

New Jersey Institute of Technology
College of Architecture and Design

FACULTY GUIDE BOOK

School of Art + Design
2013-2014

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General Faculty Information.

There are multiple sources for official information about faculty responsibilities and rights. The Faculty Handbook may be found online at <http://www.njit.edu/policies/pdf/facultyhandbook.pdf>. The faculty handbook is (constantly) being updated and sections are modified with the approval of the full faculty at NJIT faculty meetings.

Links to additional faculty information may be found at: <http://www.njit.edu/facultystaff/>

There are a number of laws and regulations that apply to faculty in the State of New Jersey. All faculty members should read and become familiar with the restrictions placed upon them by NJIT and New Jersey. The Conflict of Interest Policy may be downloaded at: http://www.njit.edu/policies/pdf/conflict_of_interest_policy.pdf

The Scholarly Activity Tracking Form and the Outside Activity Questionnaire (as well as numerous other forms) are available for download at: <http://www.njit.edu/humanresources/employee-resources/forms.php>

Ethics regulations require that staff, faculty, and administrators avoid even the *appearance* of conflict of interest. That means, in part, faculty/staff/administrators are not permitted to accept gifts other than those of negligible value from any person or company or group doing business with the State of New Jersey and/or NJIT, or seeking to do business with the State of New Jersey and/or NJIT. This includes an explicit prohibition on the acceptance of meals, food, flowers, or other tangible items of value unless they are part of an overall program or conference and distributed to all participants regardless of financial dealings. If in doubt in any situation, act with caution and contact Ms. Jean E. Feeny, Ethics Liaison Officer (Human Resources).

Tenured and tenure-track faculty are **required** to submit the Faculty Annual Report at the beginning of every school year. The first filing of the report must be at the start of the second year of employment. This report becomes part of the promotion & tenure record and is used, in part, in determination of any merit-based compensation. The link to the logon page for the report is <http://www.njit.edu/facultyreport/>. You will need your UCID to log on.

Building Access and Security.

Access to buildings:

- Off hours access to Weston Hall, Parking Deck (sometimes used for AD 111), and parts of Campbell Hall is via swipe card.
- Swipe cards are activated based on semester-based lists provided by Administration
- Swipe cards are issued to faculty, students, and to individuals with special access requirements.
- Email Associate Dean for Administration Peggy Fitzpatrick for any special swipe card requests.

Access to administrative suite (third floor; Weston Hall):

- Access to the suite is through a combination keypad.
- Combination is issued at the front desk. Please use the combination (and do not distribute it) rather than interrupting administrative staff to let you in.
- Doors to the rear section are lockable and alarmed.

Access to studios:

- Access to studios is through combination keypads.
- Combinations are issued at the beginning of each semester after studio assignments are made.
- Faculty will be issued the combinations to their assigned spaces by Sasha Corchado. Front desk administrative staff and IT personnel do NOT have keypad combinations.
- Faculty will distribute combinations to students during the first class meeting.
- If security has been breached and a combination needs to be changed, please email Sasha Corchado and Glenn Goldman.

Teaching Information.

Grading Standards.

The university has clear guidelines for grades. While you may use whatever system you would like during the semester, it must be converted at the end to the university standard. Note that there are no “minus” grades and that there is no grade of “D+” or “A+”. Students at NJIT do receive course credit towards graduation for select courses with a grade of “D” but their cumulative average (GPA/grade point average) must remain above “C” (2.0) to avoid academic probation. Moreover, in “order to graduate, students must attain a cumulative grade point average of 2.0 in all the courses listed in the catalog as being required in the appropriate curriculum. They must also earn a cumulative GPA of 2.0 in the upper division course requirements of their major as determined by the academic department offering the major.”

Additionally, in the College of Architecture and Design, students must maintain a *yearly* 2.0 (minimum) cumulative studio GPA to proceed to the next studio year.

A	(4.0)	Superior
B+	(3.5)	Excellent
B	(3.0)	Very Good
C+	(2.5)	Good
C	(2.0)	Acceptable
D	(1.0)	Minimum
F	(0.0)	Inadequate

Additional information about university grading policies may be found in the online undergraduate catalog at:

<http://catalog.njit.edu/undergraduate/>

Note: Some students (primarily, but not exclusively, specific individuals enrolled in the interior design program) arrive with an intention to pursue architecture at the graduate level for a first professional degree. These students must graduate with a minimum GPA of 3.0 in their overall studies as well as in their discipline-specific studies to be considered for admission to the NJIT Master in Architecture degree program. In general, those students who wish to pursue graduate studies in any field should have grade point averages of “B” or above.

Return of Student Work/Grades.

Any project or work (including exams) turned in for a grade must be returned with a grade to the student within two weeks of the submission deadline. Work submitted early does not mean that the work should be returned early. It is at the discretion of the instructor to return grades piecemeal, or to an entire class at a time, as long as all grades are returned within the two week timeframe. Work submitted late, if accepted by the instructor, may be graded at a timeframe of convenience of the instructor unless such delay in submission is due to either an excused absence (illness or religious holiday) or an accommodation for a documented disability. Students are informed of this requirement and have been encouraged to report lack of compliance. It is unfair and bad pedagogy to keep students uninformed about their progress in a course. Note: the two-week return policy does not apply to seminar presentations or phased multi-day presentations in any class where an instructor may wait until a group of presentations or a topic has been fully presented.

Midterm Warnings.

Students whose academic performance at a midpoint (+/-) during the semester puts them at risk of failing or receiving an unsatisfactory grade in a course should receive a Midterm Warning from the course instructor. Midterm warning forms must be distributed to students PRIOR TO the course withdrawal deadline which is noted on the academic calendar on the Registrar’s website. The completed Midterm Warning can be emailed individually to students or distributed to them in person. Copies of Midterm Warnings must also be sent to Sasha Corchado via email or hardcopy.

In addition to providing the Midterm Warning, instructors are encouraged to discuss with the student directly the issue(s) affecting his or her performance and what steps (if any) can be taken for the remainder of the semester to

improve the grade. On occasion, it might be necessary to advise a student that withdrawal from a course might be in his or her interest (especially in the case where students have stopped showing up, but have neglected to formally withdraw). If you believe you are in a position where you need to advise a student to withdraw from a course, you must discuss this and refer the matter to the student's academic advisor to discuss implications of academic progress. Midterm Warnings do not appear on students' transcripts.

Final Grade Submission.

Grades are submitted electronically in Banner Self-Service via Highlander Pipeline and you need your "University Computing Identification" (UCID) to submit grades. You may click on the "Popular Links" at the top of the university homepage and select "My NJIT" to get to Pipeline or go directly to: <https://www.njit.edu/cp/login.php>

In order for new instructors (both adjunct and full-time faculty) to access Banner, you must complete the Banner Student Security Access Request Form and submit it to the Registrar's office. This form is available from the CoAD main office.

It is imperative that grades be submitted by faculty online and on time! Late submission of grades hurts the students and may result in loss of scholarship or other financial aid. Late submission may also have a deleterious effect on registration for the next semester at NJIT as well as independent applications for scholarships, graduate studies, internships, and full-time employment. It is therefore critical that all grades (including "F" and "I" grades) be submitted at the appropriate time. Faculty may change grades (and provide grades to replace "incompletes" after submission) but only to improve grades. The university prohibits the lowering of any posted grade. All grade changes and late grade submissions must be "hard copy" using the Grade Change Authorization form, which faculty may obtain from Sasha Corchado. All grade changes must have written approval/signature from the instructor AND department chair/program director/associate dean.

Attendance is required for all students, regardless of class standing. You must keep track of attendance for all courses and enter this information (including last class attended by each student) on the grade submission form. This information is needed for full compliance with financial aid reporting requirements and also provides data in the event of a grade appeal by a student.

Grade Appeals.

Students have the right to appeal semester grades. Appeals must be made in writing to the Dean who then will generally forward the appeal to Glenn Goldman, Director of the School of Art + Design who, in turn, puts together a committee of faculty (usually three individuals) to review the case. At separate times, the student will have an opportunity to present his or her work and argument as will the instructor.

Syllabi.

Faculty MUST provide a course syllabus to students on or before the first day of class. This syllabus may be posted online and/or distributed in printed hard copy. The provision and distribution of a complete and appropriate syllabus by the instructor for any class is not optional and a lack of compliance may lead to non-renewal of contract for a faculty member or member of instructional staff as well as affect any merit-based salary increments for tenured/tenure-track faculty. Faculty **must** also post syllabi on Kepler3, the in-house classroom management and archiving system and may, at the individual's discretion, place syllabi on Moodle and/or email syllabi directly to students enrolled in the class. Until further notice, syllabi should also be **emailed to Sasha Corchado** (corchado@njit.edu), Advisor for the School of Art + Design. It is recognized that faculty assignments are sometimes made at the last minute which could affect access to Kepler3. Nevertheless, at some point, and as early in the semester as possible, syllabi should be posted online using that site. Lack of access to Kepler3 does not relieve any instructor from the obligation of providing syllabi in a timely manner to all registered students in the class. Note further that posting on Moodle is done at the discretion of the instructor and is not a substitute for the posting of syllabi (and assignments) on Kepler3.

NOTE: Kepler3 may be accessed with Microsoft Internet Explorer and your NJITDM account. Instructors having difficulty with Kepler3 must contact the University Computing Helpdesk (<http://ist.njit.edu/support/helpdesk.php>) for assistance. Regardless of access to Kepler3, you must still distribute the syllabus on the first class and send an electronic copy to Sasha Corchado.

It may be difficult for newly hired faculty without network and proper account access to upload syllabi prior to the start of the semester. In those instances, instructors should distribute syllabi the first day of class. Schedules may be adjusted as needed throughout the semester but an initial schedule based on student presentations and/or assignments should be online within two weeks of the start of class. Syllabi posted for multi-section coordinated classes (e.g. AD 150 - *Color and Composition*) may use a common syllabus posted or distributed by the course coordinator. Instructors, at their discretion, may also distribute printed hard copy of the syllabus on the first day of class for any course. Distribution of printed syllabi is in addition to and not instead of online posting. Because most first year students do not have network accounts to enable computer access, syllabi for all foundation level courses in the School of Art + Design should be distributed in class at the first session with online copies posted within the first week of the semester. **Since the School of Art + Design admits spring transfer students who may not have network access prior to the start of classes, all A+D foundation level courses (AD 111, AD 112, AD 150, AD 161, AD 162) should be distributed in printed format on the first day of class in addition to the online posting.**

The course syllabus must contain, at a minimum the following:

- course name and number,
- course prerequisites (available in the university online catalog at: <http://catalog.njit.edu/>)
- location of classroom(s) and lab/shop facilities available as a resource for the class (if applicable),
- faculty name and contact information (including office hours for tenure-track/tenured faculty and university lecturers),
- general description of the course, course objectives, course requirements including a list of assignments or projects (the syllabus does not need to contain the full or specific assignment or term paper topics - just a list of assignment types),
- grading/assessment criteria including the relative weight of assignments (including the percentage of the final grade, if any, dependent on "participation") and methodology of determining final grade,
- required books/reading list (with author, title, publisher, ISBN number and edition) and recommended books or resources,
- attendance and tardiness policies,
- weekly schedule listing course topics and assignments/projects with due dates (include dates of any quizzes and/or exams),
- disability statement advising students of the requirement to notify instructor at the beginning of the semester if accommodations are warranted,
- a statement indicating that academic integrity and honesty are of paramount importance with a clear indication that the NJIT Honor Code will be upheld, and any violations will be brought to the immediate attention of the Dean of Students, and
- cell phone policy.

