

## FACULTY INFORMATION

Autumn Quarter 2015

*Dear Faculty Member:*

*This hand-out is intended to provide general information about the Department of Architecture and some of its "whos" and "hows". We have also included links to more detailed information and services. If you have further questions, any of the administrative staff or faculty will be happy to help you in any way possible.*

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### IMPORTANT DATES

**First day of instruction:** September 30

**Last day of instruction:** December 11

**Holidays (no classes):** November 11 (Wednesday) Veterans Day; November 26 (Thursday) & November 27 (Friday) Thanksgiving

**Finals Exams and Reviews:** December 14 -18

**Faculty Course Evaluations:** Watch for notice in your email inbox. It is a good idea to have students fill out evaluations in the last week or two of the quarter.

**Grades due from the faculty:** December 22 at 5:00 PM via Grade Book:  
<http://www.washington.edu/lst/help/gradebook>. See details below under **Grade Submission**.

**Office Hours:** Monday – Friday, 8:00AM – 5:00PM; closed holidays and weekends

**NOTE: Gould Hall is CLOSED for UW related construction during the 2015 holiday break: December 28 through January 2. There will be NO access to the building during this period. For questions related to this closure, please contact the CBE Dean's Office.**

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### PEOPLE

**Brian McLaren, Chair.** The Chair has ultimate responsibility for Departmental policy, faculty appointments and assignments. Ph. (206) 543.4966, email: [bmclaren@uw.edu](mailto:bmclaren@uw.edu)

**Rick Mohler, Graduate Program Coordinator.** Serves as the faculty Graduate Program Coordinator, and oversees the graduate program. Questions related to the graduate curriculum, courses, and procedures can be directed to Rick. Ph. (206) 218.3992, e-mail: [remohler@uw.edu](mailto:remohler@uw.edu)

**Rob Peña, Undergraduate Program Coordinator.** Serves as the faculty Undergraduate Program Coordinator, and oversees the undergraduate program. Questions related to the undergraduate curriculum, courses, and procedures can be directed to Rob. Ph. (206) 543.7274, email: [rpena@uw.edu](mailto:rpena@uw.edu)

**Shanna Sukol, Program Manager.** Oversees departmental staff and is responsible for department administration including human resources, departmental budgets, faculty and student appointments, visa requests, room assignments and updating the UW time schedule. Questions related to teaching support and department operations can be directed to Shanna. Ph. (206) 685.8406, email: [shannas@uw.edu](mailto:shannas@uw.edu)

**Karen Helland, Program Assistant.** Responsible for the front office including reception, ordering faculty evaluations, grade submission questions, distributing parking passes and assisting with vehicle rentals. Karen can help with general questions and direct you to the correct resource. Ph. (206) 543.3043, email: [khelland@uw.edu](mailto:khelland@uw.edu)

**Claudine Manio, Graduate Academic Advisor.** Maintains graduate student files and information for the M.Arch and M.S. programs and serves as an advisor for graduate students. Questions related to graduate student advising can be directed to Claudine. Ph. (206) 685.8405, email: [claudine@uw.edu](mailto:claudine@uw.edu)

**Kim Sawada, Undergraduate Academic Advisor.** Maintains undergraduate program student files, serves as an advisor for undergraduate students and participates in prospective student outreach at both the high school and college level. Questions related to undergraduate student advising can be directed to Kim. Ph. (206) 685.7236, email: [sawada@uw.edu](mailto:sawada@uw.edu)

**Nancy Dragun, Public Information Specialist.** Focuses on department communications such as the web site, social media and the on-line department newsletter, *Details*, in addition to participating in prospective student outreach efforts. Questions/comments related to the web site, social media and department news items can be directed to Nancy. Ph. (206) 897-1872, email: [dragun@uw.edu](mailto:dragun@uw.edu)

**Linnea Kretz, Program Support Supervisor.** Manages the daily activities at the Integrated Design Lab (IDL) and supervises student employees. The IDL is located at 1501 East Madison St., Suite 200 Seattle, WA 98122. Ph. (206) 616.6566, email: [linneak@uw.edu](mailto:linneak@uw.edu)

#### YOUR CONTACT INFORMATION

If new to the department, please contact Karen Helland as soon as possible with your phone and email contact information so Architecture faculty, staff and students can reach you. If your personal contact information changes, please be sure it is updated in Employee Self Service in MyUW.

