excelling in positions from administration to athletics, communications to child development, finance to food services and tradespeople to cleaners.

With an outstanding benefits package.

4 Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuits — all in an effort to support your work-life effectiveness.

In a small-town community with big-city excitement.

5 Voted America's No. 1 favorite city by Travel + Leisure readers, and ranked among the top five American cities in which to relocate by Sperling's Best Places, Buffalo is on the rise. Our city offers the amenities of a major urban area without the headaches. Friendly people, quick commutes, charming neighborhoods and a low cost of living—10.5 percent below the national average—are among the perks of life in the region.

**Visit us
online for
more info**



WORK LIFE & RETENTION SERVICES

UB supports employees' efforts to improve their personal wellness, because a healthy workforce is positive & productive. You can access programs and services at no cost as another benefit of employment

MINI MENTAL BREAKS

15 minute interactive trivia or Pictionary to give you a break from your work day



POWERFUL TOOLS FOR CAREGIVERS

The six week series helps caregivers take better care of themselves while caring for a friend or relative



FITNESS CLASSES

Most weekdays
12:10 - 12:50PM

Classes are offered on
North & South
Campus

Registration required.
Complete schedule
online



VIRTUAL WORKSHOPS

Workshop sessions
are focused on
wellness, working
remotely, and other
professional
development topics



LACTATION SUPPORT

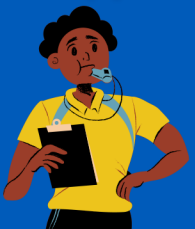
UB offers clean,
private & comfortable
space for nursing
parents. These rooms
are located on North,
South & downtown
campuses.



Rooms are
available for
reservations
upon request

WORK LIFE COACHING

Our Certified Wellness
Coaches (CWC) meet
one-on-one to
support clients in
achieving
their
healthiest
self



CUSTOM WORKSHOPS

Provide work life
related workshops
customized to meet
your unit or group's
needs



CAMPUS WALKS

Join us for a weekly
one mile walk
around either North
or South Campus



EMERGENCY INFORMATION

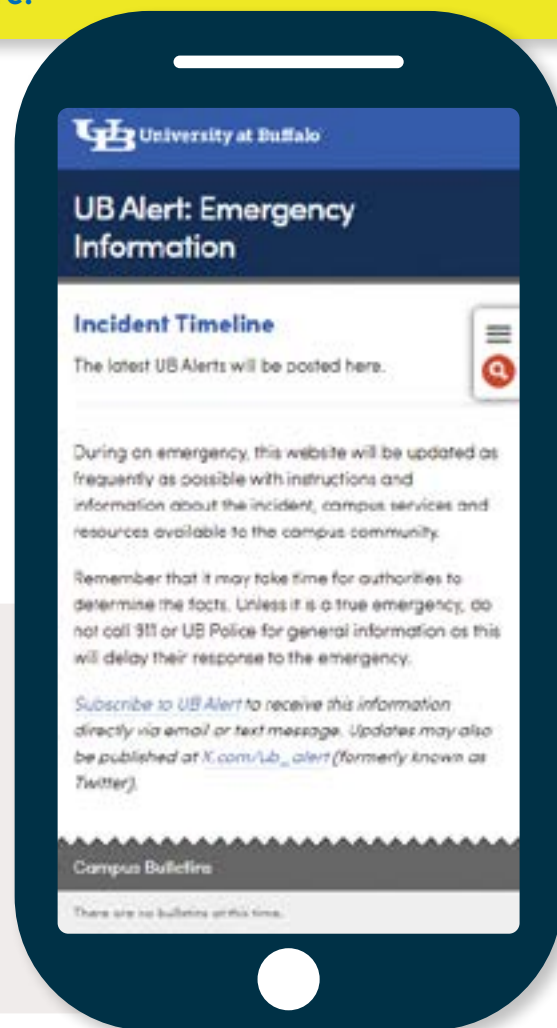


Scan the QR codes with your phone's camera to learn more!