An initial schedule WITH THE WARNING THAT THERE ARE LIKELY TO BE CHANGES and that it is the student's responsibility to attend class and keep track of schedule changes, should accompany the initial syllabus.

Please, to the extent possible, include accreditation criteria addressed in your class (NASAD for all courses, NASAD and CIDA for those courses that are taught within the Interior Design program, or are required for Interior Design students).

Schedules and syllabi MAY change during the semester. It is not uncommon to revise (please date or version) and re-distribute. In those instances when revised syllabi and schedules are created, these too should be sent to Sasha Corchado.

Dates of proposed midterm examinations and reviews for studio classes should be on the schedule. Dates for final exams and semester ending final reviews shall **NOT** be placed on the schedule but merely listed as “TBD” (to be determined) since **the scheduling of final exams is not at the discretion of any instructor**. Final examinations are scheduled and located university-wide by the Registrar. Studio final reviews are scheduled college-wide by the CoAD administration in order to coordinate limited review space. (All studio critics want to have their reviews on the last day possible – CoAD does not have the facilities to accommodate every critic’s wish.) Do NOT, under any circumstances whatsoever, schedule the class to extend into the Final Examination period (except, of course, for a final exam). Except in those instances where a student qualifies for a grade of INC (Incomplete) due to medical or other commonly-accepted reasons like accommodations for a documented disability **ALL WORK IS TO BE COLLECTED BY THE LAST DAY OF CLASSES**. Note: if your final review is scheduled prior to the last class, it IS permissible to extend the date for file/project submission past the review to the final class.

Some classes, especially upper level seminars, rely on a significant amount of student-generated materials. In those cases, preliminary full-semester schedules should be separated from the syllabus and every effort should be made to distribute those by the end of the second week of class.

All faculty-proposed CoAD electives must be submitted with a full syllabus for posting at the beginning of the PRECEDING semester. For A+D courses please submit all documentation to Sasha Corchado.

Student Attendance.

Attendance is an explicitly required component of ALL on-campus/location-based classes for ALL students in the School of Art + Design. The penalties will vary based on the number of class meetings per week. For those classes that meet two or more times per week (including all studios), the penalty is: after three absences students may be docked one-half grade for each subsequent unexcused absence. In other words, if the final grade would have been an “A”, it results in a “B+”. A “B+” goes to a “B”, and so on. There is a one-half grade penalty for EACH absence after the third. For those courses that meet only once per week, there may be a **FULL** grade penalty for each absence after the third. This means that any student who would have received an “A” will now receive a “B”, a “B+” reverts to a “C+”, etc. Please note that this is the policy for courses taught within the School of Art + Design and have a prefix of AD, DD, FA, ID, and INT. This policy is NOT consistent across all programs at the university (see <http://www.njit.edu/registrar/policies/attendancepolicy.php>). Because you may have students from other programs and colleges in your course, it is imperative that you explicitly state the attendance requirement that pertains to your class in your syllabus and verbally inform your students on the first day of class what this policy is. Please note that this policy applies to any student enrolled in a course offered by the School of Art + Design, regardless of the student’s major. **IMPORTANT: When teaching a course with an ARCH prefix the class shall be governed by the LEAST STRINGENT policy of the two schools (Art + Design and Architecture).**

According to the online NJIT Attendance Policy: *“Attendance, by itself, shall not constitute a basis for grading except for certain clearly designated courses. These courses include, but are not limited to, all Physics and Mathematics 100 and 200 level courses in which a student missing more than three classes may be required to withdraw.”* **This means that each instructor MUST EXPLICITLY INCLUDE the A+D Attendance Policy (including grade penalties/implications) on the syllabus distributed to students.**

Beyond attendance, class participation MAY be a factor in grading any course at any level at NJIT. Participation may include in-class discussions and contribution as well as asynchronous participation in electronically mediated forums. **Participation requirements must be made clear in the class syllabus.**

Note that documentation of an illness may be accomplished one of two ways: personal observation and written excuse by a medical professional/practitioner who is not a member of the family of the student. Documentation from students must be given to the Dean of Students Office. You may request verification from the Dean of Students, Jack Gentul. **BE AWARE:** there are internet sites now available that provide for a relatively small fee “fake doctor’s notes” (e.g. http://www.bestfakedoctornotes.com/Medical_Excuses.html). These sites have a disclaimer “All of our products are for entertainment and prop use only.” But at least one also offers \$100 to a customer who can find a “more authentic”

looking note. If a student is ill and misses only one class, then an excuse is not needed since the number of absences would not cause a change in grade. Faculty members are advised to use their own discretion when deciding on the validity of an excuse. This should not lead to a confrontation with a student and when there are questions about legitimacy of absences, you may defer to administrators at NJIT. All illnesses – particularly chronic illnesses or disability – which may result in extended periods of absence must be documented with Center for Counseling and Psychological Services (C-CAPS) to determine what, if any, accommodations may be warranted. If there is a question about the authenticity of a student’s claim of illness, an instructor must request documentation for this from the Office of the Dean of Students which will be responsible for confirming the validity of any claim for an excused absence.

Religious excuses are easier to check. However students should be told (and it should be placed on the syllabus) that they should (1) inform instructors at the beginning of the semester if they will miss a session (or more) due to religious observance and (2) they are permitted to observe religious holidays of one and only one religion per semester. (They can change later if they want to, but during a semester they have to make a choice or they could end up missing a lot of classes.) The New Jersey State Board of Education lists religious holidays that may cause absence at the beginning of every school year (<http://www.state.nj.us/education/genfo/holidays.htm>). This list reflects the demographic diversity of New Jersey and tends to be very inclusive which provides us with reasonable guidelines. Instructors are urged to determine the demographic and religious make-up of a class when determining due dates, examinations, and critical lectures.

For student athletes, the attendance policy is clearly denoted in the Student-Athlete handbook at:

<http://www.njithighlanders.com/sports/2012/4/10/studentathletedevelop.aspx?tab=sadevelopment> which contains a link (towards the bottom of the page). Of particular note, “*Student-athletes are required to attend all classes. A student-athlete may only miss class when representing NJIT in intercollegiate competition. No student-athlete may miss any regularly scheduled classes for any practice activities.*” This means students can neither miss nor leave class early (or arrive late) to attend a practice. While student athletes may miss class when participating in intercollegiate competition, it is the responsibility of the student athlete to proactively inform the instructor(s) affected well in advance to make appropriate arrangements to complete or make up any assignments or exams in a timely fashion. You may receive communication (via email or telephone) from the Department of Athletics as they work diligently to monitor student-athlete performance in class.

Despite the recent dissolution of the Great West Conference of which NJIT was a part, we are still likely to have students who traveling significant distances during the semester to participate in athletic events. Please make every effort to accommodate those students when scheduling examinations and reviews. Absences due to participation in intercollegiate athletic competitions (not practices) are considered to be “excused absences.” We are working with the Athletic Department to avoid conflict with final reviews at the end of the semester and attendance at semester-end final reviews is mandatory.

Student Tardiness.

Students are cautioned to attend class on time. There is no specific time limit that constitutes an absence versus simply being late. If faculty members start their classes on time, especially at the beginning of the semester, then students will understand quickly that tardiness is not acceptable. There is also a difference between classes that meet for one hour per session and those that meet for three hours. Use your judgment when determining a tardiness policy and make it explicit in the syllabus you distribute on the first day of class. However, if you routinely arrive late, you will place yourself in a position where tardiness penalties would be unenforceable. Moreover, *routine tardiness by members of the instructional staff is unprofessional and, ultimately, not tolerated.* Students who arrive late to a quiz or examination without acceptable justification are not entitled to extra time to complete the work, nor are they entitled to see images or instructions already presented in on-screen portions of the quiz or exam. Nevertheless, rules for tardiness should be made explicit in class PRIOR to the date of any quiz or examination.

Faculty Attendance at Class.

All teachers (instructors, lecturers, full-time faculty, adjuncts, etc.) responsible for delivering instruction to students are expected to be prepared for and **attend every scheduled class**. There are times (e.g. illness) when an instructor may be unable to attend class. In that case, notice should be given as far in advance as possible to Ms. Sasha Corchado. Additionally, notice should be sent electronically to students via the class roster in Highlander Pipeline. Scheduled absences (religious holidays, conferences) should also be scheduled and Instructors should arrange for an alternative meeting or coverage for the class. The College of Architecture and Design has a long and successful history of faculty members taking on short-term extra loads to help one another to cover for scheduled absences.

Included in the category of “faculty attendance” is the amount, or percentage, of class time a faculty member actually spends in class. During studio time it is not uncommon for critics to “trade” and appear on one another’s reviews. Those moments may be instructional and it may be appropriate, especially within any one program, to have your students attend the reviews you attend. Upper level students may be useful as design critics within lower level studios. While a number of instructors (primarily adjuncts) are also responsible for ongoing businesses, ***it is inappropriate for a teacher to routinely spend time on his or her cell phone dealing with external matters***, and this particular behavior has become an increasing source of annoyance to, and complaints from, students. Emergencies happen and many teachers have family responsibilities dealing with issues of health and welfare. In those FEW instances when you are expecting an important call during class time you should let your students know to expect an interruption before that interruption occurs. But routine business dealings should be deferred until after class.

Field Trips with Students.

