

UW ARCHITECTURE →

FACULTY INFORMATION Autumn Quarter 2022

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 & 25 (Thursday & Friday) Thanksgiving Holiday; December 26 (Monday) Christmas observed

Finals Exams and Reviews: December 10-16

Faculty Course Evaluations: Watch for an email mid-late quarter with a link to order your online evaluations. 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 Canvas Gradebook (see Grading section below).

Hours of Operation: Monday – Friday, 8:00AM – 5:00PM (office hours may vary). Closed holidays and weekends.

Brian McLaren, Acting Chair Professor Brian McLaren serves as the Acting Department Chair and has ultimate responsibility for departmental policy and faculty appointments and assignments. bmclaren@uw.edu

Rick Mohler, Graduate Program Director Professor Rick Mohler serves as the faculty Graduate Program Director and oversees the graduate program. Questions related to the graduate curriculum, courses, and procedures can be directed to Rick. (206) 218.3992, remohler@uw.edu

Ann Marie Borys, Undergraduate Program Director Professor Ann Marie Borys serves as the faculty Undergraduate Program Director and oversees the undergraduate program. Questions related to the undergraduate curriculum, courses, and procedures can be directed to Ann Marie. (206) 616.3098, amborys@uw.edu

Mehlika Inanici, Director for Design Technology Curriculum and MS in Design Technology Professor Mehlika Inanici serves as the faculty Director for the Design Technology curriculum and oversees the MS in Design Technology degree program. Questions related to the Design Technology curriculum, courses, and procedures can be directed to Mehlika. (206) 221.5794, inanici@uw.edu

Ken Oshima, Director for History/Theory Curriculum and MS in History/Theory Professor Ken Oshima serves as the faculty Director for the History/Theory Curriculum and oversees the MS in History/Theory degree program. Questions related to the History/Theory curriculum, courses, and procedures can be directed to Ken Oshima. (206) 221.5681, koshima@uw.edu

Shanna Sukol, Program Manager Shanna Sukol oversees department operations and is responsible for departmental administration including managing staff, human resources, Workday administration, faculty and student appointments, departmental budgets, visa requests, room assignments, travel and reimbursement requests, and updating the UW Time Schedule. Questions related to teaching support and departmental operations can be directed to Shanna. (206) 685.8406, shannas@uw.edu

Claudine Manio, Graduate Academic Advisor Claudine Manio serves as the department advisor for graduate students and maintains graduate student files and information for the M.Arch and M.S. programs. Questions related to graduate student advising can be directed to Claudine. (206) 685.8405, claudine@uw.edu

Kim Sawada, Undergraduate Academic Advisor Kim Sawada serves as the department advisor for undergraduate students, maintains undergraduate program student files, 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. (206) 685.7236, sawada@uw.edu

Nancy Dragun, Admissions & Outreach Coordinator Nancy is responsible for overseeing the application process for undergraduate and graduate Architecture programs. Questions regarding the admissions process can be directed to Nancy. dragun@uw.edu

Jenner Johnson, Program Assistant (CBE) Jenner Johnson is responsible for college reception, as well as assisting with faculty course evaluations, grade submission questions, distributing add codes and parking passes, and assisting with vehicle rentals. General departmental questions can be directed to Jenner. (206) 221-5310, jenner18@uw.edu

CONTACT INFORMATION / PAYROLL / UW ID

CONTACT INFORMATION If new to the department, please contact Jenner Johnson at jenner18@uw.edu 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, be sure to update your profile in Workday: <https://isc.uw.edu/>

DIRECT DEPOSIT The University of Washington encourages all employees to sign up for direct deposit. After your payroll appointment has been completed, sign up for direct deposit by logging in to Workday: <https://isc.uw.edu/your-pay-taxes/direct-deposit/>

See this link for more information about UW payroll: <https://isc.uw.edu/your-pay-taxes/paycheck-info/>

MYUW Once you have established a UW NetID and password, you can log-in to MyUW: <https://my.uw.edu/>. MyUW is your personal portal to the University of Washington

and displays an overview of personal content, and gives you access to Web resources you need to start your work at the University.

UW HUSKY ID CARD + TRANSIT PASS (U-PASS)

You will need to obtain a UW Husky ID Card. With this card, you can utilize University services including libraries, parking, computer and software purchases, UW Recreational Sports Programs and bus/rail pass on public transportation. The Husky Card process requires you to:

- Obtain the Husky Card in person
- Provide your UW NetID and 9-digit Employee Identification Number (EID) (can be found in Workday)
- Show a state or federally issued photo ID
- Have your photo taken for the Husky ID card

The Husky ID Card Center is open from 8:00 AM – 5:00 PM, 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: <https://hfs.uw.edu/Husky-Card-Services>.

Your Husky ID card serves as a fully subsidized U-PASS which provides members with unlimited rides on regional buses, commuter trains, light rail and water taxis as well as full fare coverage on vanpools. <https://transportation.uw.edu/getting-here/transit/u-pass>

UW NET ID

Your UW Net ID (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/>

WEBSITE FACULTY PROFILE Please contact Shanna Sukol with updates or questions about your department faculty website profile. A current curriculum vitae, biography and head shot should be posted on the Architecture Department website. <http://arch.be.washington.edu/faculty-staff/>

WORKDAY

Workday is UW's campus-wide system for human resources, payroll and benefits. University employees use Workday to update personal information, access pay slips and pay rate details, and view benefits information. For information about Workday: <https://isc.uw.edu/new-to-workday/>

TEACHING INFO, POLICIES & RESOURCES

ADD/DROP CODES

Add/drop codes are produced for classes needing them and are distributed by Jenner Johnson 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 Jenner Johnson at archdept@uw.edu 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://be.uw.edu/spaces/computing/archnet/>. Accounts and payments for ArchNet services are managed in the Dean's Office.

