



COLLEGE OF ARCHITECTURE

**University of Nebraska
College of Architecture
Faculty and Staff Handbook
2017-2018**

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UNL College of Architecture Dean's Office General Information

College Mission

To develop design professionals who will effect cultural, societal, and environmental change.

Dean

Katherine S. Ankerson

Interim Associate Dean

Rumiko Handa

Location

The College of Architecture (CoA) Dean's Office is located at 210 Architecture Hall

The street address, which is sometimes required for shipments, deliveries, etc.
is

400 Stadium Drive
Lincoln, NE 68588

Phone Number

402-472-9212 main Dean's Office phone number

402-472-3806 Dean's Office fax number

Office Hours

The Dean's Office doors are open and staff are present Monday-Friday, 8am-5pm

The office is closed on the following days:

- New Years Day
- Martin Luther King Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Holiday
- Winter Break

Web address

<http://architecture.unl.edu/>

University of Nebraska Foundation

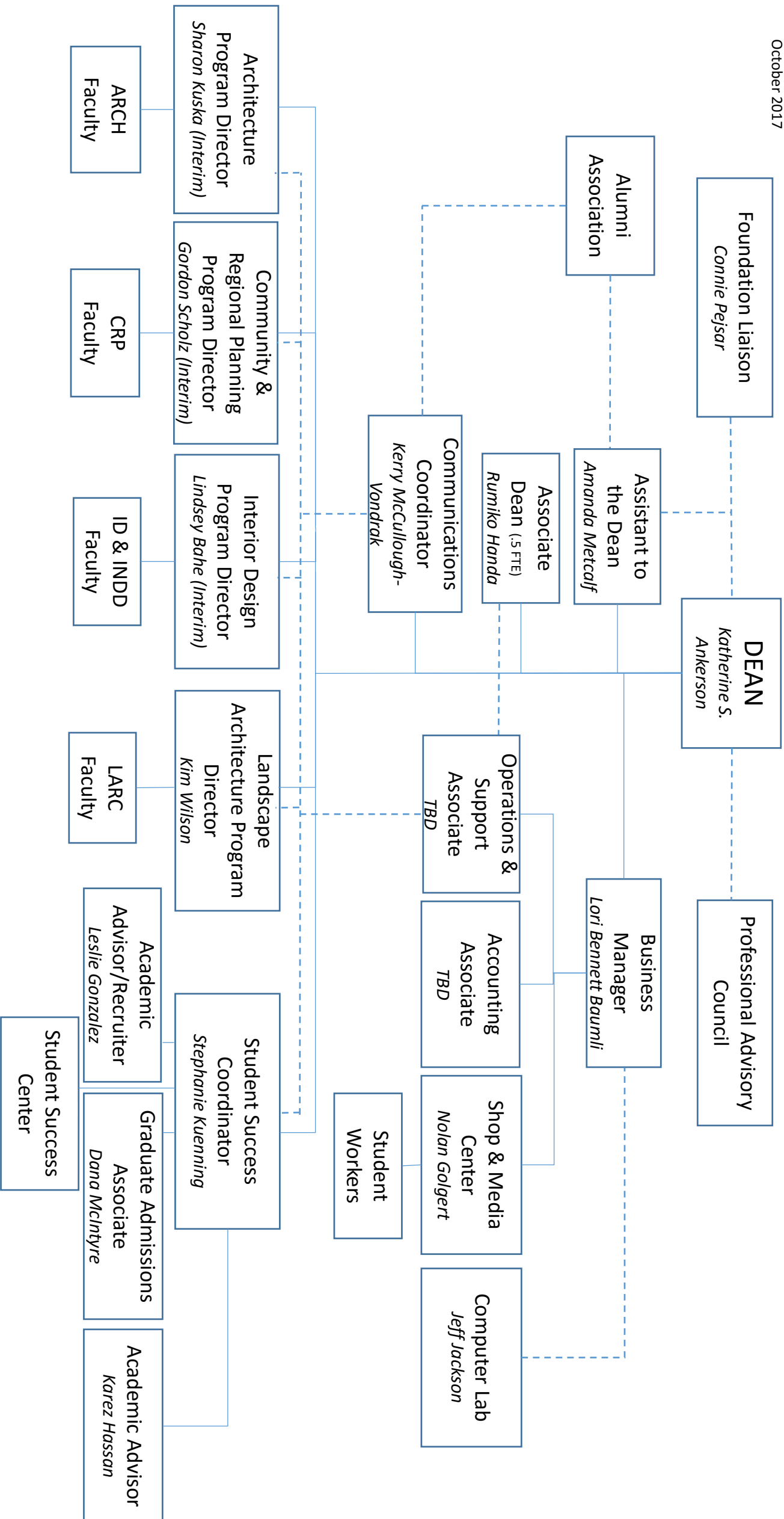
1010 Lincoln Mall #300

Lincoln, NE 68508

Connie Pejsar, Development Office

College of Architecture

October 2017



UNL College of Architecture Dean's Office General Information

The following descriptions are not intended to be interpreted as specific job descriptions as each position entails much more than communicated below. This should guide you as to which staff member is the initial point of contact for particular issues or questions.

Accounting Associate – [TBD](#)

- Office supplies
- Timesheets
- Invoice payments
- Copier calls for service
- Billing to outside entities
- Reimbursement processing
- Travel processes

Assistant to the Dean – [Amanda Metcalf](#)

- Dean's scheduling, travel, communication
- Agendas and minutes for Directors meetings, all college/all faculty meetings
- Promotion and Tenure assistance
- Faculty Staff Insight newsletter
- Liaison to Alumni Associate
- Liaison to NU Foundation office
- Liaison to Professional Advisory Council
- Liaison to donors
- Special event planning

Business Manager – [Lori Bennett Baumli](#)

- Employment Contracts
- Financial reports for grants or revolving accounts
- Memorandum of Understanding
- Payroll questions
- Building issues (major/structural) (Building Maintenance Reporter - BMR)
- Grant proposal budget assistance
- Human Resource procedures or services available to UNL employees
- Expense reimbursement questions
- NU Foundation fund agreements

Communications Associate – [Kerry McCullough-Vondrak](#)

- Website changes
- College of Architecture specific directory updates
- Web based form development
- Brochure development
- Event advertisement
- Photos and videos
- E-communication
- Social media content manager
- Media coverage liaison
- Weekly newsletter

- Employee portraits

Computer Support Associate – [Jeff Jackson](#)

- Computer troubleshooting
- Lab & classroom support and maintenance
- Server maintenance
- PaperCut Administrator
- Printer supplies and maintenance
- Hardware purchasing and setup
- Software license management (Adobe, Autodesk, Rhino etc.)
- Media Center hardware & Software support
- 3D print management.
- LCD cart maintenance
- Active Directory
- Student Hardware & Software documentation

Graduate Admissions Associate – [Dana McIntyre](#)