GET IN THE KNOW



Find the latest
on closures, get
notifications for
campus emergencies
and take steps to
ensure the safety of you
and your colleagues.



UB ALERTS

Get texts and emails for the latest weather-related closures and emergencies or incidents affecting the campus.



emergency.buffalo.edu/sign_up

UB GUARDIAN

Turn your phone into a personal safety device to notify family, friends, campus safety or others you trust if you're in danger.



emergency.buffalo.edu/ubguardian

Get started with your tech

buffalo.edu/ubit/faculty

buffalo.edu/ubit/staff



Activate / manage your UBITName

Your UBITName and password is your login for email, UB Learns, MyUB, HUB, the libraries, and much more.



Configure devices for eduroam Wi-Fi

Set up your devices to automatically connect to secure eduroam Wi-Fi.



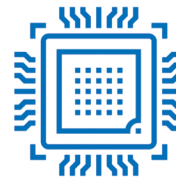
Protect your accounts with Duo

Register at least one device that UB will notify when you log into UB services. We recommend your smartphone with the Duo app, or use a security key, hardware token, Apple Touch ID, smartwatch or landline phone.



Set up UBmail on your devices

Important university updates are sent to your UB email address. Set it up on your phone or tablet.



Need help?

For help with UBIT services or your UB-provided devices, contact the UBIT Help Center or your departmental IT support: 716-645-3542 or buffalo.edu/ubit/help



Explore software and apps

Take advantage of powerful tools to help you succeed, like Microsoft 365, Zoom, OneDrive file storage and much more.

Faculty & Staff UB Card

Welcome to the University at Buffalo



Faculty
& Staff
FlexiBULL
BUCK\$

Your UB Card

Your UB Card is your official University ID and will give you door swipe access to buildings on campus, please carry it with you at all times.

Submit your own UB Card photo online at sendyourselfie.com

Pick up your UB Card

- North Campus at 1Capen
- South Campus at 1Diefendorf

To arrange delivery to a campus address email: ubcard-info@buffalo.edu

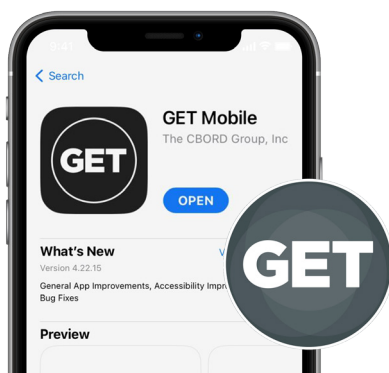
Please report a lost UB Card online at: myubcard.com/card/lost-card

Flexi-Bull Bucks

The Faculty & Staff FlexiBULL Bucks plan is a prepaid debit account that is accessible with your UB Card/GET App.

You can use your UB Card, FlexiBULL Bucks, to make purchases such as food, supplies and gifts at numerous locations both on and off campus. When you use your account at any UB Campus Dining & Shops location for food and/or beverage purchases, you will receive a discount – it's like getting your meal tax-free!

FlexiBULL Bucks do not expire and will continue to carry over year to year until you officially leave the University. More information: myubcard.com/mealplans/flexibull-bucks



The GET App

Download the GET App from the App Store or Google Play to access your FlexiBULL Bucks Account, add funds, pay for meals, mobile order and more! It's your virtual UB Card.

More information: myubcard.com/GET

Public Service Loan Forgiveness Program



What is Public Service Loan Forgiveness? (PSLF)

The Public Service Loan Forgiveness (PSLF) program is designed to forgive the remaining balance of your Direct Loans after you have made 120 qualifying payments while working full-time for a qualifying employer.

Who is Eligible?