[myuw.washington.edu/](http://myuw.washington.edu/).

#### UW HUSKY ID CARD

You will need to obtain a Husky ID Card. With this card, you can apply to use University facilities including libraries, parking, computer and software purchases and UW Recreational Sports Programs. The Husky Card process requires you to:

- \* Obtain the Husky Card in person
- \* Provide your Employee Identification number (EID) (Sent from Shanna Sukol via email)
- \* Show a state or federally issued photo ID
- \* Have your photo taken for the ID card

The Husky Card ID Center is open from 8 A.M. – 5 P.M., Monday – Friday, and is located on the ground floor of Odegaard Library; (206) 616.0689. The process should take no more than 5-10 minutes. More information, including a list of FAQs, can be found online at The Husky Card website:

[www.hfs.washington.edu/huskycard/](http://www.hfs.washington.edu/huskycard/).

#### PAYROLL

The University of Washington requires all employees to sign up for either direct deposit or PayCard. After your payroll appointment has been completed, sign up for direct deposit by logging in to Employee Self Service at: [f2.washington.edu/fm/payroll/payroll/ESS](http://f2.washington.edu/fm/payroll/payroll/ESS). For more information about PayCard, please visit this link: [f2.washington.edu/fm/payroll/employees/my-paycheck/paycard](http://f2.washington.edu/fm/payroll/employees/my-paycheck/paycard).

#### UW NET I.D.

Your UW Net I.D. (with password) is your personal identification for using UW online resources. To create your UW Net I.D. see: [www.washington.edu/itconnect/security/uw-netids/about-uw-netids/](http://www.washington.edu/itconnect/security/uw-netids/about-uw-netids/).

#### MYUW

Once you have a UW Net I.D., you can log on to MyUW at [myuw.washington.edu](http://myuw.washington.edu) for information about your employment records at the University of Washington in addition to information about your courses, including class enrollments and class lists.

#### WEB SITE FACULTY PROFILE

Please contact Nancy Dragun at [dragun@uw.edu](mailto:dragun@uw.edu) with updates or questions about your department faculty web site profile. A current curriculum vitae, biography, and head shot should be posted on the department web site.

**DETAILS NEWSLETTER**

DETAILS is the Department of Architecture weekly newsletter for all faculty, students and recent alumni. It is published each Wednesday throughout the academic year. Please send any news items in final edited format to [details@uw.edu](mailto:details@uw.edu).

**FACULTY PARKING**

Campus parking is available on a monthly fee or commuter ticket basis through University Parking Services, 3745 15th Ave NE Seattle, WA 98105. Campus parking options are outlined at: [www.washington.edu/facilities/transportation/](http://www.washington.edu/facilities/transportation/).

**GUEST PARKING**

The department can supply individual parking reimbursement stickers for guests invited to participate in your course or studio. Each course is limited to a maximum of 8 parking passes each quarter per 12 students in the class. Please request stickers from Karen Helland.

**REIMBURSEMENTS**

After approval from the Chair or Program Manager, please complete the CBE General Reimbursement form which can be found on the CBE web site [www.be.washington.edu/resources/admin](http://www.be.washington.edu/resources/admin) and submit to Shanna Sukol. All *original* receipts must be taped down (*staples removed*) and submitted along with this form. If a receipt is misplaced or cannot be obtained, please fill out a Perjury Statement Form: [www.be.washington.edu/resources/admin](http://www.be.washington.edu/resources/admin) and submit to Shanna.