- Graduate recruitment contact including
 - Application process
 - Admissions requirements
 - Meet with prospective graduate/professional students
 - Organize graduate/professional open houses and events
 - Respond to inquiries about the graduate/professional programs
- Advise graduate/professional students and assist with
 - Course schedules/Registration
 - Facilitating meetings with the program directors and faculty mentors
- Work with ISSO and Graduate Studies to provide students with I-20 forms and other admissions materials
- Work with program directors to create recruitment materials

Operations and Support Associate – [TBD](#)

- Room reservations
- Building issues (minor) (BMR)
- External critic/college guest travel and hotel accommodations
- Studio field trips
- Travel arrangements
- Student studio field trip payments
- Food and refreshments for events
- Student scholarships
- N-Card access to building/rooms
- Key Manager
- College wide email distribution list
- Minutes for program meetings
- Maintaining office appearance
- Maintains displays, calendars and postings outside of office
- Assists with course evaluation
- College event planning

Student Success Coordinator – [Stephanie Kuening](#)

- Coordinates College-wide recruiting and retention efforts for Architecture, Interior Design, Landscape Architecture and Community & Regional Planning pre-professional, professional and graduate programs
- Develops recruiting opportunities that will meet the Chancellor's expected goals of increased enrollment
- Develops retention efforts in advising and peer mentoring
- Provides academic support to scholars for the undergraduate, graduate and professional programs
- Counsels both pre-professional and professional program scholars on a regular basis regarding academic advising and life counseling issues in consultation with administration and faculty
- Assists students with identification of skills, interests, values, concerns, career interests and post-graduation employment opportunities
- Coordinates intervention with at-risk scholars
- Oversees academic probation program and academic dismissal appeal process
- Oversees development of written material related to recruitment and retention
- Provides College-wide coordination for curriculum, class and classroom scheduling for all programs
- Assists with development of programmatic plans/calendar, activities/events, development of activities, retention assessment tools and web-based communication
- Develops assessment programs with College of Architecture Administration, Admissions and Registration and Records
- Supervises recruiting and advising staff

Undergraduate Admissions Coordinator and Advisor – [Leslie Gonzalez](#)

- Undergraduate recruitment contact including
 - Application process
 - Admissions requirements
 - Represent college at university events
 - Schedule campus visits with prospective students
 - Coordinate high school visits
 - Make presentations about undergraduate programs
 - Organize College of Architecture Open House
 - Analyze potential transfer student transcripts to identify potential transfer credits
- Recruit, train, manage college mentors and ambassadors
- Work with the Student Success Coordinator to prepare, coordinate, and manage New Student Enrollment
- Maintain student records
- Advise undergraduate students and assist with
 - Defining educational goals
 - Class registration
 - College policies and procedures
 - University policies and procedures
 - Connecting students with campus resources
 - Connecting incoming freshmen with a peer mentor
- Coordinate the content and editing of the undergraduate catalog

Shop and Media Center Manager - [*Nolan Golgert*](#)

- Shop Facility and Safe Operating Procedure Training
 - Large format printing
 - 2d and 3d printing
 - Laser cutting
 - Woodworking
 - Metalworking
 - Plastic processing
 - Welding
 - Rapid prototyping
- Material Sales Monitor
 - Material procurement
 - Material inventory management
 - P.O.S. operation and processing
 - Assist with fabrication insights
- Generate and enforce training policies, safety procedures, and general equipment maintenance
- Coordinate with course instructors to organize equipment needs, reserve space, and ensure optimal facility performance
- Work directly with students to assist with fabrication, processing, and answer procedural questions
- Construct and build organizational tools for the shop facilities
- Manage and set Student Attendant Schedules

UNL College of Architecture Program General Information

Architecture

Interim Program Director – Sharon Kuska, Professor

ARCW 232A

402-472-9237

skuska1@unl.edu

Faculty

Day, Jeffrey L., Professor

Donnelly, Ellen, Assistant Professor

Griffiths, Jason, Assistant Professor

Handa, Rumiko, Professor

Hardy, Steven, Associate Professor

Hemsath, Timothy, Associate Professor

Hoistad, Mark, Professor

Karle, David, Associate Professor

Kelly, Brian, Associate Professor

Newton, David, Assistant Professor

Olshavsky, Peter, Associate Professor

Emeriti Faculty

Borner, William

Drummond, Wayne – Dean Emeritus

Duncan, Robert

Ertl, Ted

Gibbs, Dale

Krug, Nate

Laging, Tom

Potter, Jim

Puderbaugh, Homer

Sawyers, Keith

Steward, W. Cecil – Dean Emeritus

Lecturers

Maxey, Marc

Stanley, Chip, d.ONE

Community and Regional Planning

Interim Program Director – Gordon Scholz, Professor

ARCH 304

402-472-9284

gscholz1@unl.edu

Faculty

Cantarero, Rodrigo, Associate Professor

Nam, Yunwoo, Associate Professor

Piatkowski, Daniel, Assistant Professor

Tang, Zhenghong, Associate Professor

Emeriti Faculty

Hulvershorn, Kip

Luther, Joseph

Mutunayagam, N. Brito

Interior Design

Interim Program Director – Lindsey Ellsworth-Bahe, Associate Professor

ARCW 231

402-472-0033

bahe@unl.edu

Faculty

Bicak, Nathan, Assistant Professor

Hinchman, Mark, Professor

Hong, Miyoung, Assistant Professor

Emeriti Faculty

Gabb, Betsy

Staff/Lecturers

Hemsath, DiAnna – Kruger Collection Curator

Spale, Stacy – Lecturer

The Kruger Collection

Located within the College of Architecture, the Kruger Gallery features a free public museum exhibition sampling four centuries of interior design history in miniature.

<https://krugercollection.unl.edu/>

Landscape Architecture

Program Director – Kim Wilson, Professor

ARCH 302

402-472-9230

kwilson4@unl.edu

Faculty

De Almeida, Catherine, Assistant Professor

Karle, Sarah, Associate Professor

Sutton, Richard, Professor (joint appointment in CASNR)

UNL College of Architecture Library

College of Architecture Library

Head Librarian – Kay Logan-Peters

ARCH 308

402-472-1195

klogan-peters@unl.edu

Staff

Groves, Jaci – Library Services Associate

Wiese, John – Visual Resources

Hours

Library hours can be found here <http://libraries.unl.edu/hours>. As faculty or classes have special needs that need accommodation of hours please contact Kay. Changes in hours will be communicated using the weekly newsletter sent out to all faculty, staff and students.

UNL College of Architecture Systems and Process Information

General Office Supplies

Some standard office supplies may be available so before requesting a purchase, first see if we have the item in supply stocks. If you cannot find it, ask the Accounting Associate if we have the item. If we do not have the item, talk to the Accounting Associate to facilitate the purchase. Many standard office items can be delivered the next day. If possible, one week notice is ideal to allow enough time for delivery. If there is not enough time for delivery, or the item is a specialty item only available for purchase in person, you may request to purchase the items and then be reimbursed.