We encourage faculty to make site visits and field trips with students. Faculty must provide Sasha Corchado with a completed Field Trip Form (available from the main office of the College of Architecture and Design) detailing the destination and duration of any field trip including a roster of confirmed student participants and emergency contact information (generally your cell phone number). Field trips are generally self-funded. Please note that while trips may extend over and beyond regularly scheduled class times, you may not require attendance for any trip that requires a student to miss another regularly scheduled class. At times you may be able to make informal ad hoc arrangements with other faculty at NJIT to extend the time needed for your trip. Other instances may require you to allow (and ENCOURAGE) students to leave the group early in order to attend other classes on time. You may not require any trip that prevents a student who does not have a car from attending. Either make sure that the destination is reachable via public transportation or that there are enough students with cars who can provide rides to those students who do not have cars. Given that the majority of our first year students live on campus, the lack of automobiles will probably be most acute in the first year. You may schedule field trips outside of normal class hours and depending on the circumstance, may “time-shift” classes to accommodate field trips. Please use common sense when scheduling field trips. So, for example, while there have been field trips to Boston in the past, the expense of the trip means that you cannot require students to attend. In contrast, to require shorter trips to New York City museums or manufacturer’s showrooms is not unreasonable.

Final Exams, Projects, and Reviews.

Studios should ONLY have reviews during the review session that is generally held the last week of scheduled classes and scheduled by the College administration. Design studio reviews may NOT be scheduled during the final exam period. After a semester of concentrating on studio work students must be given the opportunity to properly prepare for final examinations in other classes. Reviews should not be held on reading day unless the university schedules make-up classes on that day due to class cancellations (generally weather-based). Studios with reviews held in their own studios do not need to schedule additional spaces. Studios who need review spaces outside of studio should coordinate with Glenn Goldman and Sasha Corchado towards the end of the term. NOTE: We do not provide honoraria or reimbursements – including travel reimbursements – for guest critics to participate in reviews or lecturers who come to address specific classes. This is generally done as a professional courtesy and is often a reciprocal arrangement between you and your guest(s). Alternatively, you are free to compensate any guest in any manner you would like (e.g. treating

the guest to lunch or dinner), but it cannot be reimbursed by the College of Architecture and Design. We do, however, provide parking for guests at no cost to our visitor or to the school.

With the exception of foundation-level classes and second year Digital Design classes (whose students are not in studio), instructors of non-studio classes should NOT schedule examinations during review week and should not have semester-long projects due during that week. Non-studio courses that require a final examination should coordinate with Sasha Corchado prior the middle of the semester. Non-studio courses may have projects or papers due at the final examination or in lieu of a final examination and due at a time scheduled by the Registrar during the final examination period. HOWEVER, please keep in mind that CoAD resources such as the Model Shop or labs may not be available after the last day of classes, so please advise your students accordingly. NO student shall be required to attend a presentation during exam period that conflicts with another scheduled examination.

Course Evaluations.

Students are asked to fill out forms to evaluate all courses near the end of the semester. The forms are distributed electronically by NJIT (not CoAD) and are generated using the official records in Banner. All faculty should verify on the 10th day of the semester that they are correctly listed as the instructor for each course they are teaching, and that all students attending the class are properly listed on the roster. In the past when paper forms were completed, students were given time to complete the forms in class. It is permissible (and advisable in some instances) to take 10 to 15 minutes of class time for students to complete the forms online in those instances where connected computers are available (e.g. studio) in order to encourage a full sample of opinions for every class (rather than just dissatisfied students completing the forms on their own time) for greater accuracy. Faculty should not be present in the room if/when time is given to complete the forms. Evaluations are used for tenure/tenure-track faculty as one measurement of teaching efficacy for salary merit increases, teaching awards, and promotion decisions.

Meetings with Students.

Faculty should be available to meet with students outside of class time. Full-time faculty should schedule office hours for drop-in visitors. Whether meeting in an office or conference room, it is suggested that no faculty member meet behind closed doors alone with any student – *either on OR off campus*. Public visibility protects everyone.

Students with Disabilities.

ADA and moral obligations require us to provide appropriate accommodations for all students with either physical and/or learning disabilities. Temporary disabilities that are obvious (e.g. a broken arm, flu or pneumonia, etc.) may be handled directly between the instructor and the student. Faculty should be reasonable when providing accommodations to those students who have temporary disabilities but be cautioned as mentioned above to make sure that the problems are real. Permanent disabilities are usually easier to discern from the teacher's perspective but sometimes more difficult to accommodate. You do not have the responsibility to diagnose disabilities. Students seeking accommodations due to disabilities that can range from ADD and ADHD to severe neurological disorders to Chron's Disease MUST HAVE THESE DOCUMENTED BY THE DISABILITY OFFICE AT NJIT. You are not to provide accommodations for a permanent disability based on a student's undocumented request. Freshmen or transfer students must provide the IEP (Independent Educational Plan) they had in high school and any medical and/or psychological documentation they have about their problems to the Disability Office. Information and instructions may be found at <http://www.njit.edu/counseling/services/disabilities.php> and the Director of Disability Services is Dr. Phyllis Bolling whose office is in 205 Campbell Hall (973-596-3420). Students who come to you with an undocumented claim of a disability should be directed to Dr. Bolling's office. Once documented you will be notified by the Disability Office (and usually informally by the student which you may then confirm) what accommodations are required. Students may not make a claim for a disability in the middle of the semester unless the disability has only been documented with the Disability Office that semester. (This, too, may be confirmed with the Disability Office.) Neither the university nor

individual instructors are obligated to provide accommodations for disability claims made after the conclusion of the semester.

Often the accommodation consists of extra time for projects and assignments. Students have the right to these accommodations but also have the right to either not take advantage of them, or only use them when they feel they need to. Please understand that when these disabilities are real, the students generally are working very hard to compensate for them and more often than not, underutilize their options. Students are particularly reluctant to take extra time for studio projects when they do not want to be identified. Once they don't present in a studio review, students know that privacy has been compromised. This is a decision the student must make. Please also respect the privacy of every student with a disability.

If you have difficulty providing the required accommodation, please see either Glenn Goldman or Sasha Corchado for assistance. A common use of the grade "INC" (incomplete) is to allow students to take advantage of their needed accommodations to finish their work. This, however, is not always easy – especially in studio situations. Oftentimes the critic will be gone when the student wants to complete the work. For security, studios must be emptied and locked as soon as reviews are complete *every semester*. We can, when necessary, place students with incompletes in a specific room, clustered together, to allow them to finish their work. However, the building is closed between Christmas and New Years and no access or IT services are available. Also, the CoAD network is subject to intermittent service interruptions between semesters and during the summer to allow for maintenance and upgrades. So please take into account available resources when planning a schedule for course completion with your student.

Incompletes due to accommodations for disabilities do NOT constitute a waiver of pre- or co-requisites for courses. So while a student may have extra time (perhaps an entire semester) to complete his or her work, the coursework MUST be finished and a final course grade issued prior to taking any course for which this is a pre-requisite – including design studio. This means, for example, even if a student is entitled to three months to complete the fall term of studio, it must be completed over winter break to take the subsequent studio course in the spring term. The only other option is to finish the fall term during the spring, and take the spring term the following year. Our responsibility is to allow the student the chance to complete the work undertaken – not to shortchange him or her by permitting entrance to a class without the proper preparation.

Faculty and Committee Meetings.

There are usually two faculty meetings for the College of Architecture and Design each term and they have traditionally been scheduled for Wednesday afternoons, from 2:30 PM - 4:30 PM. Meetings of the instructional staff and faculty of the School of Art + Design will meet on an ad hoc basis as necessary, with at least one session at the beginning of the term. Full participation at CoAD and A+D faculty meetings is extended to all members of instructional staff, including adjuncts. NJIT has university faculty meetings (approximately three per term) on Wednesday afternoons. These meetings are scheduled at the beginning of each semester. While any interested person may attend the university faculty meetings, voting privileges in those meetings are restricted to university lecturers, tenured faculty, and tenure-track faculty.

All faculty members, including adjunct faculty, are eligible to serve on various committees. However, only full-time faculty (tenured, tenure-track, and university lecturers) are required to serve on committees. The university and college have several standing committees that have a combination of faculty and administration representation. Most of these committees are of the sort found at most universities and deal with Parking, Campus Safety, Student Appeals, Teaching/Learning/Technology, Distance Learning, Commencement and Awards, Library, Promotion and Tenure, etc. Some university committees require representation from each college, others do not. Adjuncts are asked to participate on grade appeal committees within the School of Art + Design.

Promotion & Tenure Committees.

The College of Architecture and Design Promotion and Tenure Committee consists of all full professors and the Dean of the College. There is no separation between schools in the College. The composition of the P&T committee for the College of Architecture and Design currently (Fall 2013) is: Dean Urs P. Gauchat, Zeynep Celik, Karen Franck, Glenn Goldman, G. Michael Mostoller, and Tony Santos. When a professor serves on the university P&T committee, he or she is not permitted to participate in promotion or tenure deliberations at the college level. Professor Tony Santos is the College of Architecture and Design representative on the university committee for the 2013-2014 academic year. Service as chair of the CoAD P&T Committee is on a rotating basis with Glenn Goldman serving in that capacity 2012-2013.

Lecture Series.

The College of Architecture and Design holds five to eight public lectures per semester. Most lectures are presented at 5:45 PM on Monday evenings in Weston Lecture Hall 1. The lecture series is organized by the Chair of the Lecture Series Committee. As the School of Art + Design grows there may be opportunities to develop an additional series or at least incorporate more discipline-specific lecturers in the Monday Lecture Series. A sponsored lecture is usually included as part of the annual Design Showcase, traditionally held on a Thursday evening in mid-April.

The CoAD Lecture Series does conflict with some scheduled classes. It is at the discretion of the instructor whether or not to incorporate or include the lecture in the class if appropriate (e.g. ARCH 382, History of Architecture IV). However, it is (1) unlikely that the lecture will use up the entire class and (2) attendance should be required and recorded as it would be for any scheduled class. In those instances where the lecture is not part of the class but a faculty member cancels the class for the event, that class should be made up during the semester.

Additionally, the School of Art + Design hosts three to four small-scale presentations per semester for the ***A+D Industry Speak Seminar Series***. These more targeted events have been organized by Coordinator of the Digital Design Program Augustus Wendell and Assistant Professor Andrzej Zarzycki and feature professionals from the areas of digital media, industrial design, fine arts, and interior design. Depending on the time and anticipated attendance, these have been held in the CoAD Conference Room on the third floor of Weston Hall and in Weston Lecture Hall 2. The times are made public and advertised during the semester. Please encourage your students to attend.

Travel Funds.