**TRAVEL**

All travel expenses must be requested in advance and approved by the Chair. The CBE Travel Form can be found on the CBE web site: [www.be.washington.edu/resources/admin](http://www.be.washington.edu/resources/admin). The completed form and travel receipts can be submitted to Shanna Sukol.

**ROOM KEYS**

If you have a class that begins after 5:00 PM, please check in with Karen Helland to determine if you need a room key. All studios can be accessed with a Husky card and are open during regular studio hours.

**RESERVING UW VEHICLES**

Many instructors organize fieldtrips that are accessible via Metro, however, if you do need a 7-person mini-van and/or 8-person SUV, you and your students are required to complete UW On-Line Basic Driver Training prior to reserving a vehicle:

[www.washington.edu/facilities/transportation/fleetservices/training-safety](http://www.washington.edu/facilities/transportation/fleetservices/training-safety).

Karen Helland can help with the reservation of vehicles from UW Fleet Services. Fleet Services charges must be paid with a budget number (reimbursements of personal funds cannot be issued). For further information on available vehicles see:

[www.washington.edu/facilities/transportation/fleetservices/](http://www.washington.edu/facilities/transportation/fleetservices/).

See information below regarding the **Fieldtrip Risk Waiver Form** required for all trips off campus.

**ARCHNET**

Archnet is a fast Ethernet (100Mbit/sec) network that provides access to software and printing services as well as the Internet. For more information see: [archnet.caup.washington.edu/](http://archnet.caup.washington.edu/). Accounts and payments for Archnet services are managed in the Dean's Office.

**INSTRUCTIONAL SERVICES**

There are instructional services available throughout the University, including Classroom Support Services, University Libraries Media Center and UW Wired. For a complete listing see:

[www.lib.washington.edu/teaching](http://www.lib.washington.edu/teaching).

Generally, most University services require charges to a budget number. *If you pay cash, this cannot be reimbursed*, so please see Shanna Sukol first for help with instructional services, printing, copying, etc. Due to budget constraints printing should be kept to a minimum and all class materials should be photocopied using the college copier on the second floor of Gould Hall.

Please see: [www.washington.edu/ist/web\\_tools](http://www.washington.edu/ist/web_tools) for services offered by the UW to instructors regarding teaching technology.

**INSTRUCTIONAL EQUIPMENT**

Many classrooms are equipped with some instructional equipment. Slide projectors can be reserved and checked out through the CBE Visual Resources Collection. Faculty can check out laptops and projectors through the college website: [www.be.washington.edu/node/20784](http://www.be.washington.edu/node/20784). Students can check out computers and digital equipment through the CBE Library. You might also be interested in the University's site relating to teaching and teaching resources: [www.washington.edu/teaching/](http://www.washington.edu/teaching/)

## ADD/DROP CODES

Add/drop codes are produced for classes needing them and are distributed by Karen Helland to instructors' mailboxes the week prior to the first day of instruction. The codes are issued at the instructor's discretion; please keep in mind that they override all restrictions, including class overload, and prerequisite requirements, to the space limitations of the classroom. If you need more codes or have questions, please contact Karen or Shanna.

## STUDIO MID-REVIEWS

You can schedule your mid-reviews according to your own schedule. There are a number of rooms in Gould and Architecture Hall that can be used for reviews, including Gould Court, Gould 100, Gould 208J, Arch 250 and Arch 042. To schedule a room please use the college web site: [dev.be.washington.edu/?q=resources/room/explore](http://dev.be.washington.edu/?q=resources/room/explore) or contact Meegan Amen in the Dean's office at (206) 616.2439 or [meegan@uw.edu](mailto:meegan@uw.edu). It is a good idea to book review rooms early in the quarter.

## STUDIO FINAL REVIEWS

Usually, final reviews of studio work are conducted during finals week. The department generally schedules rooms for studio reviews; please contact Rick to inquire about the procedure for this. We encourage you to invite other faculty members for reviews as well as professionals from the community. Reviews are an important opportunity for students to get varied opinions about their work.