Meals/Food Request

If you would like to request catered food for your studio or special event, please use the online [Cater-In Request](#) form which will be routed to your Program Director and to the Dean's Office for approval and ordering purposes. The form can be found on the College of Architecture Faculty Staff Resource ([FSR](#)) page, which can be accessed on the home page under the Resources tab, or here <http://architecture.unl.edu/coa-resources>. Please make requests at least 72 hours prior to your event. The Dean's Office front desk will work with you to arrange the details of your order.

If you take a guest (guest speaker, critic, search committee candidate) out for a meal, use the [Dine-Out Request](#) form prior to your meal for approval and for the Dean's Office to assist you with reservations and direct bill options.

Both options will require a cost center number, whether it is yours or your programs.

Meals/Food Reimbursement

Any food reimbursement requests that are not a direct bill option must have an itemized receipt and you must provide a reason for which the food was purchased, prior approval from your Program Director (unless using your Faculty Discretionary Funds) and a list of who was in attendance.

The Accounting Associate will submit the appropriate paperwork and you will be reimbursed by payment via direct deposit to the same account your payroll is deposited to or a check will arrive within 4 weeks from the NU Foundation. If a paper check arrives, you will be notified and pickup/drop off arranged.

If you take a guest (guests, critics) to dinner and do not use a direct bill restaurant location, you must provide an itemized receipt and the names of all attendees to ensure the reimbursement is accepted. Alcohol cannot be reimbursed using state dollars, so we must use our limited NU Foundation funds. Employees are encouraged to use reasonableness in all cases. Gratuity above 20% will not be reimbursed.

Printing, Copying, Scanning

President Bounds recently asked all University areas to keep printing to a minimum to save costs. Realizing that some printing is necessary, there are a number of printers for your convenience available throughout Architecture Hall. To access these printers, you must be connected to the printserver Tierceron on our network – to gain access talk to Jeff Jackson or email mysupport@unl.edu.

Since there are a variety of options for printing capacities through the department and college, individual printers are not purchased or maintained for each faculty member; and print cartridges or supplies for individual printers are not supported.

If you would like assistance from a student worker with a print, copy or scanning job, please fill out the [Copy Request Form](#) which can be found on the [FSR](#) page and submit it, with your original documents, to the Dean's Office. Please allow 24 hours for a copy request to be completed. ***Our hope is that nearly all materials provided to students will be scanned to pdf and provided via Canvas or BOX.***

ARCH 227

An 11x17 scanner is provided in ARCH 227 for faculty and staff use. This scanner is also equipped with a document feeder and the file can be emailed directly to you.

ARCH 210 Copy/Supply Room

The black and white printer is named ***Deans8000***. This is the most cost effective form of printing. When the need to print arises, please print to this as often as possible. It can print double sided and has a tray for letterhead and a manual feed tray which can accommodate envelopes and pages up to 8.5x14.

Ricoh Color Copier

The Ricoh is capable of stapling, hole punching and can accommodate pages up to 11x17. To copy/scan, you will need a 6-digit personal code. If you forget the code, talk to the Accounting Associate for assistance. The scanner allows you to email information to a manual entry email address or to your email address, which can be programmed into the machine. The name of the sender will be jjackson@unl.edu.

ARCH 232 & 302

The printers in rooms 232 and 316 are color printers that can print double sided on 8.5x11 or 11x17. These printers are only available to our faculty and staff.

Student access printers

There are other printers in the building that are primarily used by our student body. However, faculty can use these printers as well. For more information, please contact Jeff Jackson or email mysupport@unl.edu or access information here <http://architecture.unl.edu/Computer%20Help%20Instructions%208.30.16.pdf>

Off-site printing

If you have a print job that cannot be completed using the resources in Architecture Hall, you may use other options. We have an account set up with Fed Ex (Kinkos), please see the Dean's Office front desk for this information. There are also other resources on campus such as the Print Shop (<http://printing.unl.edu/>) and the Pixel Lab (<http://cehs.unl.edu/cehs/pixel-lab/>) that may be of use to you. Because off-site printing options have a cost associated with them, you will need to use your Discretionary Faculty Funding or gain approval from your Program Director and provide that cost center number.

Voicemail

Once your phone is installed you must initiate your voice mail. You will need a temporary password, please speak with the Accounting Associate if you have not received one or call University Telecommunications at 2-3434. The University Telecommunications website also has many helpful resources. <http://its.unl.edu/services/phone-service/manuals-downloads>

Mail

Mail is delivered and picked up on “even” calendar days. If you have outgoing mail it must be placed in the Dean’s Office or ARCH 232 outgoing mailbox prior to 9am on “even” days. All outgoing mail must include the 4 digit zip code specific to your area (Dean’s Office - 0106, Architecture, Interior Design and Landscape Architecture - 0107, Community & Regional Planning - 0105, Library - 0108). Both the ‘return’ and ‘to’ address portions of the envelope must be typed, no handwritten addresses will be delivered. If you need to send mail to another office on campus, use a manila folder and write the office name, recipient name (if known) office campus address and 4 digit campus zip code on it and place it in the Dean’s Office or ARCH 232 outgoing mailbox prior to 9am on “even” days . Incoming mail will be delivered to faculty and staff’s individual assigned mailboxes.

Communication

Communication is accomplished officially though email. Emails may come from either kankerson1@unl.edu or architecture@unl.edu. Many times these emails are sent to a majority of people through our distribution list and recipients are blind copied. It is each individual’s responsibility to check email at least once per day during the week and respond in a timely manner to emails. Effective communication is crucial to the successful functioning of our college.

Email Signature

The University has provided a signature generator that allows you to create a professional, Nebraska- branded email signature. The signature generator automatically populates employee information when you enter your My.UNL username and places the information to the right of the Nebraska “N.” You can customize the signature by editing and rearranging some of the contact details. To transfer the signature into Outlook click the “copy your signature” button, and open Outlook and go to “Options,” “Mail,” and “Signatures,” and then click “new” and paste the signature block into place. Mac users can access signature settings under “Preferences.” <http://ucomm.unl.edu/signature-generator>

Calendars and Events

To stay up to date on events going on in the college and university there are three resources at your disposal:

- The weekly newsletter has updated information for the upcoming month of interest to our entire College community
- The Faculty + Staff Insight newsletter has updated information for college and university events, as well as conference information. This list is never exhaustive but we attempt to make it as all-encompassing as possible
- The [Faculty Staff Resource](#) page has a calendar that will be regularly updated with events

Room Reservations

The college has 10 spaces available for meetings.

- Gallery (which can be separated into multiple meeting area sections if necessary)
- Corral
- Corbu Lounge
- Dean’s Conference Room
- New Crit Space
- South Barn
- Room 131
- Room 233 (Fishbowl)

- Room 305
- Room 310

Some of these rooms also double as classrooms that meet on a regular basis. When these spaces are not being used for a regularly scheduled class, they are open for reviews and meetings. If you need a space, first view the calendar associated with that room for your specific date and time, and if it is available, make the request via the online reservation system. <http://architecture.unl.edu/degree-programs/room-reservations>. Please include any special accommodations needed including seating, tables and/or technology needs.