Limited travel funds are dispersed by the College of Architecture and Design, **not** by the individual school (Art + Design or Architecture) or program, or even by the university as a whole. As such, application for such funds must go directly to Associate Dean for Administration Peggy Fitzpatrick (fitzpat@njit.edu). Funds are limited and not all eligible trips may be funded either in whole or in part. Available funds are generally dispersed for presentation of scholarly work (e.g. papers at conferences) or fundraising activities for the School or College. Funds are generally NOT provided for continuing education or professional development or participation in non-academic conferences. (In other words, funds for faculty are generally not provided to attend non-academic annual professional meetings of AIA, ASID, IIDA, IDSA, etc.) In the past, priority for travel funds has been given to tenured/tenure-track faculty and university lecturers; and individuals are typically reimbursed 80% of total approved expenses.

Accreditation Visits.

The College of Architecture and Design will be hosting three separate accreditation visits on consecutive semesters starting **Fall 2013**. The first visit, scheduled **for October 19, 2013 through October 22, 2013** is from **CIDA** (Council for Interior Design Accreditation) and represents our effort for initial accreditation for the Interior Design program. **NAAB** (National Architectural Accreditation Board) will be visiting and evaluating the School of Architecture's professional program in the **Spring 2014** semester. And **NASAD** (National Association of Schools of Art and Design) will be visiting in

Fall 2014 to evaluate the entire School of Art + Design (Digital Design, Industrial Design, Interior Design). These will be unusual times – and represent an unusual demand on some of our resources. Do not be surprised if you see one program or another “take over” at least in part, the CoAD facilities. This also means that the CoAD Gallery on the second floor of Weston Hall will be offline for a number of usual activities and exhibits as it serves as the main exhibition space for each accreditation visit. Similarly, this means that the Gallery Seminar Room will also be offline during those periods. Dates for the NAAB and NASAD visits have not yet been determined. Individuals with teaching and/or administrative responsibilities for any program undergoing accreditation will need to be available outside of regular class hours and over the weekend for their respective accreditation visits. Everyone will be affected in some way. At the very least, all A+D faculty are part of the NASAD accreditation. Those who teach students from the Interior Design program (including Foundation) will be expected to participate in the CIDA accreditation. Those who teach students from the B. Arch. or M. Arch program in the School of Architecture will be expected to participate in the NAAB accreditation visit.

It will be absolutely critical that work needed for evidence be collected, studios clean, and exhibits mounted. As the School of Art + Design is being considered for its initial accreditations, this is an extremely important point in the brief history of our programs. David Brothers is coordinating the efforts for the CIDA accreditation, and Augustus Wendell for NASAD. In both cases, Burcak Altin is assisting in the process. If you receive requests from any of those individuals, PLEASE respond and help them out in a prompt manner. Collaborative work is essential for the success of these efforts.

Information Technology.

Information Technology – University Policies.

Faculty should familiarize themselves with the *NJIT Acceptable Use Policy for Cyber Resources* (http://www.njit.edu/policies/policy_computingresources.php). Among the topics discussed are “University Sanctioned Use Only”, “Misuse of Cyber Resources”, and “Account Security”. In general, you can find a lot of information about NJIT Computer Resources for faculty under the heading: “Computing & Technology” at <http://www.njit.edu/facultystaff/>

Off-campus access to some NJIT services may require the use of a Virtual Private Network (VPN). If you need to use a VPN for access you may get information and software at: <http://ist.njit.edu/vpn/index.php>

Information Technology – Network Access, Email Accounts, Highlander Pipeline.

All faculty and members of the instructional staff are given an “njit.edu” email account and access to Highlander Pipeline via UCID.

There are multiple accounts to which you may have access. The UCID is a university-wide identification and is used for general administrative requirements (including employee pay stub data) and will become the account used to access some of the CoAD resources. It is one of a number of accounts used by faculty.

The College of Architecture and Design is part of the university-wide network with our servers physically located outside of our building. The old NJSOA legacy domain has been collapsed and the domain is gone. This means that older faculty, or students returning after a two-year absence will no longer be using (or needing) NJSOA accounts. Faculty members use the NJITDM account and students use their ACADEMIC account to log onto our network, and to access the Kepler3 course archive and management application. While students may use the UCID for access, group permissions that allow access to CoAD software or logon privileges in labs remain restricted. In other words, although access *procedures* may be changing, access *policies* are not.

Students and faculty are likely to see references to the Imaging Lab network or the licenses held by the *Imaging Lab* at NJIT. The Imaging Lab is a decentralized facility that includes all network and laboratory facilities within the College of Architecture and Design. It is the umbrella organization that establishes, monitors, and maintains some of the IT facilities

at the College of Architecture and Design. There is no single Imaging Lab in a room – it is a college-wide facility. Personnel involved in the maintenance and management of these facilities have offices on the sixth floor of Weston Hall.

You must register with Human Resources (HR) upon employment at NJIT. You must receive a work ID, and set up a University Computing ID (UCID). This is **NOT** done at the College of Architecture and Design - it is a university system. To get more information about setting up your UCID please refer to: <http://ist.njit.edu/accounts/ucid.php>

Adjuncts are also required to set up a UCID and must complete the appropriate paperwork at HR. Your UCID will allow you to log onto your Highlander Pipeline account (<https://www.njit.edu/cp/login.php>), where you can access your course information, view course roster(s), contact students and submit final grades via Banner. Once you have a UCID you will also receive your “njit.edu” email address, which is a *Gmail@njit.edu* service. (You will have a total of 30GB storage combined with this email and Google Drive accounts.) You need that address to get official communication from the university and to obtain some educational discounts online. *NJIT deems email as an official means of communication.* This means that you absolutely must keep up with your NJIT email. Either check your njit.edu account, or make sure that it is forwarded to an account that you do use. (Many faculty also make use of free web-based accounts like *Outlook* (formerly Hotmail) and *Gmail* for supplementary accounts they set up for submission of student work as your inbox and attachment size may be larger than that provided by NJIT for some of those accounts. But this is strictly based on personal preference.) **Note: HR may require proof of citizenship or permission to work prior to authorizing your ID. It is recommended that US citizens who are new employees bring a valid passport to HR when completing initial employee paperwork.**

All members of the instructional staff (including full-time faculty members) do not have access to all machines in all labs. You should be able to log onto a student’s machine (with permission only), your own computer, open computers in the library, etc. You will only be allowed to log onto a computer in a laboratory if you are teaching a scheduled class in that laboratory and placed in the “group” with appropriate permissions.

New employees may find more general information online at <http://www.njit.edu/humanresources/divisions/employment/new-hire-info.php> to get started.

Academic Computing has a “**Quick Start Guide**” for new faculty online that contains a lot of useful information and guides. This may be downloaded at: <http://ist.njit.edu/quickstart/nfoqst2012.pdf>

Information Technology – Software Availability - Personal Computers/Off-site Use/Laptops.

Between NJIT and the College of Architecture and Design there are some software applications available for “take-home” use by NJIT personnel. Some software, like Microsoft Office 2007 and 2010, may be downloaded from the university download website: <http://ist.njit.edu/software/softlinks.php>. Please note that since the university is working hard to reduce its expenses, we cannot guarantee software availability as it may change at any time and without notice. You will notice, however, that most of the purchased software available to you for free through NJIT has no relevance to design. There is another link that shows you where to get “free” software like GIMP, or AVG Anti-Virus, etc.

http://ist.njit.edu/software/free_software.php?fsw_os=fsw_win.php

Once you have an njit.edu email address, you will be able to download a number of educational version applications directly from Autodesk at no cost to you. The list of available applications includes AutoCAD, AutoCAD Architecture, Autodesk Green Building Studio, Inventor Professional, Revit, Showcase, SketchBook Pro, Softimage, Maya, MotionBuilder, Mudbox, Alias Design, 3D Studio MAX Design, and more. You can join the Autodesk Design Community at <http://students.autodesk.com> **Use of these downloaded educational versions for a professional purpose is a violation of the End User License Agreement.**

NOTE: DO NOT DOWNLOAD AUTODESK APPLICATIONS ON A COMPUTER USED ON THE IMAGING LAB NETWORK AT SCHOOL. THESE APPLICATIONS ARE AVAILABLE AT SCHOOL. IF YOU ADD A PERSONAL OR EDUCATIONAL VERSION ONTO YOUR WORKSTATION YOU RUN THE RISK THAT NEITHER VERSION WILL WORK! Please caution your students who may be impatient and want a newer version of software than they might have on an older image they are still using that they run the risk of having more not work than work.

We have worked out an arrangement with Corel Corporation for a very steep discount for their software applications: \$10 (and another \$10 for two-year download insurance) per downloaded application – Corel Draw Graphics Suite x6, Corel Painter x3, and Corel Paint Shop Pro x5. Please contact me directly via email if you are interested in purchasing any of these applications and I will forward the email with links and discount code. (Note: these links will not be active until September 2013.) Please understand that this particular agreement may be terminated at any time and without notice by Corel Corporation and requires you to use your “njit.edu” email address. Corel Draw Graphics Suite, Painter, and PaintShop Pro will all be on the standard studio image for the 2013-2014 academic year. Corel Draw may be used as a substitute for Adobe Illustrator and Corel PaintShop Pro for Adobe Photoshop. Adobe does not have a competitive program for Corel Painter.

Adobe has changed its licensing policies to a subscription model based on individual users. Therefore, at this point, we are unable to provide Adobe products on any computer not owned by NJIT (including student machines in studios). However, if you have a desktop or laptop computer that is owned by NJIT, we can provide you with Adobe Creative Suite (version CS6). At this point, we – and most universities – are still navigating through the new licensing models for Adobe Creative Cloud (CC) and negotiations have not been concluded.

We do NOT image or provide software installation services for personal machines or laptops. This is your software on your computer. We can offer advice if you are making a purchase, but you are responsible for your equipment – and your data. We do not support Mac OS in any version or for any product.

Information Technology – Software Availability - Desktop Workstations.

If you are in possession of a currently supported workstation (Dell Precision T7500, T3600, T3500, and/or Lenovo S30 and D30) and it is on campus and physically connected to the CoAD Imaging Laboratory Network, then Imaging Laboratory/IT personnel will image your computer in your office. (You must be present during this process to set passwords, etc.) We will image and give you access to the software on our network only if you have one of the computers specified for studio or laboratory use (see “Studio Computers” section below). Furthermore, while we may be able to image computers as they get older, we only actively maintain images for machines for five years, based on the semester they were specified for placement in service (not from the time of purchase). This corresponds to Dell’s end-of-life upgrade and support policy as well as the duration of our longest undergraduate (B. Arch.) program. In other words, if you purchase a Dell Precision T3600 this year (the current specified model), CoAD should be able to update the image through September 2017 for the 2017-2018 academic year. This does not mean we or you cannot keep the computer running after that, but we will no longer be able to provide the same level of service we did at the beginning. This is natural and we should all realize that over the next four years there will be developments and new technology that current generation equipment will not run, or run well. Also, current end-of-life support cycles for Dell is based on five years of ownership after which there are (usually) no hardware or software (including firmware) upgrades or parts available to maintain the computer in a reliable manner. Please keep track of warranty dates for any computer you purchase as the College of Architecture and Design usually cannot provide parts for out-of-warranty repairs.

