

# UW ARCHITECTURE →

## FACULTY INFORMATION Spring Quarter 2023

*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:** March 27, 2023

**Last day of instruction:** June 2, 2023

**Holidays (no classes):** May 29 (Monday) Memorial Day

**Finals Exams and Reviews:** June 3-9

**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:** June 13 at 5:00 PM via Canvas Gradebook (see “Grading” section below for details).

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

### DEPT FACULTY & STAFF

**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](mailto: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 Mohler. (206) 218-3992, [remohler@uw.edu](mailto: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](mailto: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](mailto: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. (206) 221.5681, [koshima@uw.edu](mailto: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](mailto: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 and grade submission questions can be directed to Claudine. (206) 685.8405, [claudine@uw.edu](mailto: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](mailto: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](mailto:dragun@uw.edu)

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## CONTACT INFORMATION / PAYROLL / UW ID

<b>CONTACT INFORMATION</b>	If new to the department, please contact Shanna Sukol 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: <a href="https://isc.uw.edu/">https://isc.uw.edu/</a>
<b>DIRECT DEPOSIT</b>	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 into Workday: <a href="https://isc.uw.edu/your-pay-taxes/direct-deposit/">https://isc.uw.edu/your-pay-taxes/direct-deposit/</a> See this link for more information about UW payroll: <a href="https://isc.uw.edu/your-pay-taxes/paycheck-info/">https://isc.uw.edu/your-pay-taxes/paycheck-info/</a>
<b>MYUW</b>	Once you have established a UW NetID and password, you can log-in to MyUW: <a href="https://my.uw.edu/">https://my.uw.edu/</a> . 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.
<b>UW NET ID</b>	Your UW Net ID (with password) is your personal identification for using UW online resources. To create your UW Net ID see: <a href="https://itconnect.uw.edu/security/uw-netids/about-uw-netids/">https://itconnect.uw.edu/security/uw-netids/about-uw-netids/</a>

**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/>**

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**TEACHING INFORMATION**

**ADD/DROP CODES**

Add/drop codes are available by request via email to Shanna Sukol. Add codes are ready 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 Shanna Sukol at [shannas@uw.edu](mailto:shannas@uw.edu).

**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.

\*\*\*You can also use Canvas to access your class list(s).\*\*\*

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.

**FACULTY COURSE EVALUATIONS**

The Department requires students to evaluate all courses every 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.* **<https://www.washington.edu/assessment/course-evaluations/>**

Link to request course evaluation portal: **<https://uw.iasystem.org/faculty>**

## 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. You can obtain forms from the Department of Architecture website and can complete the form 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 (either hard copy or digital, but all must be the same) 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.

## GRADING

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

Link to Grading site: <https://itconnect.uw.edu/tools-services-support/teaching-learning/gradepage/assign-submit-grades/>

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](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: <https://depts.washington.edu/grading/policies/index.html>

## 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, Rick Mohler, 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: <https://arch.be.uw.edu/myarch/> 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 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.

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## POLICIES & RESOURCES

### 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.

### 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/>

### FOOD & DRINK POLICY

It is common practice in some of our programs for students to bring food and/or drinks to meetings with faculty (e.g. during annual committee meetings, general exam defenses, thesis/dissertation defenses). It is often an implicit expectation rather than an explicit requirement. However, the differential in power between the student and their faculty mentors means that this "voluntary" practice is actually far from voluntary.

The Graduate School, in partnership with the Graduate and Professional Student Senate and the [Faculty Senate](#), **asks all University of Washington faculty to end the practice of students catering required meetings.** Allowing students to make the decision about catering these required meetings themselves is a false choice for

them: many are concerned that they will be punished or judged harshly if they do not bring food/drink. We remind you that:

- We have students dealing with food insecurity; buying food for a required meeting is an undue burden (it is an undue burden even if they are not dealing with food insecurity)
- The practice creates a lot of anxiety for students

## 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. Your Husky Card also allows you access to Gould and Architecture Halls after hours.

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 Mon – Fri at 8:00 AM – 12:00 PM; 1:00 PM – 4:00 PM, 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>**

## 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/](http://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/>

## OUTSIDE WORK FOR COMPENSATION

All faculty, librarians, and other academic personnel, as defined in [Administrative Policy Statement 40.1](#), who anticipate engaging in outside professional work for compensation must complete Form 1460(s) on an annual basis.

*What is considered outside work?*

Any and all professional work performed for any type of compensation to you from a non-UW entity requires approval, with some exceptions for non-profit organizations and as noted in Additional Considerations below.

*Why do I need to do this?*

Requesting and receiving approval prior to engaging in outside professional work is required by UW policy, [Executive Order 57](#). It also helps protect you from penalties for violating certain provisions of the [Washington State Public Ethics Law](#).

*How do I request approval?*

Approval is requested using UW Form 1460 – Request for Approval of Outside Professional Work for Compensation:

<https://www.washington.edu/research/forms-and-templates/form-1460/>.

Form 1460 requires signatures by your department chair and dean.

After your Form 1460 has been reviewed and signed by your department chair, submit to Shanna Sukol to obtain the dean's signature, and for submission to the UW.

Please contact Shanna Sukol if you have any questions about the Outside Work for Compensation form.

## 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 [bedeansa@uw.edu](mailto:bedeansa@uw.edu) **no later than 4 days prior to event** with the following information:

- Course number
- Event dates
- Start/end times (no more than 5 consecutive hours per vehicle permitted)
- Number of expected vehicles

You will receive an email with parking details to pass along to guests.

## REIMBURSEMENTS

After approval from the Chair or Program Manager, please complete the CBE General Reimbursement form: [http://www.be.washington.edu/wp-content/uploads/2015/11/CBE\\_Travel\\_GeneralReimbursement\\_201415\\_fillable.pdf](http://www.be.washington.edu/wp-content/uploads/2015/11/CBE_Travel_GeneralReimbursement_201415_fillable.pdf) and submit to Shanna Sukol via email along with scanned receipts.

- 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>
- Please contact [bedeansa@uw.edu](mailto:bedeansa@uw.edu) to help with reserving 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.***
- TEACHING TECHNOLOGIES WORKSHOPS**
- The UW offers Teaching Technologies workshops (online) for faculty throughout the quarter. The calendar of offerings is here: <https://grad.uw.edu/about-the-graduate-school/calendar-of-events/>
- 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](http://www.be.washington.edu/wp-content/uploads/2015/11/CBE_Travel_GeneralReimbursement_201415_fillable.pdf).
- Please submit completed forms and scanned travel receipts via email to Shanna Sukol.