

# UW ARCHITECTURE→

## FACULTY INFORMATION

### Winter Quarter 2024

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:** January 3, 2024

**Last day of instruction:** March 8, 2024

**Holidays (no classes):** January 15 (Monday) Martin Luther King Day; February 19 (Monday) President's Day

**Finals exams and Reviews:** March 9-15

**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:** March 19 at 5:00 PM via Canvas Gradebook (see "Grading" section below for details).

**Studio evaluations for studio courses:** Due with grades at the end of the quarter. Submit a copy to the student via CANVAS and a copy to the academic advisor (Kim Sawada or Claudine Manio).

## DEPT FACULTY & STAFF

**Rick Mohler, Chair** Professor Rick Mohler serves as the Department Chair and has ultimate responsibility for departmental policy and faculty appointments and assignments. (206) 218-3992, [remohler@uw.edu](mailto:remohler@uw.edu)

**Tyler Sprague, Graduate Program Coordinator** Professor Tyler Sprague 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 Tyler (206) 221.8693, [tyler2@uw.edu](mailto:tyler2@uw.edu)

**Ann Marie Borys, Undergraduate Program Coordinator** Professor Ann Marie Borys 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 Ann Marie. [amborys@uw.edu](mailto:amborys@uw.edu)

**Tomás Mendez Echenagucia, Program Director for Design Technology Curriculum and MS in Design Technology** Professor Tomás Mendez Echenagucia serves as the faculty Program 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 Tomás. [tmendeze@uw.edu](mailto:tmendeze@uw.edu)

**Ken Tadashi Oshima, Program Director for History/Theory Curriculum and MS in History/Theory** Professor Ken Oshima serves as the faculty Program 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)

**Jean Joichi, Admissions Counselor & Outreach Coordinator** Jean is responsible for overseeing the application process for the undergraduate and graduate Architecture programs and leads prospective student outreach. Questions regarding the admissions process can be directed to Jean. (206) 897.1872, [jjoichi@uw.edu](mailto:jjoichi@uw.edu)

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## **CONTACT INFORMATION / PAYROLL / UW ID**

**CONTACT INFORMATION** 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: <https://isc.uw.edu/>

### **DIRECT DEPOSIT & PAYROLL**

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: <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/>

## 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>

## 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 Canvas and other web-based resources you need to start your work at the University.

## UW NETID

Your UW NetID (with password) is your personal identification to log-in to Workday and UW online resources. To create your UW NetID see: <https://itconnect.uw.edu/security/uw-netids/about-uw-netids/>.

Note that your UW NetID is also part of your UW email address, i.e. NetID@uw.edu.

## 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.

## 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>

## COLLECTION OF STUDENT WORK

All students are to submit their work in design studio as a packaged folder of their InDesign file. The work is to be submitted via CANVAS, and this should be listed as a course requirement in the syllabus. This will greatly streamline the collection of student work for the department website and archives.

## COURSE SYLLABUS

The department uses a standardized template for all course syllabi. It is important to outline your expectations for course performance in your syllabus, including the relevant NAAB Program Criteria (PC) and Student Criteria (SC) if applicable. Faculty may want to mention such things as attendance, working in studio, timeliness, studio clean-up, etc.

Please submit a copy of your syllabus within the first two weeks of classes to the faculty Program Coordinator (Ann Marie or Tyler).

If you are teaching a course that is open to both graduate and undergraduate students, please submit to both Ann Marie and Tyler. In addition, you must have different requirements and standards for grading each group. This often takes the form of an extra assignment for grad students, but there are many other options. If you have questions, see Ann Marie or Tyler.

## 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 are available on the Department of Architecture website and you 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 to Shanna Sukol to be kept on file (either hard copy or digital, but all must be submitted using the same format).*

If you are planning any trips that exceed the scheduled course timeframe, you should speak to a faculty Program Coordinator.

## 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.

Most faculty giving a final exam at the end of the quarter do so in class in the last week of instruction or as a take-home during finals week. If you choose either of these options, you may ignore the university final exam schedule.

## 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/gradebook/assign-submit-grades/>

Once the grading period for the quarter has ended, grades cannot be submitted through GradeBook.

Please note that 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://registrar.washington.edu/staffandfaculty/grading-resources/>

A [late grade submission](#) must be submitted through the Office of the Registrar's online Grade Change Request form.

UW Grading System Information:  
[https://www.washington.edu/students/gencat/front/Grading\\_Sys.html](https://www.washington.edu/students/gencat/front/Grading_Sys.html)

## REQUEST CHANGE OF GRADE

<https://registrar.washington.edu/staffandfaculty/change-of-grade-faq/> 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).

## STUDENT EVALUATION OF COURSES

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>

## STUDIO: EVALUATION OF STUDENT WORK

Undergraduate studios are graded numerically. Graduate studios are graded CR/NC (credit/no credit). Please refer to the *Department of Architecture Grading Policy* (attached to this packet) for additional guidelines.

Evaluations of student work are also required and must be submitted **no more than two weeks** following the final review to ensure that they are sent to students before the faculty member receives their course evaluations. Evaluation templates for either undergraduate or graduate studios - which can be modified according to studio content - are provided with this packet. Please distribute studio evaluations directly to each student via [Canvas](#). Email distribution is not permitted.