If you have a desktop that is NOT the specified studio computer we will not be able to support this on the network and you will be responsible for all software and maintenance just as you are with off-campus machines and laptops.

NJIT does not upgrade every piece of software when a new version becomes available. Upgrades depend on grants, contracts, budgets, and network compatibilities (including the ability to run software in a virtual environment and methods of “counting” limited numbers of copy that are centrally managed). As a rule, we do not install software that requires serialized locks or physical hardware locks (“dongles”) although there may be exceptions for particular, limited-use applications. Moreover, software MUST be able to work in an enterprise-level virtualized environment (frequently using monitoring applications like Flex LM). Frequently, smaller third-party applications and plug-ins are not designed for a large network environment and installation would be precluded. While there may be a pedagogical justification for a particular application, there may not be the resources to get it, or there may be technical reasons preventing acquisition. There will be times when the network has an application that offers some, albeit not all, of the capabilities

of other applications and have been deployed as a means of maximizing the resources we have. Preparation of images takes time. IT personnel start working on the fall disk image by the end of the previous spring semester. The spring image is started at the beginning of the fall semester. Given the number of workstations served it is not possible to constantly add software at the last minute. Nor is it possible to prepare “special” images for a faculty member or a studio.

WARNING: Do NOT distribute or facilitate distribution of illegal, “bootleg”, or “pirated” software. YOU are the party responsible for the actions of the students in your studio. Students in the School of Art + Design are preparing for a lifelong career in the creation of intellectual property. It is inconsistent, inappropriate, and illegal to steal the intellectual property of others.

Information Technology – Hardware Availability.

The College of Architecture and Design does not have a budget to purchase computers for individual faculty. Other than entirely self-funded personal purchases, there are typically four common sources to get a computer at NJIT:

(1) Use start-up funds provided to newly hired tenure-track faculty. *If you take this route, you are strongly urged to consult IT/Imaging Lab personnel to receive assistance with specifications and pricing, and to assure the greatest level of compatibility possible with the equipment you are purchasing.* In general, it is recommended that you purchase a “freshman” computer (with upgrades as needed and within your budget) for use in your on-campus office that will also give you access to software on our network. For those with adequate budgets or specific digital needs, you may purchase workstation matching the computers in the animation lab which can still be imaged. (NOTE: The College of Architecture and Design is PC-based and all of our images are based on Windows 7/64. We do not now, nor do we anticipate in the near future, the provision of any support for Apple computer products or Mac OS.)

(2) The university has a laptop distribution program that provides full-time faculty (tenured, tenure-track, and university lecturers) a computer once every three to four years (subject to availability of funds) for use in a classroom. The intent of the laptop is less to provide a viable workstation and more to relieve the University of providing in-classroom technology for lectures and demonstrations, thereby reducing the demand on University Media Services. As with the case of desktops at CoAD, support and connectivity is provided only for explicitly supported Windows-based personal computers. The laptops, though graphics capable, are configured only with the NJIT general image and NOT with the CoAD image. Individual faculty are responsible for obtaining and loading their own graphic and design software applications.

(3) Include the cost of workstations, laptops, peripherals, etc. in a research proposal to an *external* agency or institution. Successful proposals have resulted in grants that provide faculty (and students) with much needed, state-of-the-art equipment.

(4) Wait for available “down-streamed” equipment. Laboratory equipment gets upgraded and moved periodically within the College of Architecture and Design. Equipment may, at times, be made available to faculty anywhere from three to six years after it has been placed in service. Clearly this is not new equipment and it has been deemed to be underpowered or obsolete for advanced applications typically needed in various laboratories. However, the equipment remains serviceable and may be adequate for office/email use by faculty. It may not run all of the features on the latest graphic applications on the currently deployed operating system, but may still provide some (limited) utility. Because this down-streamed equipment comes from labs, it is almost always a desktop system. People who have laptops tend to use them till they have little or no value left.

We currently give access to the College of Architecture and Design Teaching Lab (Rooms 140 and/or 650 Weston Hall) upon faculty request for software learning and exploration but access privileges are restricted to *individuals* (**not** his/her students) and only for times when classes are not being held in the room.

The various labs in the College of Architecture and Design are booked with classes and must be available for students to work. The use of these facilities by other students – especially those working on studio projects – inhibits (and often intimidates) properly scheduled use. These laboratories are NOT to be used as supplemental workstations for rendering or other tasks to complete studio work. If need is documented PRIOR to the start of a semester, AND permission granted, students in the Digital Design program may use the Animation Lab for limited and specific times (and under the supervision of the studio instructor who takes responsibility for facilities during those periods) to complete tasks required for studio (e.g. sound editing, chroma-key/green-screen photography).

Instructors may use the computers in the Littman Library and in the back of the main office. The library computers were replaced in Spring 2010. The back-of-office CoAD computers are tentatively scheduled to be equipped with down-streamed Dell Precision T3500 or T3600 computers some time during the Fall 2013 semester. These computers, however, will be utilized primarily by graduate students in the preparation of the three accreditation visits scheduled through the Fall 2014 semester and unlike past semesters, may not be available for faculty use.

Information Technology – Studio Computers.

Students are required to purchase a specific computer for use in the design studio. The selection of the specified computers is based on a variety of factors that include capabilities available and needed for current generation design and analysis software applications, price, warranty and service, reliability of vendor and commitment to maintain parts and components for expected five-year life of computer, etc. Architecture students purchase the computer upon matriculation. Interior Design, Fine Arts, and Industrial Design students purchase the computer prior to the start of their second year and Digital Design students purchase their computers prior to the start of their third year. In order to facilitate service and imaging, students do not have a choice in computers – only in predetermined upgrades. The College of Architecture and Design standardizes on a desktop model that students must keep in design studio for a few reasons: (1) it allows us to provide students with legally acquired licenses at no cost to them while protecting the intellectual property of the software producers; (2) it reinforces the studio culture, virtually requiring students to work in studio and ultimately, in collaboration with one another; (3) it provides a platform that can be upgraded at a later date if the students wish; (4) it allows for local maintenance and service with component-level diagnosis and replacement; and (5) with the base machine priced at approximately \$2,000, it provides the best value for the money spent. Links to various FAQ pages dealing with the computer purchase may be found at http://ist.njit.edu/compreg/current_fall/index.php and include specific links for general questions, architecture program questions, and art + design program questions.

Information Technology – Digital Archiving of Student Work (Kepler/Kepler3).

The Kepler3 System is a proprietary application of Microsoft SharePoint that serves as a communication tool, classroom management system, and archive of student work. An NJITDM account for faculty (and an ACADEMIC account for students) is required to log on to Kepler3. You may find Kepler3 at <http://kepler3.njit.edu/SitePages/Home.aspx> or just type *kepler3.njit.edu* in **Internet Explorer**. Please note that this is a Microsoft product optimized for a Microsoft platform. As such it will work best on Internet Explorer. You will NOT be able to access all screens or features if you use Mozilla Firefox, Google Chrome, or Apple Safari.

All students are required to submit and archive work digitally – even work created with traditional media. This means that physical models must be photographed and traditional media compositions must be scanned or photographed. Students shall be instructed as to format and submission requirements in each class. If low-resolution files are submitted for general visual archiving (approximately 2000 maximum pixels in any one direction), high-resolution files must be submitted via DVD or a specified online/network share in order to maintain full documentation. Unlike the first iteration of Kepler, however, large(r) resolution files may be uploaded.

The submission and placement of all work for archiving is a separate requirement of ALL courses in the School of Art + Design and course requirements are not considered fulfilled without the submission, regardless of other course submissions. Failure to upload or properly submit work may result in a grade of “F” until such time as the work is uploaded or submitted, at which point the grade will be changed appropriately. NJIT policy precludes the lowering of any grade once it has been submitted. Under the circumstances, you are urged to withhold a passing grade for student work in design studios without the submission of digital files for archiving (and your verification that the files on the submitted medium/media are readable).

The student archives on Kepler3 allow the School of Art + Design to have evidence of student outcomes for accreditation visits by NASAD and CIDA, and they provide a record of student accomplishment for the student and faculty alike. They

also allow faculty and administration to transparently see what is going on in any given course with the idea that open dialog can improve our programmatic offerings.

Each instructor has the responsibility to collect digital files at full resolution. Based on past history, it is not unreasonable to anticipate a requirement for reduced size of files for the general collection. However, in order to leverage the work for publicity, publication, exhibition, and accreditation we need HIGH RESOLUTION files from the students. Please keep in mind that the preferred print resolution is 300 dpi. That means when a student gives you a 640 x 480 file, it will have an optimal print of 2.13" x 1.6" - hardly big enough for a poster (or much else except Facebook these days). While we can stretch some files: not nearly that much. Collect high resolution uncompressed TIF files of visualizations and PDF files of drawings as appropriate. If unsure about file type and resolution to require for your particular course PLEASE ASK! The method of file collection may vary from term to term. Past options have included network temporary drives, flash drives, submission of DVDs by students, etc. While you may require submission of presentation files or boards or posters, **please get the individual image files as well at the highest resolution the students can provide.** If students are presenting work in a projected review (e.g. PowerPoint), make sure that they ALSO render their better images at a higher resolution like 4000 x 3000 in addition to the 96 dpi screen resolution files that they use for the review. High resolution files may be required after the review, but must be collected by the last day of class and should not bleed into the final exam period for production.

Information Technology – Laboratories.