This system is first come, first serve except for final reviews. If no room is available, see Dean's Office front desk to find a space.

Displays

It is important for us to keep excellent quality projects that represent all year-levels of work for each program on display in the hallways and Dean's Office. Recruitment brings prospective students through the college and these displays are a crucial recruiting tool. It is also an important way to communicate the level of work we value and students note that as they go through the halls. Additionally, as other faculty and staff walk through our building, displays serve as an important communication that illustrates the scope of work we are involved and the quality of our endeavors. If you have a project you would like displayed, please gain approval from the Dean's Office front desk and to discuss things like location and timeline. Please note that you/your studio is responsible for setting up and taking down the displays in the required timeframe.

Library Resources

The College of Architecture Library is very accommodating to order books or other materials requested by faculty. Do not hesitate to talk with the Librarian, Kay Logan-Peters, to make sure your courses and scholarly interests are well supported by our library holdings. The Library also provides instruction in the research resources available for students and faculty. In the case of guests to our college, with advance notice, Kay tries to make sure any publications authored by the guest are obtained and on display during their visit.

Building Maintenance

Building Maintenance Reporters (BMR) are the central point of contact for buildings on campus. Lori Bennett Baumli is the CoA BMR and any building service needs should be reported to her by using the [online form](#) for non-emergencies located on the [FSR](#) page, or by contacting her by phone or in person in emergency situations. If the matter is urgent and you are unable to locate a BMR, you should call the Facilities Service Desk at 2-1550.

NCard Access

Your NCard will allow you access to certain portions of ARCH Hall, and to the entire building itself when it is locked to the general public. Normal building hours are Monday - Friday 7:00am-9:00pm and you can enter any door without your NCard. Should you have an issue with NCard access, work with the Dean's Office front desk by providing your NUID and the rooms/doors you would like access to or are experiencing issues with. If you have NCard building access and you are locked out when the building is closed outside normal business hours, please call University Police at 402-472-2222.

NCard Access will be granted for the following rooms/doors:

- Computer Lab 23
- Computer Lab 316

- Wood Shop 26/27
- Arch Hall East Entrance (both 200 level and 100 level doors)
- Arch Hall North, South, & Southwest Link Entrance
- ARCH Hall Stacks Entrance

Keys

Every office in the building has an assigned key. The Dean's Office front desk will assign your key and document it in the University key management system based on your NUID. Upon your departure from CoA, you must return your key to the Dean's Office front desk so it can be checked out of the system. The Gallery will be open during normal Dean's Office business hours, but locked outside of those hours. Should you need access to the Gallery, or another similar location in the building, speak with the Dean's Office front desk who can check a key out to you temporarily.

College Events

The College holds various events throughout the year designed to celebrate College of Architecture students, faculty, and staff and their accomplishments. Two particular events rely upon faculty attendance, the Scholarships and Awards Ceremony in the spring semester and the College of Architecture Graduation Ceremony, held on the Friday prior to the University undergraduate spring commencement. During the Scholarship and Awards Ceremony, donors and faculty present students with scholarships, fellowships and travel awards. This ceremony is aligned with the spring Professional Advisory Council (PAC) meeting so that many members may attend. Many faculty awards are given during this ceremony as well.

During the Graduation Ceremony, Program Directors and faculty present graduates with their College of Architecture certificate and award specific awards such as the Harry F. Cunningham Bronze Medal, Alpha Rho Chi Medals, Tau Sigma Delta Medals and the Henry Adams Medal and Certificate. Prior to the ceremony, students set up displays of their work in Architecture Hall which are shared with friends and family during a light reception after the ceremony.

Guest Parking

Guests for lectures, critique and presentations have two options on campus. The preferred option would be parking in an "A" lot and obtaining a rear view mirror hang tag from the Dean's Office. These permits allow parking in any "A" lot on campus and they are good for 5 calendar days. The next option is to park in UNL's Stadium Garage, which is at 625 Stadium Drive, where we can provide pre-paid permits. Guests can always park in nearby city garages, where the first hour is free, though this option will not be reimbursed. The closest city garage is 1111 Q Street. It is also usually possible to find off street meter parking and most meters can be paid with change, or the Passport app. Meter parking will not be reimbursed. If you will have a group of 5 or more at one time, please speak with the Accounting Associate at least a week prior to their arrival to ensure we have enough permits. If your guest does not have prearranged parking, upon arrival they should park in either an A lot or the Stadium Parking Garage and come to the Dean's Office immediately to secure a pass. A lot parking needs to have the permit displayed immediately to avoid a ticket. The Stadium Garage permit will be used when they exit the lot and nothing needs to be displayed while parking there.

Wireless Internet Access

The University provides step by step instructions to guests for wireless internet access. Please find the [document](#) explaining the set up process on the [FSR](#) page.

Guest Travel

Any visiting personnel who need lodging or transportation during official University business, and has prior approval, should work with the Dean's Office front desk. Please connect your guest with them and provide as much information as possible regarding their visit.

Guest Expenses/Honorariums

Any visiting personnel requiring reimbursement for expenses incurred during official University business must fill out a [Visiting Personnel Form](#). Please find this form on the [FSR](#) page and refer them to the Dean's Office front desk if they need assistance.

UNL College of Architecture IT Support

Computers

When you have an issue with your computer please fill out a trouble ticket:

<http://architecture.unl.edu/computer-service-request> or you can send an email to mysupport@unl.edu to reach Jeff Jackson or one of his associates. In the case your computer crashes and it is an emergency, you may borrow a College laptop if they are available. Other resources available are the UNL Computer Help Center <http://its.unl.edu/helpcenter> or by calling the Help Desk phone at 2-3970.

UNL Information Technology Services (ITS) utilizes a Client Management Tool to assist in managing university owned client computers. The Faculty Senate has agreed that the CMT rollout will proceed with the opt-in process for all faculty members. More information and the Opt-In link are found here <http://its.unl.edu/desktop/forms/opt-university-client-management-tools>.

Hardware Rotation

Faculty computers are replaced on a regular cycle. When your computer is due for an upgrade, you will receive notice from Jeff Jackson along with a budget amount.

From there:

- We ask any new computer adhere to the same requirement that new students are asked to follow
- Identify what you want, (laptop or desktop) and its specifications, (speed size, etc.)
- Talk with your Program Director and get their approval for the purchase
- Since these purchases usually take time to complete and set up, summer is the best time to accomplish them

Online Resources

The CoA Faculty and Staff Resource webpage ([FSR](#)) has helpful policies, forms, travel related items and awards specific to the College as well as a calendar. This page will continue to grow and if you see a need for a new form or resource, please make the suggestion to Kerry. Access the page here and be sure to bookmark it for future use. <http://architecture.unl.edu/coa-resources>

Box@UNL

Box is a storage and collaboration service that gives faculty, staff and students the ability to access, store, and share an unlimited amount of content securely. Use your MyUNL username and password to log in and access your personal Box account. <http://box.unl.edu/>

All CoA Faculty should have access to the current course folder:

CoA_CRSE.F17

Speak to Jeff Jackson if you do not see this folder.

