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:** January 6
- **Last day of instruction:** March 13
- **Holidays (no classes):** January 1 (Wednesday) New Year’s Day; January 20 (Monday) Martin Luther King Day; February 17 (Monday) President’s Day
- **Finals Exams and Reviews:** March 14-20
- **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:** March 24 at 5:00 PM via Grade Book: [http://www.washington.edu/lst/help/gradebook](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
- **Rob Peña, Graduate Program Coordinator.** Rob 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 Rob. Ph. (206) 543.7274, email: rbpena@uw.edu
- **Ann Marie Borys, Undergraduate Program Coordinator.** Ann Marie 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. Ph. (206) 616.3098, email: amborys@uw.edu
- **Shanna Sukol, Program Manager.** Shanna oversees departmental staff and operations and is responsible for department administration including human resources, Workday administration, 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
- **Jenner Johnson, Program Assistant.** Jenner is responsible for the department front office including reception, assisting with faculty evaluations, grade submission questions, distributing
add codes and parking passes, and assisting with vehicle rentals. For help with general questions: Ph. (206) 543.3043, email: jenner18@uw.edu

Claudine Manio, Graduate Academic Advisor. Claudine 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. Kim 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, Communications Manager. Nancy focuses on department communications such as the website, Arch Blog, social media, and e-newsletter (Details), in addition to organizing special events and participating in department outreach efforts. Questions/comments related to the website, social media and department news items can be directed to Nancy. Ph. (206) 897-1872, email: dragun@uw.edu

Monica Huang, Research Scientist/Engineer 2, Carbon Leadership Forum (CLF). Monica works directly with Associate Professor Kate Simonen on the Carbon Leadership Forum grant.

Alex Ianchenko, Research Scientist/Engineer 1, CITYFOOD. Alex works directly with Associate Professor Gundula Proksch on the CITYFOOD grant.

CONTACT INFORMATION / PAYROLL (WORKDAY) / UW EID + UW NetID

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 it is updated in Workday: https://isc.uw.edu/.

DIRECT DEPOSIT
The University of Washington requires all employees to sign up for either direct deposit. After your payroll appointment has been completed, sign up for direct deposit by logging in to Workday: https://isc.uw.edu/ (click on “Pay” worklet then Payment Elections).

MYUW
Once you have established a UW Net ID and password, you can log on to MyUW at myuw.washington.edu for information about your courses, including class enrollments and class lists.

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) (see information below)
* Show a state or federally issued photo ID
* Have your photo taken for the ID card

The Husky ID Card Center is open from 8:00 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.
UW EMPLOYEE ID (EID) Once you are active in the UW payroll system, Workday, you will receive a 9 digit EID which will allow you to create your UW Net ID and password.

UW NET ID Your UW Net ID (with password) is your personal identification for using UW online resources and also serves as your UW email address. To create your UW NetID see: https://itconnect.uw.edu/security/uw-netids/about-uw-netids/

WEBSITE FACULTY PROFILE Please contact Nancy Dragun at dragun@uw.edu 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/.

DEPARTMENT / TEACHING / POLICIES

ACADEMIC CALENDAR If you need information regarding UW deadlines, registration periods, recognized holidays, etc. see this link: http://www.washington.edu/students/reg/calendar.html

ADD/DROP CODES Jenner distributes add/drop codes are distributed 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. Contact Jenner if you have questions or need your add codes sent to you. Contact Shanna Sukol if you need to order additional codes.

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.

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 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 UW website: [https://risk.uw.edu/advice/consulting/forms#](https://risk.uw.edu/advice/consulting/forms#) and can be completed once to cover all fieldtrips over the course of the quarter. Please request that students also print their names on the form. 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: [https://www.washington.edu/students/reg/examguide.html](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 GradeBook/GradePage: [https://depts.washington.edu/sislearn/about-online-grading/](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 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](https://depts.washington.edu/grading/policies/index.html)

**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://be.washington.edu/spaces/room-equipment-reservations/](http://be.washington.edu/spaces/room-equipment-reservations/). 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/)

**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](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/](https://itconnect.uw.edu/learn/tools/catalyst-web-tools/) for teaching technology services offered by the UW.

**PARKING + TRANSPORTATION**

There are a variety of options for ways to get to the UW campus. See this link for more information: [https://transportation.uw.edu/park/student-employee/faculty-staff](https://transportation.uw.edu/park/student-employee/faculty-staff)

**PARKING FOR GUEST CRITICS, ETC.**

The department can supply individual parking validation 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 validation stickers from Jenner.
REIMBURSEMENTS
Obtain approval from the Chair or Shanna Sukol and complete the CBE General Reimbursement form which can be found on the department website under MyARCH/Faculty Resources: [http://arch.be.washington.edu/myarch](http://arch.be.washington.edu/myarch). Submit the form with original receipts to Shanna Sukol. All receipts must be taped down (staples removed). 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 Sukol.

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).

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

ROOM KEYS
If you have a class that begins after 5:00 PM, please check in with Jenner Johnson 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. (Please 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/](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.

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 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 you can access the CBE Calendar on the Architecture website 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 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.

STUDENT STUDIO EVALUATIONS
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.*

**SYLLABUS**

State law requires faculty to include language about religious accommodations in syllabi. The
following language closely mirrors that of the law itself and was developed in close
collaboration with Faculty Senate and the Attorney General’s office.

**Required Syllabus Language: [DO NOT AMEND]:**

“Washington state law requires that UW develop a policy for accommodation of student
absences or significant hardship due to reasons of faith or conscience, or for organized
religious activities. The UW’s policy, including more information about how to request an
accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/).

Accommodations must be requested within the first two weeks of this course using
the [Religious Accommodations Request form](https://registrar.washington.edu/students/religious-accommodations-request/)."

**TIME SCHEDULE**

View this link to see the UW Time Schedule:
https://www.washington.edu/students/timeschd/. Changes in the Time Schedule are not
reflected on the main page until the next day. To see the most up to date course information,
click on the 5 digit SLN

**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 website:
[www.be.washington.edu/resources/admin](http://www.be.washington.edu/resources/admin). Submit completed forms and travel receipts to
Shanna Sukol.

**You can find an on-line version of this info packet, along with other resources and forms, on
the Architecture Department website under MYARCH/Faculty Resources:
[http://arch.be.washington.edu/myarch/](http://arch.be.washington.edu/myarch/)