There are a number of computer labs at NJIT and within the College of Architecture and Design. There is currently one Teaching Lab in 650 Weston Hall. A second lab is being created in 140 Weston Hall which is currently undergoing renovation. By the start of the spring term, there will be two separate Teaching Labs, each with a slightly different focus/configuration. The Teaching Lab in 140 Weston Hall will be configured for the type of courses previously scheduled for Room 650 and is available for scheduling up to five classes per semester where courses (1) are not restricted to studio enrollment; (2) have limited enrollment; and (3) REQUIRE the use of computers during the course time. Requests to schedule classes in this room will be evaluated by Imaging Lab personnel. Some of the courses typically scheduled for this lab are *Building Information Modeling* (multiple sections), *Creative Web Design*, and *Simulated Environments*. The room will not be scheduled for classes where the need is primarily for demonstration/projection use. The Teaching Lab in 650 Weston Hall will be configured with Wacom Cintiq tablets/monitors and is an art-based teaching lab for courses such as Storyboarding and Sequential Art. (Note: students intending to use the drawing capabilities of Cintiq tablets should be instructed to purchase their own pens.) The Physical Computing Lab is located in Weston 661 and is managed by Andrzej Zarzycki and Taro Narahara. Only classes directly related to physical computing will be considered for this space which is also used as a resource for related research. The A+D Foundation Labs are located in Campbell Hall in rooms 236C, 236D, and 236G. These rooms are reserved for Art + Design foundation courses exclusively and are not a resource for students or faculty in other classes except on special occasions (like the Global Game Jam). No more than two sections of a course are scheduled for the room in any one semester to maximize the opportunity for non-studio students in the foundation year to have access to equipment in order to complete course requirements. The A+D Animation Lab is located in Campbell 236H and, although an Art + Design facility, is primarily for the Digital Design program. Courses like Video & Animation and Digital Sound and Music are scheduled for the room. History of Games uses the facility as a readily available resource, and Imaginary Worlds uses the video capture stations as a resource for the completion of student projects. The lab may be used as a short-term resource for special projects in Digital Design when/if schedule permits.

Permission requests to use and/or to schedule events in any lab should be made via online HelpDesk and will be considered by a combination of Glenn Goldman (acting in capacity as Director of Imaging Laboratory) and Michael Kehoe.

Any request for the regular scheduling of a class in one of the Teaching Labs should be made to Associate Dean John Cays at the time a semester schedule is being considered (i.e. almost a full year in advance of the prospective course offering). Please understand that there are semesters when demand cannot be satisfied and not all requests will be

honored. Required courses take priority over elective classes. The need to use the A+D Animation Lab will be considered when a decision about whether or not to offer a particular course is being made. At this time, that facility is over-scheduled and over-subscribed with required classes.

Students AND FACULTY are cautioned not to bring in any food or drink (including water) to the laboratories. This restriction absolutely extends to instructional personnel and any guests/visiting critics attending reviews or events in the space(s). It is already difficult to enforce proper decorum in the labs. Faculty support is critical in maintaining the facilities. It is also imperative that any lab never be left unattended. Please make sure that the door is closed and locked when leaving. (The door in Weston 650 will not lock unless an effort is made to pull it shut.) Do NOT let guests come in and log on. It may be tempting to be “nice” and let students in, but they are not supposed to be there. Even students who have classes in a lab are not supposed to be present in the space when another class is being run. Do not expect students to have “ownership” over any computer. Students (and faculty) should not commandeer multiple machines for rendering or other work. **Do NOT send studio students into the labs to work.** If you have a student in a class or studio whose computer needs repair, the labs do NOT represent a back-up. If you notice a problem with any machine or projector, please file a HelpDesk report online and be as specific as possible.

While one would hope that common sense prevails in an academic setting, events have shown otherwise. The labs are for computer use only. No physical model making or traditional media work is to be done by students or demonstrated by faculty in the labs. If a course requires traditional media work, that should be completed elsewhere and brought in to the lab. Please warn your students that anyone working on a physical model in a lab may not only forfeit his or her IT privileges, but runs the risk of having the model confiscated and/or destroyed.

Faculty who do not comply with the lab requirements and rules will forfeit the opportunity to teach classes in those facilities and/or may lose access to CoAD-specific IT resources and/or support.

The lab facilities are monitored remotely by camera. Any attempt to cover up the cameras shall be deemed a violation of CoAD policy. Students caught trying to cover up a camera will have their account privileges suspended and be referred to the Dean of Students for additional discipline. We are relying on you to make sure that this message gets through to all of your students in all of your classes. Finally, you as a course instructor are under no obligation to extend consideration (e.g. extra time) to any student who has been denied access to IT facilities due to disciplinary reasons.

Information Technology – Printing.

Faculty members do not have direct access to photocopy equipment at the College of Architecture and Design. You may submit examinations to the office staff for photocopying as well as syllabi and initial material for class distribution for foundation level courses. (All other materials should be distributed electronically with care taken not to violate intellectual property laws.)

The College of Architecture and Design has had a student-run print room located in room 561 Weston Hall. Please remember that it is staffed primarily by student volunteers (mostly from the School of Architecture). Consequently, as a volunteer operation, run by students who have the same (approximately) due dates for projects as the students trying to print, it is inevitable that the facilities will not be available whenever a student or faculty member wants. Keep in mind that if everyone waits to print till the last minute, some (and often many) students will not have their work printed in time for presentations. Therefore, it is absolutely necessary to tell students you expect to print (especially in a studio situation) that it is THEIR responsibility to make sure that their work is printed and ready for presentation. This means that they need to print in advance. They should check conflicts and schedules of other programs or classes to see if there will, or will not, be a high demand for the facilities when they expect to use them. The Print Room is NOT an all-night 24/7 operation. These facilities are provided as a courtesy and convenience. Faculty and students may take files and print them at any commercial facility they choose. (In the past, the majority of the A+D students printing for the Design Showcase had to print offsite.) The schedule of operations and printing costs are posted at the Print Room. There are going to be times when the Print Room is not open even though it is scheduled to be available. Students will occasionally

not show up. There is no contingency plan for anyone to cover for delinquent volunteers. The benefit of the volunteer operation is comparatively low cost of prints but this comes at a cost of intermittent reliability and availability.

Students or faculty may not provide media (ink or paper) to be used in the print room. There have been problems with privately supplied materials. Student volunteers have been instructed to ONLY use material stocked by the print room.

Faculty members have no special privileges at the print room facility – including but not limited to extension of credit, special payment arrangements, or placement in printing queue.

Information Technology – Support.

NJIT has a general help desk and a significant amount of online information. A good source to check for general university-level information is: <http://ist.njit.edu/>.

Continuing the policy established in Spring 2011, the College of Architecture and Design IST Support has been absorbed by, and made consistent with, the rest of the university. Therefore, the first place to get information or submit requests for assistance is through the **NJIT HelpDesk** at <http://ist.njit.edu/support/helpdesk.php>. **HelpDesk support is NOT available 24/7 and results are NOT going to be instantaneous.** You may contact HelpDesk either by phone or email. You will need your UCID to send in a request and the more specific you are, the more likely your request will be routed to the appropriate person(s). Assistance with viruses, logins/passwords, accounts, software malfunctions, computer imaging requirements, hardware malfunction, etc. must ALL go to HelpDesk before anyone can work with you. Requests for use of specific facilities, installation of software, questions about software version ALL go to HelpDesk.

We (School of Art + Design) control the Foundation Labs, Physical Computing Lab, and the Animation Lab. IT personnel will make all necessary repairs to the shared equipment. If you notice a problem in a lab in which you teach, again, please notify HelpDesk immediately. The problem will get routed to the appropriate persons. The Teaching Labs (140 and 650 Weston) and are CoAD facilities shared by the Schools of Art + Design and Architecture.

Individual student machines often need different levels of care. Ultimately, if one of your students has a computer with hardware problems and parts need to be obtained, the warranty work must be arranged between Dell and the computer owner (the student). IT staff may assist in diagnosis of some problems but students must make arrangements to bring their computer to the sixth floor of Weston Hall and drop it off if so instructed AFTER a request has been made to HelpDesk. If parts need to be ordered, IT staff may, at its discretion, assist a student in ordering the appropriate component from Dell. Please note that the school cannot provide any type of support for out-of-warranty Dell equipment owned by the students. The default warranty is three years - which should last the entire undergraduate studio career of Art + Design students. Students who transfer from the New Jersey School of Architecture to the School of Art + Design may have machines that we still support, but are out-of-warranty by the time they are in their final studio. Note that individuals who purchase computers directly from Dell may extend their warranty from the default 3 years to 5 years. Warranties are NOT transferrable. If a student chooses to purchase a studio computer from another (past) student, that computer is no longer under warranty and any parts needed for that computer in the course of repairs must be paid for by the student directly to Dell.

IT staff will not assist students or faculty with the installation of personal software on computers. There are no computer-related services provided for equipment or issues not related to the College of Architecture and Design or NJIT. IT staff will provide support for the appropriate faculty desktop computers in offices in the form of imaging and hardware repair. Individual software applications purchased or used by faculty are the responsibility of the individual faculty member, even for office located computers.

Information Technology – Wireless Network.

Wireless capabilities change and vary throughout the campus. Because of the amount of data moved between applications and studio computers, and the size of files routinely created in CoAD studios, wireless connectivity cannot match the performance of high-speed wired connections. Information about the wireless network at NJIT may be found online at: <http://ist.njit.edu/connectivity/wireless.php>

Information Technology – Projectors/Media Services.

The three Foundation Labs (*Campbell 236C, 236D, 236G*) are equipped with built-in projectors. Other rooms that have built-in projectors are *Weston Lecture Hall 1, Weston Lecture Hall 2, Weston 650, Weston 140, and 2nd Floor Weston Gallery Seminar Room*. Additional projectors may be installed during the academic year. Some of the seminar and review rooms are equipped with flat-panel plasma screens that may be used for presentation. Labs in Campbell 236H and Weston 661 are scheduled to have 65" interactive plasma screens installed during the fall semester. (You are advised to check out any room in advance of scheduled use through the CoAD main office.) All other spaces (review rooms, studios, labs) do not have projectors. If you need to use a projector for a review or lecture, you must reserve and get one in advance either from the Littman Library (4th Floor) or directly from Media Services in the basement of GTC Building diagonally across campus (at the approximate northwest corner of NJIT). Also, if you need to use a laptop with the projector for a presentation, you may reserve one with the projector. These are public laptops and are OK for PowerPoint. They may not be set up or powered to run graphics software and to use as demonstration machines for many of the applications we use. If you are giving a lecture about a particular software application, and will be relying on a library or Media Services laptop, you should pre-package the lecture with screen shots rather than rely on a live demo. If you have your own laptop, and have the software installed, you may run your demonstration live. **(NOTE: the cables supplied with the projector and those available for signing out are PC-compatible VGA cables only; if you are using a Macbook or other Apple product, you must provide YOUR OWN adaptor.)** If you are teaching in any of the Foundation Labs or in Rooms 140 or 650, you may use the instructor computer that is connected to the projector and the network to run any of the software applications we have available in the lab. **Please instruct students that they are NOT permitted to use the projectors in any of the labs and are subject to disciplinary action (including suspension of their network access privileges) for violating this rule.**

Intellectual Property, Digital Millennium Copyright Act (DMCA), and Fair Use.

As producers of intellectual property, designers, artists, and architects are acutely aware of the value held by products created by personal effort and ability. It is the joint responsibility of the administration, faculty, and library staff to make students aware of the value of intellectual property and the respect it should be accorded. As students entering into fields that create intellectual property we have a "ready audience."

