

FACULTY INFORMATION

Autumn Quarter 2016

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.

IMPORTANT DATES

First day of instruction: September 28

Last day of instruction: December 9

Holidays (no classes): November 11 (Friday) Veterans Day; November 24 (Thursday) & November 25 (Friday) Thanksgiving

Finals Exams and Reviews: December 10 -16

Faculty Course Evaluations: Watch for notice in your email inbox. It is a good idea to have students fill out evaluations sometime during the last three weeks of the quarter.

Grades due from the faculty: December 20 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.

PEOPLE

Brian McLaren, Chair. The Chair has ultimate responsibility for Departmental policy, faculty appointments and assignments. Ph. (206) 543.4966, email: 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

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: rbpena@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

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

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

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

Nancy Dragun, Public Information Specialist. Focuses on department communications such as the web site, Arch Blog, social media and the department e-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

Tina Dilegge, Program Manager, Center for Integrated Design. Manages the daily activities at the Center for Integrated Design (CID), oversees marketing/public relations and supervises student employees. The CID is located at 1501 East Madison St., Suite 200 Seattle, WA 98122. Ph. (206) 616.6566, email: dileggcm@uw.edu

CONTACT INFORMATION / UW ID & PAYROLL

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/.

WEB SITE FACULTY PROFILE Please contact Nancy Dragun at 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 Architecture Department web site.

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 ID Card 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/.

UW NET ID Your UW Net I.D. (with password) is your personal identification for using UW online resources. To create your UW Net ID see: <https://itconnect.uw.edu/security/uw-netids/about-uw-netids/>.

MYUW Once you have a UW Net ID, you can log on to MyUW at 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.

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. For more information about PayCard, please visit this link: f2.washington.edu/fm/payroll/employees/my-paycheck/paycard.

DEPARTMENT & TEACHING

ADD/DROP CODES	Add/drop codes are produced for classes needing them and are distributed by Karen Helland to instructors' mailboxes several weeks prior to the first day of instruction. Codes are issued to students 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.
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: http://archnet.caup.washington.edu/facilities-resources/computing/archnet/ . Accounts and payments for Archnet services are managed in the Dean's Office.
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.
DETAILS NEWSLETTER	DETAILS is the Department of Architecture weekly e-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 (text, JPG images, or one-page PDF) to details@uw.edu .
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 paper hard copy or on-line format. 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. Part-time faculty MUST use on-line course evaluations.
FACULTY PARKING	Campus parking is available on a monthly fee or commuter ticket basis through University Parking Services, 1320 NE Campus Parkway, Seattle, WA 98195. Campus parking options are outlined at: www.washington.edu/facilities/transportation/ .
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: https://risk.uw.edu/advice/consulting/forms# and can be completed once to cover all fieldtrips over the course of the quarter. Completed forms must be submitted to Shanna Sukol to be kept on file.
FINAL EXAMS	Final exams of non-studio courses are scheduled by the University's central scheduling system. Please see: http://www.washington.edu/search/?q=final+exam 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 any conflicts.
GRADE SUBMISSION	<p>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/.</p> <p>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 grade appears on the student transcript.</p> <p>For questions on change of grades or late grade submission contact 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: https://depts.washington.edu/grading/policies/index.html</p>
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.

- 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: <http://www.be.washington.edu/facilities-resources/room-equipment-reservations/reserve-equipment/>. 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/
- 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: <http://www.lib.washington.edu/services/faculty>.
- 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: <https://itconnect.uw.edu/learn/tools/catalyst-web-tools/> for teaching technology services offered by the UW.
- 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 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 and submit to Shanna.
- 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.
- 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/.
- 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. To get after-hours room access for students, send an email to Kim Sawada (undergrad) or Claudine Manio (grad) with your class lists and they will arrange for access. (Do not contact the Dean's Office for room access.)
- STUDENT CODE OF CONDUCT** Students are held to a high standard of behavior at the University of Washington. See <https://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.***
- STUDIO EVALUATION OF STUDENT WORK** At the end of each quarter, studio instructors must 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.*

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 Mohler 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.

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 or contact Meegan Amen in the Dean's office at (206) 616.2439 or meegan@uw.edu. It is a good idea to book review rooms early in the quarter.

TRAVEL

Full Time Faculty Only: 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. Completed forms and travel receipts can be submitted to Shanna Sukol.