**Commented [RM1]:** We need to confirm the timing

**Commented [RM2]:** I propose that we have different forms for undergraduate and graduate studios as there is no need for Commend, Marginal Pass, etc. for undergrad studios. To be discussed.

If you will be issuing a Marginal Pass to a graduate student, consult with the Graduate Program Coordinator first as there are academic probation procedures which are triggered by a Marginal Pass. **Notify the Graduate Academic Advisor immediately of an issued Marginal Pass so that they can meet promptly with the student.**

If you have any questions about undergrad studio grading, contact Ann Marie or Kim.

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.

## STUDIO REVIEWS MID-QUARTER

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, Arch 042, Arch 110, and Arch 140. Reviews can also be conducted in studio. 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

Final reviews are typically scheduled on Monday to Wednesday of final exam week to avoid conflicts with classes and final exams. The final review schedule will be coordinated by the Undergraduate Program Coordinator who will contact studio faculty at mid-quarter. As spaces for final reviews are limited, faculty are encouraged to conduct their final reviews in studio if possible. Faculty are encouraged to invite other faculty members for reviews, as well as professionals from the community. Reviews are an important opportunity for students to receive a diversity of outside opinions about their work.

## UW + DEPT POLICIES

### FOOD & DRINK POLICY

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.

Please be aware 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.

Faculty may provide refreshments if they so choose (will not be provided by the department).

Alcohol is not permitted in studios or classrooms.

## 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.

## STUDIO CLEAN UP POLICY ***It is the responsibility of studio faculty to schedule, oversee and enforce studio clean up.***

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.*

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## **FACULTY 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>

### **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/>.

Faculty 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 costing allocation. *If you pay cash, this cannot be reimbursed*, so please see Shanna Sukol for help with instructional services, printing, copying, etc. Printing hard copies 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 98105. Campus parking options are outlined at: <https://transportation.uw.edu/park>.

### **PARKING (GUESTS)**

For final review parking and other arranged guest parking:

Email the CBE Dean's Office at [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 your guests.

## ROOM KEYS

If you have a class that begins after 5:00 PM, please check in with Shanna 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.

## REIMBURSEMENTS

You may be reimbursed for various teaching related expenses. After receiving approval from the Chair or Program Manager, please complete a [UW Connect Non-Travel Reimbursement form](#) and attach a PDF of your scanned receipts.

## RESERVING UW VEHICLES

Many instructors organize fieldtrips that are accessible via Metro, however, if you do need a vehicle, 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) for help with reserving vehicles from UW Fleet Services. Fleet Services charges must be paid with a costing allocation/work tags; reimbursements of personal funds cannot be issued.

For 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/>

Additional resources and forms are available on the CBE Intranet:  
<https://intranet.be.uw.edu/>

## ROOM ISSUES

To report an issue with your room in Gould or Architecture Hall (broken equipment, etc.) contact the CBE Building Coordinator, Meegan Amen, at [meegan@uw.edu](mailto:meegan@uw.edu) or CBE IT at [be-help@uw.edu](mailto:be-help@uw.edu).

If you are experiencing an issue with a UW room outside of the college, please submit a request for service with UW Academic Technologies:  
<https://academictechnologies.asa.uw.edu/room-problem/>

You can also email [help@uw.edu](mailto:help@uw.edu) or call 206-221-5000.

Additionally, the office of Academic Technologies supports learning environments and teaching technologies for UW Seattle, including providing technical support to more than 300 general-use classrooms: <https://academictechnologies.asa.uw.edu/>

## 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/>

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## STUDENT INFORMATION & RESOURCES

### 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 (undergrad) or Tyler Sprague (grad) so it may be handled in an appropriate and timely manner.

Please refer to this PDF with details on how to support a student in distress, and always feel free to reach out to the department (Undergrad: Kim/Ann Marie; Grad: Claudine/Tyler) if you have questions or need guidance on how to address a specific situation: <https://wellbeing.uw.edu/wp-content/uploads/2019/03/Supporting-Students-Employee-Guide-09.27.2022.pdf>

### HIRING STUDENT EMPLOYEES

Contact Shanna Sukol with questions regarding student hiring and employment. Please provide student hire information well in advance of the student's planned start date to allow for completion of the UW Sexual Misconduct Disclosure form and entry into Workday.

When advertising for open student positions, it is important to refer to the correct student job title. Most students are hired as Reader Graders and Hourly Student Assistants. TAs and RAs have teaching and research responsibilities and these positions provide a 50% FTE salary, benefits, and tuition waiver. It is misleading for students if hourly positions are referred to as TAs or RAs.

If you supervise student employees, please see this web page for resources: <https://hr.uw.edu/studentemployment/resources-for-managers/>.

**\*\*Please be sure to approve student timesheets according to the deadlines on the [UW bi-monthly payroll schedule](#) so students are paid on time.\*\***

### STUDENT EQUIPMENT LOAN PROGRAM

Students may borrow cameras and other equipment through the UW Student Technology Loan Program: <https://stlp.uw.edu/>

Camera loan: <https://stlp.uw.edu/equipment/cameras/>