You may qualify for PSLF if you:

1. **Work for a Qualifying Employer:**
 - Government organizations (federal, state, local, or tribal)
 - Non-profit organizations that are tax-exempt under Section 501(c)(3)
 - Other non-profit organizations that provide qualifying public services
 - Full-time AmeriCorps or Peace Corps positions
2. **Have Eligible Loans:**
 - **Direct Loans** (Federal Direct Stafford Loans, Direct PLUS Loans, Direct Consolidation Loans)
 - Loans from the Federal Family Education Loan (FFEL) Program or Federal Perkins Loan Program must be consolidated into a Direct Consolidation Loan.
3. **Are on a Qualifying Repayment Plan:**
 - Income-Driven Repayment Plans (IDR): Income-Based Repayment (IBR), Pay As You Earn (PAYE), Revised Pay As You Earn (REPAYE), or Income-Contingent Repayment (ICR)
 - The Standard 10-year Repayment Plan (though this would result in full repayment before forgiveness)
4. **Make 120 Qualifying Payments:**
 - Payments must be made while employed full-time by a qualifying employer.
 - Payments do not need to be consecutive.

Key Requirements:

- **Full-Time Employment:** You must work at least 30 hours per week or meet your employer's definition of full-time, whichever is greater.
- **Qualifying Payments:** Payments must be on time (within 15 days of the due date) and made while on a qualifying repayment plan.
- **Employment Certification:** It's crucial to submit the **PSLF Employment Certification Form** annually or when you change employers, so the Department of Education can track your eligibility.

Steps to Apply for PSLF

1. **Check Employment:** Ensure your employer qualifies using the **PSLF Help Tool** on the Federal Student Aid website.
2. **Consolidate Non-Direct Loans:** If you have Perkins or FFEL loans, consolidate them into a Direct Consolidation Loan.
3. **Enroll in an Income-Driven Repayment Plan:** This lowers your monthly payment and ensures payments count toward PSLF.
4. **Submit the PSLF Employment Certification Form:** Complete and submit the form yearly or when switching employers.
5. **Make 120 Qualifying Payments:** Track your progress through your loan servicer.

Apply for Forgiveness: After making 120 payments, submit the **PSLF Application for Forgiveness** form

Common Pitfalls to Avoid:

- **Ineligible Loans:** Ensure all loans are Direct Loans. FFEL and Perkins Loans need to be consolidated.
- **Incorrect Repayment Plan:** Only payments made under income-driven plans count, not the Extended or Graduated Repayment Plans.

Additional Resources:

- **PSLF Help Tool:** studentaid.gov/PSLF
- **Loan Servicers:** For PSLF, your loan servicer is **MOHELA**. Contact them for help with your application and tracking progress.
- For more information, visit the **Federal Student Aid website** or contact your loan servicer.

For Employees to Submit Employment Certification Requests:

For State and Research Foundation Employees, please send your Certification Requests to HR Customer Service at ub-hr@buffalo.edu

For UB Foundation employees please send your certifications requests to UB Foundation HR at ubfhr@buffalo.edu

For more information please visit:

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Why should you include accessibility in your digital content?

It's the right thing to do.

Digital accessibility ensures that everyone, including people with disabilities, can access and use digital content and technologies. This includes websites, mobile apps, documents, software and other digital tools. By designing with accessibility in mind, we create inclusive experiences that empower all users to participate fully in the digital world. Accessibility not only promotes equal opportunity but also improves usability for everyone.

As a content creator, much of the content you create has an audience beyond yourself. It is your responsibility to ensure your shared and published content is accessible. This is especially important when you share content with students. Students need to access all of the electronic and digital information presented as part of instruction to be able to participate in courses.

It's the law.

In the United States, Sections 504 (public sector) and 508 (government and higher education) of the US Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (public and private sectors) require the content we create to be accessible.

Under Title II of the Americans with Disabilities Act, state and local governments—including public universities—must ensure their websites, mobile apps and digital content are accessible to people with disabilities. A 2024 Department of Justice rule clarified this by requiring compliance with [Web Content Accessibility Guidelines \(WCAG\)](#) 2.1 Level AA standards.

Applying accessibility standards.

Where to begin? Focus on new content and content that needs to be updated or revised. Start small and take one step at a time.

View instructions on how to create accessible content on the Accessibility at UB website at buffalo.edu/access.