University wide resources can be found here <http://its.unl.edu/facultyservices>

UNL College of Architecture Shop

Several areas are available for use in visioning, fabricating, and representing work and these are primarily located on the lowest floor of Architecture Hall West. Students may utilize our Media Shop and Work Shop during the posted hours when student attendants are available to answer questions and provide assistance. The Project Center and Media Center will be available for College of Architecture shop-certified students, faculty and staff 24/7. Items within the Project and Media Centers are intended to remain in the space for others to use. The Metal and CNC Labs are areas that will only be available during Shop hours. Any Lab spaces can be reserved for course instruction to occur.

Behaviors in the Shop, Center, and Lab spaces are expected to be respectful and reflect the professional and creative nature of our fields. Anything contrary to this disrupts the rights of other students to achieve their academic goals.

Facility clean-up occurs at the end of every semester as a part of the requirements of each student enrolled in a course. At the end of each semester, a newsletter announcement will be sent out reminding students to remove all personal items and projects from Shop, Center, and Lab areas. Items or projects left behind that the Shop Manager is not made aware of will be discarded or inventoried accordingly by the shop staff.

Hours will be set at the beginning of each semester for both the shops and will be communicated at that time. As faculty or classes have special needs that need accommodation of hours please contact Nolan or Lori. Changes in hours will be communicated using the weekly newsletter sent out to all faculty, staff and students.

Media Shop (Room 22)

Access: Monday – Friday – 8:00 a.m. to 8:00 p.m.

Saturday – Closed

Sunday – 1:00 p.m. to 5:00 p.m.

The Media Shop is to be used only by students, faculty and staff in the College of Architecture. All exceptions must be authorized by Nolan or Lori prior to usage. Trainings and/or equipment refreshers will be available weekly; see Shop Manager for details. The Media Shop is a fully staffed 2d and 3d printing facility. Users are expected to clean up after themselves and obey all Media Shop policies. Equipment includes the following:

- Large Format Plotters
- Small Format Printer
- Laser Cutters
- Material Sales
- Digital Equipment Check-out

Workshop (Room 27)

Access: Monday – Friday – 8:00 a.m. to 8:00 p.m.

Saturday – Closed

Sunday – 1:00 p.m. to 5:00 p.m.

shop-certified access only

The Workshop is to be used only by shop-certified students, faculty and staff in the College of Architecture. ALL exceptions must be authorized by Nolan or Lori prior to usage. Trainings and/or

equipment refreshers will be available weekly; see Shop Manager for details. The Workshop is a fully staffed material processing and fabrication area. Users are expected to clean up after themselves and obey all Workshop policies. Equipment includes the following:

- Table Saws
- Miter Saws
- Power Hand Tools
- Manual Hand Tools
- Pneumatic Tools
- Drill Press
- Planar
- Jointer
- Lathe
- Sanders
- Vacuum-Forming

Media Center (Room 21)

Access: 24/7

The Media Center is an open-access mini-work area only available to students, faculty and staff in the College of Architecture 24/7. Trainings and/or equipment refreshers will be available weekly; see Shop Manager for details. Students are expected to clean up after themselves and obey all Workshop policies when using this space. Equipment includes the following:

- Large Format Printing on Bond Paper
- Small Format Printing on High Quality Paper
- Rotary and Stationary Paper Cutting
- Light Tables
- Self-Healing Work surfaces
- Dry Mounting Irons

Project Center (Room 26)

Access: 24/7

shop-certified access only

The Project Center is an open-access mini-work area only available to shop-certified students, faculty and staff in the College of Architecture. Trainings and/or equipment refreshers will be available weekly; see Shop Manager for details. Students are expected to clean up after themselves and obey all Workshop policies when using this space. Equipment includes the following:

- Scroll Saw
- Clamps
- Power Hand Tools
- Manual Hand Tools
- Down Draft Work Bench
- Hardware/Fasteners

Metals Lab (27B)

Access: During Workshop Business Hours

shop-certified access only

The Metals Lab is to be used only by students who have completed the Metals Fabrication course or are being assisted by Instructors or Workshop Attendants. Students are expected to clean up after themselves and obey all Metals Lab policies when using this space. Equipment includes the following:

- Gas Cutting Torches
- Mig Welders
- Arch Welder
- Grinders/Sanders
- Drill Press
- Shear/brake
- Machine Lathe/Mill
- Pneumatic Hand Tools
- Manual Hand Tools

CNC Lab (room 27A)

Access: During Workshop Business Hours

shop-certified access only

The CNC Lab is to be used only by students that have completed the CNC Fabrication course or are being assisted by Instructors or Workshop Attendants. Students are expected to clean up after themselves and obey all CNC Lab policies when using this space. Equipment includes the following:

- CNC Router
- Vacuum Thermo-Former

UNL College of Architecture Funding and Budget Information

Graduate Teaching and Research Assistants

There are two types of assistantships available to professional and graduate students:

Graduate Teaching Assistants and Graduate Research Assistants

In general, we have approximately 24 TA positions available in the Fall and 24 in the Spring. Teaching Assistant applications are due October 1st for Spring Semester; February 1st for Fall Semester. (We sometimes have a need to Summer assistants, but Stephanie will send out a message to all students when we have a position available.) The Student Success Coordinator sends email notifications as reminders when applications are due. Applications are emailed to all eligible professional and graduate students. Applications are also available for pickup in the Student Success Office (232 Arch Hall West.)

Because this commitment requires approximately fifteen hours a week, teaching assistants are limited to twelve credit hours of course work as defined by the College of Architecture policy on work and academic load. Students should also not engage in employment outside the university during the period. Violation of this policy could result in the termination of the teaching assistantship.

Program Directors, along with the Dean, review the course assignments each semester and determine the courses that will be assigned an assistant. The Student Success Coordinator does solicit and collate input from the faculty assigned to courses that require a teaching assistant. Teaching Assistant applications and faculty preferences are reviewed by the Student Affairs Committee and recommendations are then forwarded to the program director for official assignment.

RAs in general do not apply through the traditional application process. Faculty who receive research grants and need RAs ask students to apply directly to the faculty member. The faculty member then chooses the research assistant.

Questions about Teaching Assistantships should be directed to Stephanie and questions about Research Assistantships should be directed to Lori.