Neither IT personnel nor Art + Design faculty should illegally distribute software applications in studio or assist students in the copying or distribution of software to which they do not have rights.

Faculty, members of instructional staff, and graduate/teaching/research assistants should not place any lectures (e.g. PDF of PowerPoint slides) that contain copyrighted images online – including password protected sites. This does not appear to pass the "fair use" standard of (1) limited use and (2) not causing financial harm to copyright holder. While you appear to have the right to scan images for lectures, it does not follow that you may disseminate this in a format that would enable someone else to distribute the material. You may be protecting these works via password protection on Kepler3 or Moodle, but the fact that it can be copied and distributed by students or other faculty means that the use may not be limited. And you have eliminated a reason for students to purchase the book or source material you used to get the images. In the past, students purchased packages of prints, or copiously illustrated texts to study for exams and use as references. If your images are online and free to the students, you have removed the incentive to purchase the reference materials and have violated another clause in the fair use doctrine. So, please do not place copyrighted material (including articles you scan) onto Kepler3 for student use. You may place books on reserve in the library if you would like access to articles. Some students may ask for your lectures to be placed online. Please explain the reasons we

generally do not. On the other hand, if ALL of your lecture images are created or owned by you (or you edit your lecture to eliminate copyrighted material), then you may place the work online in your course folder on Kepler. Student work may, in general, be placed online. Consistent with many schools of architecture, art, and design, it is the policy that any work created using university facilities or used for degree (or certificate) credit is jointly owned by the university and the student. NJIT holds non-exclusive copyright to the material and may use it for public relations or in articles written by faculty. Wherever possible, credit should be given to the student who produced the work. When work is derived or based on copyrighted material under fair use doctrine (e.g. the painting project in AD 150), only works in the public domain may be placed publicly online without control on dissemination. All student work may be displayed locally in print/hard copy form at the school.

Textbooks, Materials, and Library.

You may elect to place books on reserve for a specific course. A copy of any required text you use should also be placed on reserve. Textbooks may be ordered at the bookstore. Or you may simply suggest to students to get their books online. **YOU SHOULD USE ANY TEXTBOOK YOU REQUIRE!** Students become justifiably upset when required to purchase expensive texts that are not used - or used very little - in class. If the text is only marginally used you would probably be better off to recommend rather than require the book. Any book that you want a student to have as part of his or her library, or is critical to the student's field, and/or is a classic in the field, can be required and you should make a special point in class to explain the reasoning behind your recommendation. For example, Albers's classic *Interaction of Color* is both inexpensive and an important book for designers – and is required in the foundation level class AD 150, *Color and Composition*. Books may be ordered from the NJIT bookstore by emailing njit@bkstr.com. Examination or desk copies of books must be obtained by the class instructor directly from the publisher. **NOTE:** When teaching a coordinated section of a class (e.g. studio, AD 150, etc.) the Coordinator should place orders with the bookstore and place books on reserve.

Similarly, any materials or tools required for a single course must truly be needed. Faculty should be sensitive to the current economic climate and the resources available to our students and their families. The requirement to purchase an extensive amount of material (either quantity or quality) to create physical models should be made with the utmost care.

Pens for Wacom Tablets.

Pens will be loaned to students for use in foundation classes (AD 112 and AD 150) since the use of tablets are required and, at the same time, limited. However, pens break and get lost. Additionally, more than one person generally uses a computer during a semester and there simply are not enough pens to go around. Pens and tablets are not the only way to complete a project and we want to facilitate opportunities for students to try various tools. The standard Wacom Grip Pen costs \$70 while the Art Pen costs about \$100. Either of these pens work with the Intuos and Cintiq tablets. Faculty who are in labs with tablets and are not teaching a foundation course, should let students know that they will need to purchase their own pens. If cared for, these pens can be used for multiple courses and on their own Wacom tablets should they purchase one for studio use.

Studio and Facilities Maintenance.

Faculty and their students are responsible for the maintenance of the facilities to which they are assigned. This is a particularly important requirement in design studios. It is absolutely imperative that faculty manage their design studios to keep them clean and damage-free. Clearly some programs (e.g. digital design) lend themselves to cleaner spaces. Nevertheless, **even industrial design faculty MUST make sure that students clean up after themselves and avoid a situation in which the space becomes cluttered, hazardous, rodent- and/or insect-infested** (because food was spilled and not cleaned up), and simply dirty and unpleasant. The care and maintenance of studio spaces is part of an instructor's responsibility in the School of Art + Design. Instruct the students to use the trash cans. If additional waste receptacles or recycling bins are needed, please contact Fred Little. Studios should be left empty of equipment and materials, and broom clean at the end of the semester. Please instruct students NOT to make a "bottle collection" of drinks consumed throughout the semester. This tends to make a somewhat negative impression on visitors.

Maintenance personnel assigned to the College of Architecture and Design arrive at 5:00 AM and leave at 1:00 PM. They are professionals with specific tasks and should be treated as such. Relationships between students and maintenance staff should be respectful and considerate. Students should clean up after themselves and not expect others to make up for their negligence.

It is the responsibility of the faculty in courses and studio to clearly explain (and enforce as necessary) proper student use of facilities. This includes, but is not limited to, spray painting in spray booths, proper use of shop, timely disposition of trash/waste, not propping doors open or using common facilities (e.g. alley, stairwells) for construction of models, marking or defacing any posters or display of student work (or student/faculty images) in hallways, etc.

It is irresponsible and unprofessional of an instructor to require specific performance or projects that by the nature of the faculty expectations cannot be done in our facilities. Keep in mind that nobody has enough space and there are times when models rather than full-size prototypes should be required. Furthermore, please discourage (and absolutely do not require) the use of any **hazardous or toxic materials** in the creation of physical models or prototypes. The health of the students, faculty, and visitors must remain of primary importance. If it is not permitted to use a material in the studio, then you should not circumvent the restriction by having the student use that material offsite.

Annual and Special Events.

The College sponsors a number of events throughout the year. Full-time faculty (tenured, tenure-track, and university lecturers) are expected to attend these events and adjuncts are invited to attend whenever possible. Following is a partial list of regularly scheduled and recurring events.

- **Fall Faculty Reception:** an open reception for all faculty held in the Loft shortly after fall semester begins
- **Gallery Shows:** a variety of art, architecture and design shows are mounted during the academic year in the second floor gallery
- **Annual Student Awards Program:** students and patrons are recognized and rewarded early in the fall term
- **Fall and Winter Open Houses:** university-sponsored programs for prospective high school students (held on Sundays in October and February)
- **Global Game Jam:** the Digital Design program at the School of Art + Design is one of a number of hosts for a 48-hour non-stop weekend annual worldwide event (**January 24-26, 2014**) during which NJIT students and outsiders get together, form teams and compete to create games
- **Design Showcase:** annual fund-raising event organized by the College in conjunction with the Office of Development and alumni; top students are invited to display work (usually held on the third Thursday in April)
- **Experience NJIT Day:** reception and celebration for admitted high school students in April (held on a Sunday)
- **ICFF/International Contemporary Furniture Fair:** four-day exhibit at Javits Center (New York) primarily involving industrial design and interior design scheduled from **May 17, 2014 through May 20, 2014**
- **Commencement and Graduation Celebration:** Diplomas are awarded at the Commencement Ceremony held in the Prudential Center in Newark followed by a champagne reception and very brief award ceremony on the lawn at the College during the third week of May.
- **ACM/SIGGRAPH Conference:** Annual conference in Computer Graphics and Interactive Techniques primarily involving Digital Design faculty and students. Applications for the competitive Student Volunteer program are generally due in February. The 2014 conference will be held in Vancouver, British Columbia, Canada from **August 10, 2014 through August 14, 2014.**

Newsletter – Art + Design : News + Notes.

The School of Art + Design produces a four- to six-page newsletter twice each semester that is distributed to prospective students, high school guidance counselors, select design professionals, members of the CoAD Visiting Committee, NJIT Administrators, and select faculty and administrators at universities with programs in relevant design fields. The distribution list exceeds 2,000. The newsletter needs material and it comes from you as the primary source. This is an opportunity to publicize professional accomplishments (projects completed, papers presented, books or articles published, work(s) exhibited, competitions won, new products introduced into the market, awards received, etc.). Student accomplishments and special events (e.g. Global Game Jam, Philips Lighting hosting the second year interior design students last spring) are also featured. Please send information (text AND photos) of any material you believe could be included directly to **Glenn Goldman** (glenn.goldman@njit.edu) for inclusion in the newsletter.

Guest Parking.

Information about parking may be found at: <http://www.njit.edu/parking/>

You may reserve guest parking for visitors directly online by clicking the link on the left side of the page or going directly to the "Visitor Parking Guide" at <http://www.njit.edu/parking/visitor-guide.php>

You will have to log on with your UCID in order to reserve guest parking for visitors.

Instructional Personnel and Contact Information at the School of Art + Design.

Please note that many courses are taught by adjunct members of the instructional staff who may teach only one course per year up to six courses per year plus summer courses. Because adjuncts may be hired at various times during the year and may be enrollment dependent, this list will inevitably be inaccurate. As such, it merely represents a “snapshot” of the teaching and staffing situation at the School of Art + Design and does not even include every course scheduled to be offered Fall 2013. The courses taught/listed will vary from semester to semester and year to year. Furthermore, the list of courses taught in the past does not indicate that teaching assignments will be the same in the future. This list and associated information is only intended to facilitate communication within the school and provides information currently available.