## FINAL EXAMS

Final exams of non-studio courses are scheduled by the University's central scheduling system. Please see: [www.washington.edu/students/reg/calendar.html#final](http://www.washington.edu/students/reg/calendar.html#final) for the UW final exam schedule webpage regarding your course and official final schedule. Your final review should not conflict with any student's final exam. You may want to schedule reviews for the week prior to avoid this.

**STUDIO EVALUATION OF STUDENT WORK** At the end of each quarter, studio instructors provide students with an individual written evaluation of their work. (A hardcopy sample of the template is included). Please contact Claudine Manio or Kim Sawada for a digital copy. Since academic probation notices are due by the first week of the quarter, it's important to submit evaluations in a timely manner to allow the Chair time to notify the appropriate offices and the student of pending Academic Probation. The policy states: *Faculty should submit assessments directly to each student as soon as possible after the end of the quarter, but under no circumstances after the first day of the subsequent quarter.*

## GRADE SUBMISSION

Grades are due by 5:00pm on the Tuesday following the last day of the quarter via GradeBook/GradePage: <https://depts.washington.edu/sislearn/about-online-grading/>.

Once the grading period for the quarter has ended, grades cannot be submitted through GradeBook/GradePage. A late grade submission must be submitted through the Office of the Registrar's **online Grade Change Request form** (see prior link for access to form). Due to the need for manual processing for submissions through this form, it will take 2-4 business days until the new grades appear on the student transcript.

For questions on change of grades or late grade submission contact [ugradoff@uw.edu](mailto:ugradoff@uw.edu). Students with financial aid may be adversely affected by late grade posting (aid withheld for following quarter until grade posts). See this link for the Faculty Grading Policy: [http://arch.be.washington.edu/sites/default/files/UW%20ARCH\\_grading%20policy\\_092014.pdf](http://arch.be.washington.edu/sites/default/files/UW%20ARCH_grading%20policy_092014.pdf)

## FACULTY COURSE EVALUATIONS

The Department requires all courses to be evaluated by students each time they are offered. You will receive a catalyst survey via email from Karen Helland by the third week of the quarter to order evaluation forms in either a paper hard copy or on-line format. Forms are mark-sense and write-in that are used for students' evaluations of courses. There are different forms for different course formats; most faculty use "form K" for studio evaluations. It is a good idea for the students fill out these forms before the last day of the quarter.

## COURSE EXPECTATIONS

It is important to include your expectations for course performance in your syllabus or other course document. You may want to mention such things as attendance, working in studio, timeliness, studio clean-up, etc.

**STUDENT CODE OF CONDUCT**

Students are held to a high standard of behavior at the University of Washington. See [www.washington.edu/cssc/student-conduct-overview/student-code-of-conduct/](http://www.washington.edu/cssc/student-conduct-overview/student-code-of-conduct/) to review the code. While it is extremely rare, please report any upsetting events, particularly physical or sexual harassment, to Rick Mohler or Rob Peña so it may be handled in an appropriate and timely manner.

**STUDIO CLEAN UP POLICY**

At the end of each quarter all students must remove their personal belongings, drawings, models, materials, food, and trash from studios so that the custodians can clean the building. Nothing can be left on the floors and refrigerators must be emptied and cleaned. *All materials must be removed from studio no later than 9:00 A.M. on the Monday following finals week.*

*It is the responsibility of studio faculty to schedule, oversee and enforce studio clean up.*

**FIELDTRIP RISK WAIVER FORM**

An Acknowledgment of Risk and Consent for Treatment for Adult Fieldtrip Participants, also known as the “fieldtrip risk waiver form”, is required to be completed and signed (including printed name) by all participants of any class leaving the UW campus. Forms can be obtained from UW web site: [risk.uw.edu/advice/consulting/forms](http://risk.uw.edu/advice/consulting/forms) and can be completed once to cover all fieldtrips over the course of the quarter. Completed forms can be submitted to Shanna Sukol to be kept on file.