TAs and RAs receive:

- Stipend (Fall 2017 the stipend is \$4,696)
- Up to 12 credit hours of tuition remission
- University basic health insurance

Detailed information about TA and RA benefits can be found here:

<http://www.unl.edu/gradstudies/current/funding/assistantships>

Student Workers

A limited number of students work for the college during the academic year as well as during the summer months. These students accomplish many tasks that allow us to function properly. Student workers are assigned to the Dean's Office, the advising/recruitment office, the media center and the shop. If you need assistance from a student worker, please see the Dean's Office front desk who can help route your request.

d.ONE Funding Support

Each term, each section of d.THINK will have a budgeted discretionary amount of \$100 to support materials, supplies and the general conduct of the course. Similarly, d.MAKE will have a budgeted

discretionary amount of \$200 for each section, each term. Funds do not carry over to subsequent terms and receipts are required for reimbursement.

Graduate and Professional Course Funds

Some graduate and professional courses benefit from a large common model, or group travel to a location, or other provided materials and opportunities providing a strong formational experience for students in their professional and graduate education. To that extent, the College will provide a reasonable level of support (generally determined by a factor of the number of students enrolled in the course times \$150) for graduate courses (when the curriculum is not studio-based) or professional level studio courses by request through the Program Director by the beginning of the semester. Please use the [Purchase Request Form](#) or the Studio Trip Form on the [FSR](#) page, whichever is relevant and provide the course/section cost center number.

Discretionary Faculty Support

Each year, the amount of \$250 will be available to each tenured and tenure-track faculty member and \$100 for each full-time non-tenure-track faculty member for flexible spending needs to support the mission of the college. Examples (not inclusive) of what this might cover include special supplies; meals when trying to build a relationship for teaching, research, or service activities; books; plotting; 3D printing; and the like.

The Dean's Office will keep a running total for each faculty member. Each faculty member will be assigned an individual cost center number, that number must be present on all requests for funds or reimbursements. If you need to make a purchase you can use the [Purchase Request](#) form on the [FSR](#) page. Please note, the funds will not carryover from one year to another. The period of support is from July 1 – June 30.

Internal grant opportunities exist at the university level that can assist in travel to conferences, hosting a speaker or conference, and other activities. You are more likely to receive funding from the College, beyond the discretionary \$250, to support your scholarly efforts if you pursue these avenues as well.

Faculty Support for Book Publication

The College of Architecture encourages its faculty members to disseminate the outcome of their teaching, research, creative, and engagement activities. Accordingly, the College will carry some of the financial burden associated with the publication in the form of books or journal articles. Support is for the actual cost associated with dissemination, not with the actual teaching, research, creative or engagement activities. Dissemination costs are typically the costs associated with obtaining copyright permission or for obtaining photographs of artifacts included in the publication. Publishers often cover these costs and you are encouraged to negotiate with the publisher to do so. Support will not exceed \$5,000 and a forum presentation is required. There are conditions that must be met in order to be approved for funding and specific information can be located on the [FSR](#) page.

Information regarding funding policies and guidelines can be found in Appendix A.

UNL College of Architecture Travel Guidelines

General Travel Information

Travel means absence from the city or town where one normally works for the purpose of conducting University business. Prior to travel, please familiarize yourself with full University travel policies. <http://travel.unl.edu/policies>.

Using a University vehicle instead of a personal vehicle is preferred and the request should go through the Dean's Office front desk no less than 2 weeks in advance to allow for adequate time for reservations. Prior to making a reservation, you must be authorized to use a University vehicle. To obtain authorization, bring your drivers license to the Dean's Office front desk and they will submit the request.

Once your authorization is complete, the following information is required for a vehicle reservation:

1. Drivers Name
2. Cell (home) Number
3. Pick up Date/Time
4. Return Date/Time
5. Number of passengers
6. Trip purpose
7. Destination
8. Any special requests

In order to reserve a 12-passenger van, the driver must be authorized and must also complete the 45-minute online course that is required by the University. This course must be completed prior to reserving a university owned vehicle.

<https://scsapps.unl.edu/RentalRequest/NewDriverAuthorization/>

Conference Travel

When you have received approval and financial support using a Pre-trip Authorization form found on the [FSR](#) page to travel for a conference, make your travel arrangements using Travel and Transport (<https://transport.tandt.com/default.aspx> or 402-486-4111) or the Concur website, which you access after logging into Firefly (<https://firefly.nebraska.edu>). The ideal timeline looks like the following:

- 1) Discuss your request with your Program Director. Fill out a Pre-Trip Authorization form (found on the [FSR](#) page) which should be signed by Program Director and routed to the Dean's Office. Approval by both your Program Director, as well as the Dean, is required prior to making travel arrangements.
- 2) Research your travel options to find the most cost-effective route of travel. Gather all information regarding conference registration, lodging information and ground transportation. Conference registrations can be specific, so please be sure you are ready to fill out and submit prior to payment if you are using a University form of payment, which the Dean's Office front desk can assist with. Your planning should allow for "early registration" for conferences to take advantage of lower costs.
- 3) Once a reservation is made, please do not request to change the reservation unless an unforeseen event forces you to cancel the entire trip. Canceling and rebooking travel can be costly, due to hotel/conference registrations that have penalties for cancellations.

- 4) During travel, make sure all your receipts are itemized. Accounting will not accept credit card slips with the total only. Each receipt must list each item purchased, tax and total price, including the tip, if given. If the receipt is food related and more than one person ate during that meal and the ticket was combined, you must indicate which portions of the receipt were your meal. If your meal receipt is not itemized, you will only receive \$4.99 back for that specific receipt.
- 5) When you return, you must fill out a reimbursement request and submit it to the Accounting Associate within 45 days (the University Accounting office will not reimburse for purchases after 60 days) of your return and you must provide itemized receipts for allowable approved expenses. Use the Employee Expense Voucher found on the [FSR](#) page. Mileage reimbursement rates have recently changed, please be familiar with the most current rates.
 - Please organize your receipts and label each one with your name
 - Include mileage to and from the airport with your receipts. Please see the Accounting Associate for rules regarding mileage reimbursement from home/office
 - Include any itineraries and conference agendas as well as flight and hotel receipts, even if paid for by the University
 - If your receipts are in a language other than English, please provide as much information as possible distinguishing the items on the receipt is possible
 - If you need assistance with currency conversion, the University suggests using this website <https://www.oanda.com/currency/converter/>

Studio Field Trips

Travel in conjunction with a studio can often be a strong formational experience for students. Your Program Director will provide guidance on the proposal of any studio field trips along with the guidelines for the College contributions to their costs. Students will be expected to give a presentation in the college (PK-style) following the trip.

Please use the cost center number assigned to your specific studio when making requests/reservations. Use the Studio Trip Estimated Cost Summary Form found on the [FSR](#) page for approval, trip insurance and budget purposes.

Study Abroad trips are not considered Studio Field Trips and therefore do not qualify for this type of support, and are proposed in a different manner.