University at Buffalo

Equity, Diversity and Inclusion

Office of the President

Accessibility Principles for Content Authors



1. Structured Content

- Use headings to define the outline of your document.
- Use bulleted or numbered lists.
- Use tables only for tabular data.



2. Text Equivalents

- Use alt text. Describe what the image is meant to communicate.
- Do not use images as text.



3. Contextual Hyperlinks

- Use specific but concise words or short phrases for hyperlinks.
- The linked text should describe the link's destination or function.
- Avoid using vague phrases like "click here" or "read more."



4. Color Contrast

- Ensure high contrast between foreground text and background color.
- Do not rely on color alone for meaning.



5. Multimedia

- Ensure all videos are accurately captioned.
- Provide transcripts for audio-only files.



6. PDFs

- Try to avoid using PDFs, as they are often inaccessible.



7. Plain Language

- Use clear and concise language for general communications like emails and test instructions.

Welcome to UB!

Learning & Development

- Quarterly schedule of free professional development workshops for all UB faculty and staff
- Career Coaching Services available
- Supervisory Development Programs
- Development of individual learning plans

buffalo.edu/employeetraining

Wellness Programs

- Virtual wellness related programs
- Work Life Coaching
- Smoking Cessation Programs
- Walking Campus Tours for fitness
- Group Fitness Programs

buffalo.edu/wwlb

Community Activities

- UB on the Green
- Farmers Market
- Capen Garden Walk
- UB a Good Neighbor

buffalo.edu/community/events

Dining & Food Service

- More than 25 dining selections in 12 buildings
- Innovative cuisine, fresh flavors & great values
- Three convenience stores & two UB food trucks
- A focus on using “green products” and recycling
- Faculty and Staff can use their UB Card as a debit card for vending machines and campus vendors

myubcard.com

Athletics & Recreation

- Recreational facilities available on North & South campuses
- 1/6 mile jogging track, Olympic-size swimming pool, 3 weight rooms/fitness centers, sauna, steam room, showers & lockers
- 3 basketball courts, 3 volleyball courts, 7 racquetball courts, spinning room
- New fieldhouse on North campus

ubbulls.com

Child Care

- A service provided for UB faculty, staff and students
- Available Monday through Friday, 7:15 AM to 5:45 PM, for children ages 6 weeks to 5 years
- Most teachers and staff have masters degrees
- Accredited by the National Academy of Early Childhood programs

buffalo.edu/ubccc

Inclusive Excellence

- Difficult Conversations Series
- Thanksgiving Without Borders
- Inclusive Excellence Leadership Council
- Faculty & Student Mentoring Programs

buffalo.edu/inclusion

Volunteer Opportunities

- Day of Caring
- Brush-up Buffalo
- Campaign for the Community
- Ride for Roswell (benefiting cancer research)
- Linda Yalem Safety Run
- Community Day

buffalo.edu/ubcares

Employee Assistance Program

- A free program offered to all University at Buffalo employees and their families, providing assistance with any type of problem, no matter how big or small
- EAP Coordinators can help with problems ranging from substance abuse, domestic issues, and legal referrals, among others

buffalo.edu/eap

Here at UB, there's a special sense of belonging that makes faculty, staff and students feel

- **ENGAGED** as part of a vibrant community
- **ENERGIZED** by endless opportunities
- **PROUD** of all we achieve together

*We call that feeling **True Blue.***

Want to be a part of it? It's easy!

You can join in the excitement by



Engaging with UB on social media using #UBTrueBlue



Wearing UB blue on Fridays



Visiting iconic campus places, like Baird Point and Hayes Hall



Learning about UB history



Keeping up with the latest UB news



Attending shows and special events



And of course, cheering on the UB Bulls!

You might even consider becoming a **True Blue ambassador** and helping to infuse the fun of True Blue into your department.

To get more details, and to read inspiring stories of True Blue spirit, check out buffalo.edu/trueblue.



UB University at Buffalo