- **José Alcalá**, University Lecturer in Industrial Design and Coordinator, Industrial Design Program [jose@madlabllc.com]
 - AD 201, Human Factors/Ergonomics
 - ID 203, Innovation: Past, Present & Future
 - ID 263, Industrial Design Studio I
 - ID 341, Sustainable Materials and Processes
 - ID 464, Industrial Design Studio V
- **Ersin Altin**, Adjunct/Foundation – Art History [ersinaltin@gmail.com]
 - AD 161, History of Art and Design I
 - AD 162, History of Art and Design II
- **Brooks Atwood**, Assistant Professor in Industrial Design [brooks.t.atwood@njit.edu; brooks@pod-design.com]
 - ID 216, Modeling and Prototyping
 - ID 301, Industrial Design Specialization
 - ID 364, Industrial Design Studio IV
- **Vincent Benanti**, Adjunct/Architecture [vbrapa@optonline.net]
 - ARCH 337, Building Information Modeling
- **Mark Bess**, University Lecturer in Architecture [mark.e.bess@njit.edu]
 - INT 322, Contract Documents
- **Jobe Bobee**, Adjunct/Industrial Design [jobebobee@gmail.com]
 - ID 263, Industrial Design Studio I
- **Tânia Branquinho**, Adjunct/Interior Design [tania@bn-studio.com]
 - INT 321, Methods and Materials
- **David Brothers**, Senior University Lecturer in Interior Design and Coordinator, Interior Design Program [dabrothers@gmail.com]
 - AD 111, Communication in Art + Design: Traditional Media
 - INT 221, Building and Interior Systems I
 - INT 222, Building and Interior Systems II
 - INT 351, Furniture Design
 - INT 464, Interior Design Studio IV, Comprehensive Studio
- **John Cays**, Associate Dean for Academics [cays@njit.edu]
 - AD 490, Life-Cycle Assessment for Design
- **Martina Decker**, Assistant Professor in Architecture [martina@deckeryeadon.com]
 - AD 463, Collaborative Design Studio
- **Glenn Goldman**, Professor and Director, School of Art + Design [glenn.goldman@njit.edu]
 - AD 150, Color and Composition
 - DD 449, Imaginary Worlds: Architecture in Motion Pictures
 - INT 264, Interior Design Studio II
- **Matt Gosser**, Adjunct/Foundation and Digital Design and Curator CoAD Gallery [smatt_nj@yahoo.com]
 - AD 111, Communication in Art + Design: Traditional Media
 - AD 463, Collaborative Design Studio
- **Cleveland Harp**, University Lecturer in Architecture [Cleveharp@aol.com]
 - ARCH 251, History of Architecture I [section reserved for A+D students]

- **A. Brent Klokis**, Adjunct/Foundation [*klokis@gmail.com*]
 - AD 112, Communication in Art and Design: Digital Media
- **Efecem Kutuk**, Adjunct/Industrial Design [*efe@efecemkutuk.com*]
 - AD 463, Collaborative Design Studio
- **Lorenzina Laera**, Adjunct/Architecture and Interior Design [*ll.arch@gmail.com*]
 - INT 364, Interior Design Studio III (Commercial Design)
- **Linda Laucirica**, Adjunct/Interior Design [*lindalaucirica@hotmail.com*]
 - INT 363, Interior Design Studio III (Residential Design)
- **Ran Lerner**, Adjunct/Industrial Design [*ran@ranlerner.com*]
 - AD 463, Collaborative Design Studio
 - ID 264, Industrial Design Studio II
 - ID 341, Sustainable Materials and Processes
- **Barbara Littman**, Adjunct/Interior Design [*blittman@aol.com*]
 - INT 350, History of Furniture
- **Andrew Mailloux**, Adjunct/Foundation [*vbrapa@optonline.net*]
 - AD 112, Communication in Art and Design: Digital Media
- **Kunal Majmudar**, Adjunct/Digital Design [*kunalmajmudar@gmail.com*]
 - DD 303, Foundations of Sound and Music
 - DD 403, Digital Sound and Music
- **Kiel Mead**, Adjunct/Industrial Design [*kielmead@gmail.com*]
 - ID 363, Industrial Design Studio III
- **Taro Narahara**, Assistant Professor of Digital Design [*narahara@adm.njit.edu*]
 - AD 150, Color and Composition
 - AD 490, Extreme Fabrication: Robotics
 - DD 275, History of Games
 - DD 364, Digital Design Studio II
- **Tom Ogorzalek**, University Lecturer in Architecture [*thomas.ogorzalek@njit.edu*]
 - ARCH 282, Structures
- **Jessica Ross**, Adjunct/Digital Design [*ross.jessie@gmail.com*]
 - AD 490, Storyboarding and Sequential Art
- **Gabriel Ruegg**, Adjunct/Industrial Design [*Gabriel.ruegg@gmail.com*]
 - ID 340, Materials and Processes
- **Jason Valdina**, Adjunct/Industrial Design [*jason@received.com*]
 - ID 310, Ethnographic & Market Research
- **Louis Wells**, University Lecturer/Digital Design and Theater Arts & Technology [*louis.a.wells@njit.edu*]
 - DD 301, Acting Fundamentals for Animators
- **Augustus Wendell**, University Lecturer in Digital Design and Coordinator, Digital Design Program [*augustus@kimwendelldesign.com*]
 - AD 112, Communication in Art + Design: Digital Media
 - ARCH 434, Simulated Environments
 - DD 284, Video and Animation
 - DD 363, Digital Design Studio I
 - DD 442, Visual & Special Effects in Movies
 - AD 490, Advanced Architectural Rendering
 - AD 490, Pharmaceutical Design
- **Polina Zaitseva**, Adjunct/Foundation [*pzaitseva@gmail.com*]
 - AD 111, Communication in Art + Design: Traditional Media
 - AD 150, Color and Composition
 - DD 415, Web/Exhibit Development
- **Andrzej Zarzycki**, Associate Professor in Architecture and Digital Design [*andrzej.zarzycki@njit.edu*]
 - DD 321, Inter/Reactive Environments
 - DD 464, Digital Design Studio V
 - AD 490, Digital Character Design

Administrative Roles in the College of Architecture and Design.

Peggy Fitzpatrick; Associate Dean for Administration [fitzpat@njit.edu]

- Budget/Reimbursable Expenses: Prior to the spending of any funds, please see Associate Dean Fitzpatrick to determine what, if anything, may be reimbursed. All travel vouchers and receipts for reimbursable expenses are to be submitted directly to Associate Dean Fitzpatrick. Note: Lack of prior approval may, in and of itself, be sufficient cause to deny reimbursement for any university related travel expenses.
- Building/Physical Plant: Issues about renovation and permanent changes to rooms, and classroom and/or event (moveable) furniture should be brought to the attention of Associate Dean Fitzpatrick.
- Student Recruitment: Planning, publications, and events; as well as admissions coordination.

John Cays; Associate Dean for Academics [cays@njit.edu]

- Adjunct Hiring: The hiring of adjunct members of the teaching staff has been delegated by Dean Urs Gauchat to Associate Dean John Cays.
- Academic Planning and Faculty Assignments: The assignment of faculty to classes is the responsibility of Associate Dean John Cays who works in consultation with Sasha Corchado, Amada Belton, Darius Sollohub, and Glenn Goldman.

Samanthea Jones; Administrative Assistant [samanthea.jones@njit.edu]

- Dean's Schedule: Any appointments with Dean Urs Gauchat should be arranged through Ms. Samanthea Jones.
- Purchase Orders/Banner: If you have authorization for an account (with funds), Ms. Jones will provide assistance in navigating and using Banner for placing requests for purchase.

Fred Little; Architecture Graduate Program Coordinator [little@njit.edu]

- Questions about admission of undergraduate students into any graduate program at CoAD.
- Building/Physical Plant: Issues about security, maintenance (including HVAC), etc. should be brought directly to Fred Little.

Burcak Ozludil Altin; Assistant to the Dean [bozludil@njit.edu]

- Web and Social Media Coordination: responsibility for administering CoAD, NJSOA, and A+D websites. Maintains CoAD Facebook page and Twitter account. (Note: Ms. Altin is not responsible for generating content.)
- Accreditation: administrative responsibility for coordination of submissions for all accreditation as well as site visits.

Who's Who and Names You May Want to Know at NJIT.

Please note that this list does not represent a particular hierarchy and is not an indicator of who reports to whom. It is an attempt to help you locate individuals and the particular de facto units in which they reside.

- **Joel S. Bloom**, President of NJIT
- **Fadi P. Deek**, Provost and Senior Executive Vice President
 - **Judith D. Redling**, Associate Provost for Academic Affairs
 - **Peggy Kenrick**, Assistant to the Provost for Academic Affairs
 - **Rose Federici**, Assistant to the Provost for Finance and Budget
 - **Isabel Bracero**, Administrative Assistant
- **Henry A. Mauermeyer**, Senior Vice President for Administration and Treasurer
- **Donald H. Sebastian**, Senior Vice President for Research and Development
- **Charles J. Fey**, Vice President for Academic Support and Student Affairs
- **Charles R. Dees, Jr.**, Vice President for Advancement
- **Kay Turner**, Vice President for Human Resources
- **Henry J. Ross**, Chief of Staff, Office of the President
- **Holly Stern**, General Counsel
- **Stephen J. Tricamo**, Associate Provost for Academic Affairs
- **David F. Ullman**, Associate Provost for Information Services & Technology and CIO
 - **Peter Teklinski**, Director Telecommunications & Networks
 - **Robert D. Arms**, Director Academic Computing Services
 - **Phil Stickna**, Interim Assistant Director Academic Computing Services (Laptop Distribution)
 - **Priscilla Milne**, Business Manager
- **Jack Gentul**, Dean of Students
- **Phyllis Bolling**, Director of the Student Counseling Center & Psychiatric Services
- **Sharon Morgan**, Associate Dean for First Year Students
- **Stephen Eck**, Director University Admissions
- **Urs P. Gauchat**, Dean of the College of Architecture and Design (CoAD)
 - **John Cays**, Associate Dean for Academics in the College of Architecture and Design
 - **Peggy Fitzpatrick**, Associate Dean for Administration in the College of Architecture and Design
 - **Glenn Goldman**, Director of the School of Art + Design and Director of Imaging Laboratory (College of Architecture and Design)
 - **Sasha Corchado**, Special Assistant to the Dean and Advisor to Art + Design Students
 - **Darius Sollohub**, Director of the New Jersey School of Architecture (College of Architecture and Design)
 - **Amada Belton**, Advisor to Undergraduate Architecture Students
 - **Keith Krumweide**, Coordinator of the Grad. Architecture Program (College of Architecture and Design)
 - **Fred Little**, Manager of Graduate Programs (College of Architecture and Design)
 - **Jim Wellen**, Director of University Advancement for the College of Architecture and Design
 - **Maya Gervits**, Director of the Littman Library
 - **Michael Kehoe**, Manager of the CoAD Computing Resources
 - **Manny Rodriguez**, PC Network Analyst
 - **Richard O' Brien**, PC Network Analyst (Software Imaging)
 - **Matt Gosser**, Curator of CoAD Gallery
 - **Don Menke**, Model Shop Coordinator
 - **Hope Allen**, Secretary to the Dean
 - **Samanthea Jones**, Secretary
- **Basil C. Baltzis**, Interim Dean of Newark College of Engineering (NCE)
- **Jonathan H.C. Luke**, Interim Dean of the College of Science and Liberal Arts (CSLA)
- **Pius Egbelu**, Dean of the School of Management (SOM)
- **James Geller**, Interim Dean of the College of Computing Sciences (CCS)
- **Katia Passerini**, Interim Dean of the Albert Dorman Honors College (ADHC)