Faculty Support for Studio/Course Travel

The College will support a faculty member who leads his/her studio or course on a trip as an integral part of pedagogy. This applies to College supported 2nd -4th year studios, M.ARCH, MCRP and MS approved travel. Reimbursement will include expenses incurred for the faculty member. Receipts must be supplied for purposes of reimbursement. Please use the cost center number assigned to your specific studio when making requests/reservations.

General Travel Guidelines Involving Students

The University requires student trip insurance anytime a University of Nebraska - Lincoln student travels outside the City of Lincoln. Trips inside the city are not required to have a trip insurance, but are encouraged to do so. The Student Agreement to Pay Studio Field Trip Balance form contains all the information needed to complete the trip insurance form for submittal to the University Human Resources office.

The Dean's Office can assist with travel arrangements including transportation and lodging and in most cases will pre-pay for all of the transportation, registration/entrance fee and lodging expenses. Students will reimburse the college for their portion of the expenses and pay for their own meals individually while traveling, which will not be reimbursed. Even if there is a \$0 balance due from students, they must sign and agree to the Student Agreement to Pay Studio Field Trip Balance form, which will come from the Dean's Office after approval is given and costs are fully estimated/assessed. This form notifies students of their responsibility to reimburse the college as well as gathering the required information needed for the trip insurance form.

If there is a balance due from students, work with the Dean's Office front desk to set up a student payment system. Faculty members do not collect money from students.

State dollars cannot be used to pay:

- Reimbursement made directly to a student for any expenditure made in connection with travel, unless that student is traveling as a member of the Board of Regents, a member of an official University committee approved by the chancellor's office or as an employee of the University.
- Food, lodging or any cost other than group transportation incurred for or by students who are members of a field trip class.
- Any expenditure made for transportation, feeding or lodging of students within Lincoln city limits.
- Any cost incurred by or for students who are members of a field trip class or other authorized traveling group who travel apart from the group.

More information regarding student travel can be found here <http://travel.unl.edu/policies/travel-involving-students>

Students may operate University vehicles, but they must be enrolled in the term in which the reservation will be utilized and they must also receive prior authorization by bringing their drivers license to the Dean's Office front desk. Because of the liability involved while traveling with students, the use of personally owned vehicles will not be approved.

Study Abroad/International Travel Opportunities

The College has developed a number of Study Abroad opportunities for students as well as faculty partnerships with other universities outside the United States. Faculty will be given the opportunity, on a rotating basis, to travel on behalf of the College of Architecture, either leading a student trip or engaging with other colleagues. Currently the Architecture Program Director manages the "International Wheel" which is the faculty schedule for international travel. Please speak with your Program Director for more information.

Information regarding funding policies and guidelines can be found in Appendix A.

UNL College of Architecture Design-Build and Engagement Activities

The College recognizes the value of design-build, design-make and engagement activities in the course of a students education. Clear definitions for expectations and responsibilities are necessary due to the variable nature of the scope and engagement of the activity.

Faculty responsibilities include, amongst other items, obtaining a signed Memorandum of Understanding (MOU) or Letters of Agreement from the partner. Please work with Lori for assistance with this process. An MOU template and Student Intellectual Property Agreement can be found in Appendices B and C.

Design-Build, Design-Make and Engagement activities are further defined in the following pages.

College of Architecture

Design-Build or Design-Make Activities or Courses

August 14, 2017

The College recognizes the value of design-build and design-make activities in the course of a student's education. Due to the variable nature and scope of design-build or design-make as a part of coursework, it is necessary to clearly define expectations and responsibilities for all parties.

Faculty Responsibilities Partner relationship; definition of output/receivables; identify responsibilities of students/faculty/partner; get signed MOU prior to beginning; regular correspondence with business officer in Dean's office; liaise with communications associate; coordinate with shop manager with regard to time, tool and/or space considerations or constraints; assure students have the appropriate training and insurance to participate; be realistic in terms of course standards, student involvement and expectations; engage with program director regularly; create a comprehensive syllabus; and, ensure that health, safety and wellbeing as well as design excellence are exemplified with the project.

Program Director Responsibilities Mentor faculty, assist with signed MOU where appropriate or necessary, understand and approve scope of work.

Student Responsibilities Successfully complete shop and special tool training; submit valid proof of insurance; engage in expectations delineated in the syllabus; conduct selves in a professional manner in every respect.

College Responsibilities Provide shop and special tool training; develop MOUs; administer MOU finalization; track appropriate costs and reimbursements; make reasonable accommodations for shop use; work with faculty member to develop communications strategy and output; counsel on potential liabilities.

Partner Responsibilities Provide professional stamp where needed; timely responses to questions or clarifications.

Basic expectations:

- students should not pay for materials included in the "build" for a partner;
- partner should provide funds for display boards/materials to gain support of constituents or for fundraising;
- college will not act as the pass-through for purchasing;
- the college workshop/fabrication areas are not "production" facilities;
- consumables beyond the typical used by students on a project should be billed to the partner;
- transportation to and from the "project site" (if out of town) should be included in the covered costs by partners.

College of Architecture

Engagement Activities

August 14, 2017

The College recognizes the value of engagement activities in the course of a student's education. Due to the variable nature and scope of engagement as a part of coursework, it is necessary to clearly define expectations and responsibilities for all parties.

Faculty Responsibilities Partner relationship; definition of output/receivables; identify responsibilities of students/faculty/partner; get signed MOU prior to beginning; regular correspondence with business officer in Dean's office; liaise with communications associate; be realistic in terms of course standards, student involvement and expectations; engage with program director regularly; create a comprehensive syllabus (if course) or student agreement (if activity or group); and, ensure that health, safety and wellbeing as well as design excellence are exemplified with the project.

Program Director Responsibilities Mentor faculty, assist with signed MOU or Letter of Agreement where appropriate or necessary, understand and approve scope of work.

Student Responsibilities Engage in expectations delineated in the syllabus, conduct selves in a professional manner in every respect.

College Responsibilities Develop MOUs or Letters of Agreement and administer finalization; track appropriate costs and reimbursements; work with faculty member to develop communications strategy and output; counsel on potential liabilities.

Partner Responsibilities Provide professional stamp where needed; timely responses to questions or clarifications.

Basic expectations:

- students should not pay for materials included in the "activities" for a partner;
- partner should provide funds for display boards/materials to gain support of constituents or for fundraising;
- college will not act as the pass-through for purchasing;
- the college workshop/fabrication areas are not "production" facilities;
- consumables beyond the typical used by students on a project should be billed to the partner;
- transportation to and from the "project site" (if out of town) should be included in the covered costs by partners.

UNL College of Architecture Awards

College of Architecture Outreach and Engagement Award

The purpose of this annual award is to recognize outstanding individuals for engagement and outreach to their program, college, university, profession and greater community. As part of our college mission we are committed to extending exemplary planning and design assistance to others, including 'communities' within and beyond the College of Architecture.