CANVAS

Canvas is the official learning management system of the UW. Canvas simplifies course management tasks: publishing course materials, grading, communicating with students, and more. Students can use Canvas to access course content, submit assignments anytime, anywhere and collaborate with peers and instructors. Canvas is FERPA-compliant and has no service fee for eligible users.

See this link for assistance with using Canvas: <https://itconnect.uw.edu/tools-services-support/teaching-learning/canvas/canvas-help-for-instructors/>

For faculty onboarding information housed on Canvas, see this link: <https://canvas.uw.edu/courses/1606995>

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.

EQUITY, DIVERSITY AND INCLUSION

The **EDI video** on building intercultural competence is an introduction to the developmental model that underpins the CBE approach to EDI. It is a great introduction for students, as well as new faculty and staff.

<https://vimeo.com/461163757/ba11cf8d84>

EDI Video Library: <https://dean.be.uw.edu/edi/edi-video-training/>

FACULTY COURSE EVALUATIONS

The Department requires all courses to be evaluated by students each time they are offered. You will receive more information towards the end of the quarter. 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. **We recommend utilizing the on-line evaluation form whenever possible.**

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 the Department of Architecture website and can be completed once to cover all fieldtrips over the course of the quarter: MyArch/Faculty Resources/Fieldtrip Risk Waiver form: <https://arch.be.uw.edu/myarch/> Please submit signed forms 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: <https://www.washington.edu/students/reg/examguide.html> 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

Grades are due by 5:00PM on the Tuesday following the last day of the quarter via Canvas GradeBook: <https://itconnect.uw.edu/learn/tools/canvas/canvas-help-for-instructors/grading/gradebook/>

Once the grading period for the quarter has ended, grades cannot be submitted through GradeBook. A late grade submission must be submitted through the Office of the Registrar's online Grade Change Request form (see this link for access to the form: <https://depts.washington.edu/sislearn/about-online-grading>)

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. 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>

INSTRUCTIONAL EQUIPMENT

Many classrooms are equipped with some instructional equipment. Faculty can check out laptops and projectors through the college website: <http://be.washington.edu/spaces/room-equipment-reservations/>. Students can check out computers and digital equipment through the CBE Digital Commons <https://be.uw.edu/spaces/computing/digital-commons/>. 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 photo-copied 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.

For IT related services, please see the UW Faculty Quick Start Guide: <https://itconnect.uw.edu/faculty/>

PARKING (FACULTY)

Campus parking is available on a monthly fee or using commuter ticket purchased from University Transportation Services: 1320 NE Campus Parkway, Seattle, WA 98195. Campus parking options are outlined at: <https://transportation.uw.edu/park>.

PARKING (GUEST)

For final review parking and other arranged guest parking:

Email Jenner Johnson at jenner18@uw.edu **no later than 4 days prior to event** with the following information:

- Course Title
- Event Dates
- Start/End times (no more than 5 consecutive hours per vehicle permitted)
- Number of Expected Vehicles

Jenner will email you the confirmation with parking details once received.

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 http://www.be.washington.edu/wp-content/uploads/2015/11/CBE_Travel_GeneralReimbursement_201415_fillable.pdf 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 and submit to Shanna: http://www.be.washington.edu/wp-content/uploads/2015/11/CBE_PerjuryStatement_201415.pdf

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: <https://facilities.uw.edu/catalog/vehicle-rental/safety>

Jenner Johnson 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: <https://facilities.uw.edu/catalog/vehicle-rental>

RESOURCES AND FORMS

General resources and department forms can be found on the Architecture Department website under MYARCH/Faculty Resources: <http://arch.be.washington.edu/myarch/>

ROOM KEYS

If you have a class that begins after 5:00 PM, please check in with Architecture front desk reception 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.

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 Ann Marie Borys or Rob Peña so it may be handled in an appropriate and timely manner.

STUDENT EMPLOYEES

If you supervise student employees, please see this web page for resources: <https://hr.uw.edu/studentemployment/resources-for-managers/>. Contact Shanna Sukol with questions regarding student hiring and employment.

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 9:00AM 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

Undergraduate studios are graded numerically. Graduate studios are graded CR/NC (credit/no credit).

At the end of each quarter, we ask for individual studio evaluations in addition to grades. Please refer to the *Department of Architecture Grading Policy* (attached to this packet) for additional guidelines. Studio evaluation templates - which can be customized according to your studio – are provided with this packet. Please distribute studio evaluations directly to each student via Canvas AND send a copy to Kim/Claudine to go into student records.

If you will be issuing a Marginal Pass to a graduate student, please consult with the Graduate Program Coordinator, Rob Peña, first as there are academic probation procedures which are triggered by a Marginal Pass.

Since academic probation notices are due by the first week of the quarter, it is 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. Faculty should submit assessments directly to each student by the quarterly grade submission deadline.

STUDIO REVIEWS MID-QUARTER

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 you can access the CBE Calendar on the Architecture web site in MYARCH under Faculty Resources 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.

STUDIO REVIEWS FINAL

The final review schedule will be determined by the department and will be scheduled by the fourth week of the quarter. 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.

TRAVEL

Permanent 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: http://www.be.washington.edu/wp-content/uploads/2015/11/CBE_Travel_GeneralReimbursement_201415_fillable.pdf.

Please submit completed forms and travel receipts to Shanna Sukol.