Useful Information for new academic staff in Aero

**Lunch:** A group of academics usually go to the SCR together for lunch at 12pm (meet by the RR fan by the lifts in 2nd floor CAGB), often followed by a coffee in the staff common room at about 12.40pm. Ask Sergei Chernyshenko (s.chernyshenko@imperial.ac.uk) to add you to his lunchtime email list.

**Personal tutorials:** All academic staff are assigned personal tutees from each of the four UG years (5-6 students per year). There are timetabled meetings with tutees during term-time. Meetings are 1-hour slots and take place in your office (often they don’t need to take the full hour). The purpose varies depending on the year and the reality is that the first year or two you do this will be a learning experience for both sides (!):

- **1st years:** Meeting every week. The purpose is primarily social/welfare – trying to answer their questions about the department/course and with a soft-skills focus (the Senior Tutor will provide a “serving suggestion” for the sort of things to talk to them about via email around the start of term). You will also help them with and assess their laboratory reports. 50% of tutorials (alternate weeks) are dedicated to helping students with their 1st year maths problems. You will receive the problem sheets they have to do (with worked solutions) from the course lecturers in advance of the tutorials.
- **2nd/3rd years:** Meetings are less regular (twice per term). The structure is less formal than for first years: the students will probably ask about the L2/L3 applications exercises and voice concerns about their courses etc. The golden rule is always to advise them to approach the lecturer of the course concerned and/or year reps with any issues in the first instance.
- **4th years:** Meetings every two weeks. By now you should know each other well! Purpose is to discuss final year project selection / careers / advice about writing CVs / job applications etc.

**Academic mentor:** Each new member of staff in Aero is assigned a mentor. Their role is somewhat loosely defined but they should be a general point of contact able to offer you advice from their experience. Make an effort to introduce yourself – some (but not all) may suggest having regular meetings etc.

**Absence from College:** Staff must not be away from College during term time. HoD permission is required for any absence during term time. There are a handful of important events during the long summer vacation that is worth knowing about before you book any summer holidays (exam board meeting ~ 1 July, MSc student presentations ~10 September, exam re-sits ~1-5 September, etc.). You should notify the teaching office (ae.office@imperial.ac.uk) by email with the dates when you will be away.

**Regular meetings:** You will be required to attend a number of meetings as an academic in Aero. These include: Staff meeting (mandatory, 3x per year, led by HoD), staff-student meetings (attend if you are mentioned in the agenda, 2x per term), research day (1x per year), teaching day (1x per year). No need to prepare anything in advance for these – just turn up and enjoy the surprise!

**Cycling:** Cycling is easier than you think – College has secure bike parking (you need to have your swipe card activated to access this) and you can buy very good D-locks at reduced cost (£30 instead of £90) from the security office. Aero staff members have access to showers in CAGB (1st and 3rd floors).

**Training courses:** You are expected to complete a number of teaching training courses during your probation period (~2-3 years). These courses run several times a year, organised internally by the College. Booking is online, more information at: [http://www.imperial.ac.uk/staff/educational-development/](http://www.imperial.ac.uk/staff/educational-development/)

**Expense / finance queries:** Department Operations manager Molly (m.ip@imperial.ac.uk) runs things with help from Ela (aero.finance@imperial.ac.uk) and Susan (s.avery@imperial.ac.uk).

**Teaching queries:** Answers to most teaching queries can be found in the Aero teaching handbook: [https://share.imperial.ac.uk/foe/Aero/teaching-admin/Handbooks/Forms/AllItems.aspx](https://share.imperial.ac.uk/foe/Aero/teaching-admin/Handbooks/Forms/AllItems.aspx). Failing that, Errikos
(errikos.levis03@imperial.ac.uk) is our DUGS and in charge of all UG teaching matters, ably assisted by our teaching fellows Siti (s.shamsuddin07@imperial.ac.uk) and Maria (m.ribera-vicent@imperial.ac.uk). Jackie (ae.office@imperial.ac.uk) runs the UG office. Ravinder (r.panesar@imperial.ac.uk) administers our MSc courses. Clodagh (c.li@imperial.ac.uk) administers the Fluids CDT. Lisa (l.kelly@imperial.ac.uk) is responsible for PGR (PhD) related queries and is also PA to HoD.

**IT queries:** John Wye (j.wye@imperial.ac.uk) is dedicated to Aero. ICT has a College-wide helpdesk (service.desk@imperial.ac.uk) but it can be a bit of a mystery how they operate...

**Safety:** Nigel MacCarthy (n.maccarthy@imperial.ac.uk) is department safety officer and can point you in the right direction for risk assessments for experiments, fire drill procedures etc.

**Workshop/practical:** Nigel MacCarthy (n.maccarthy@imperial.ac.uk) is the Aero wind tunnel manager and first point of call for queries regarding anything experimental on the fluids side. Roland Hutchins (r.hutchins@imperial.ac.uk) is the Chief technician: if you need something made he is the person to talk to. Franco Giammaria (f.giammaria@imperial.ac.uk) is our Laboratory and instrumentation supervisor: expertise in electronics and he also takes care of all the high-fidelity toys (lasers / high speed cameras / PIV systems / etc...). Joe Meggyesi (j.meggyesi@imperial.ac.uk) is the person to talk to about composites / material testing.

**Departmental roles:** These rotate amongst the academic staff. Staff with fellowships are generally exempt. Not all roles are “equal” and most have some remuneration associated with them. New members of staff tend to have an easy time for at least a few months. Paul Robinson will “offer” you a role at some point…

- Head of Department: Paul Robinson (PA: Lisa Kelly)
- Head of Structures section: Silvestre Pinho
- Head of Aerodynamics section: Spencer Sherwin
- Director of Research: Christos Vassilicos
- Director of Undergraduate studies (DUGS): Errikos Levis
- Senior Tutor: Sylvain Laizet
- Examinations Officer: Vito Tagarielli
- PG Admissions Officer: Andy Wynn
- Deputy UG AT: Thulasi Mylvaganam
- Director of Teaching: Denis Doorly
- Equality, Diversity, C, C, Inclusion: Denis Doorly / Maria Ribera Vincent
- Director of Postgraduate Research: Peter Vincent
- Director of MSc in Advanced Aeronautics: Rob Hewson
- Director of MSc in Advanced Computational Methods: Sergei Chernyshenko
- Director of MSc in Composite materials: Emile Greenhalgh
- Tutor for Women: Zahra Sharif
- Seminar Organisers: Youngyoon Hwang (Aero) / Koonyang Lee (Composites)
- Computing: Errikos Levis / Omar Bacarreza Nogales
- Postdoc champion: Zahra Sharif
- PG Senior Tutor: Paul Bruce
- UG lab coordinators: Oliver Buxton (Aero) / Koonyang Lee (Structures)
- Director of Composites Centre: Emile Greenhalgh
- Careers Office: Matthew Santer
- Website coordinator: Peter Vincent

**Management Committee:** In addition to the above, a selection of senior academics in the department meets regularly to oversee high-level running of the department. This is made up of: Paul Robinson, Silvestre Pinho, Spencer Sherwin, Christos Vassilicos, Errikos Levis, Denis Doorly, and Paul Bruce (elected member).