- Any member of the College of Architecture faculty or a 'partner' may nominate a tenured and tenure track faculty member for this award
- [Nomination deadline is March 6, 2018](#)
- The College Promotion and Tenure Committee will review submissions and make two recommendations to the Dean, who will make the final decision
- Award is \$1000 towards academic program and recognition at the Scholarships and Awards Ceremony
- Winners may receive this award a maximum of three consecutive years

College of Architecture Teaching Award

The purpose of this annual award is to honor and recognize a meritorious and sustained record of excellence in teaching and innovation related to a teaching program. The awardee will be a candidate for the UNL Distinguished Teaching Award

- Faculty members must have served full time at the University for at least 3 years
- Faculty members may be nominated, or can self-nominate
- [Nomination deadline is March 6, 2018](#)
- The College Promotion and Tenure Committee will review submissions and make two recommendations to the Dean, who will make the final decision
- Award is \$1000 towards academic program and recognition at the Scholarships and Awards Ceremony
- Winners may receive this award a maximum of three consecutive years

College of Architecture Research and Creative Activity Award

The purpose of this annual award is to reward outstanding scholarly research efforts in the College of Architecture, to promote faculty to apply for external research funding, encourage creative research initiatives, recognize faculty who have demonstrated a sustained record of excellent accomplishments in research or creative activity benefitting the College and University and have increased the reputation of the college.

- Faculty members may be nominated, or can self-nominate
- No faculty member should act as a nominator for more than one nominee
- [Nomination deadline is March 6, 2018](#)
- The College Promotion and Tenure Committee will review submissions and make two recommendations to the Dean, who will make the final decision
- Awardee will be recognized at the Scholarships and Awards Ceremony
- Winners may receive this award a maximum of three consecutive years

UNL College of Architecture Professorships

The recipients of the College of Architecture professorships shall be regular, full-time faculty members of the University of Nebraska - Lincoln. The fund agreements, except that of Hyde Professorship and the Merle and Trula Bachman Professorship in Healthcare Design, have no restrictions on the scope, and therefore proposals are sought from a wide range of projects. Each award will be a supplement to the annual salary and/or a reimbursement to project expenses. The amount will be determined in consideration of each fund's performance. Typically,

- **Requests for Proposals (RFP) will be announced February 23rd**
- **RFP's are due April 1st**
- **Decisions will be announced at the annual Scholarships and Awards Ceremony**

Douglass Architecture Professorship

- Candidates shall be evaluated based on their teaching, creative scholarship, service, and academic promise, with emphasis given to their productivity and currency in matters of creative scholarship.
- 2 year appointment length (renewable up to a like term after satisfactory evaluation and upon recommendation of the Dean)

W. Cecil Steward, F.A.I.A. Chair of Architecture

- Candidates shall be evaluated based on their teaching ability and accomplishments, research ability and accomplishments, and academic promise.
- 5 year appointment length (renewable for a 5 year term upon satisfactory evaluation)

Scott W. Killinger Professorship

- Candidates shall be evaluated based on their teaching ability and accomplishments, research ability and accomplishments, and academic promise.
- 2 year appointment length (renewable up to a like term after satisfactory evaluation and upon recommendation of the Dean)

A. Leicester Hyde Architectural Chair/Professorship

- The recipient is to teach classes and seminars in the specific areas of City Planning, Zoning, and Contemporary Urban Land-Use problems and how they relate to the general field of architecture.
- Appointment length is at the discretion of the Dean.

Merle and Trula Bachman Professorship in Healthcare Design

- Candidates shall be selected based on teaching abilities and accomplishments, research abilities and accomplishments and academic promise.
- 2 year appointment length (renewable for one or more additional two year terms upon satisfactory evaluation)

UNL College of Architecture Research/Grant Funding

Office of Research and Economic Development

The University Office of Research and Economic Development Sponsored Programs office offers a tremendous amount of support and assistance beginning with proposal preparation to closing an award. They offer such things as grant writing seminars and facilitation for expert review of grant proposals by external peer review. Their website provides numerous links that can be helpful while searching for grant funding. <http://research.unl.edu/sponsoredprograms/>

Some other useful websites:

<http://research.unl.edu/proposaldevelopment/funding.php>

<https://www.grants.gov/>

Research Council

The University of Nebraska Research Council is composed of twelve faculty members who are appointed for three year terms of service and they advise the Vice Chancellor for Research and Economic Development as well as review and award internal grants for research, scholarship and creative activities with funds allocated from the University of Nebraska Foundation. Grant opportunities like Faculty Seed Grants and Grants-in-Aid, both of which provide a maximum award of \$10,000, are due in October. Interdisciplinary Research Grants are also due in October and awards can be up to \$20,000 for one year. The University offers a Visiting Scholar program, which has deadline dates in March and October and will reimburse airfare, lodging and meals for those who are recognized for excellence in their fields and whose research and scholarly activities are closely related to the faculty and students at UNL. Similarly, the Symposia/Distinguished Lecturers program has deadline dates in March and October and supports an honoraria up to \$3,000 to outstanding invited scholars who appeal to and interact with a large interdisciplinary segment of the University community. All applications are submitted through NUgrant. Find more information on the Research Council website. <http://research.unl.edu/researchcouncil/>

NUgrant

All UNL faculty, staff and administrators have automatic access to NUgrant, the University's secure electronic research administration system. Any grant or project that has funds associated with it that are not Foundation Funds should use NUgrant. Use the same login and password that you use for Blackboard/Canvas. <https://nugrant.unl.edu/system/login>

UNL College of Architecture Course Information

MyRED

The University uses a web-based service to support enrollment. MyRED is the OFFICIAL system used by the university to maintain class rosters and final grades. To set up your MyRED account you must set up your TrueYou credentials. TrueYou is a system that helps maintain a single password and NU ID across many systems. You will receive emails to help you set up these accounts, if you have questions please see the Dean's Office front desk. The Office of the University Registrar has provided a helpful resource to help you navigate MyRED.

http://www.unl.edu/about_myred/resources/myredfundamentals3.pdf

Canvas

The University uses Canvas, a cloud based learning management system (LMS). Previously, the University used the Blackboard LMS, however all Blackboard access will end June 1, 2018.

Beginning Fall 2017, Canvas will be the default LMS used for all courses, while Blackboard use will only be by request. The University has provided information and tutorials to help assimilate faculty, staff and students to the Canvas system. <http://its.unl.edu/services/canvas>
<https://canvas.unl.edu/courses/1>

ITS has a website which contains links to many of the websites you will use throughout the semester. Visit this portion of their website for more information. <http://its.unl.edu/facultyservices>

Please note: Canvas is NOT the official system where transcribed grades are recorded – MYRED is the official system where final grades are recorded.

Class Rosters

Class Rosters are available in MyRED. MyRED is the official source indicating students who are registered for a course. Correction Rosters will be available in MyRED after the end of the free drop/add period and provide an opportunity to identify and correct registration and grading option errors. Thorough review of Correction Rosters will help eliminate any problems before Final Grade Rosters are made available. <http://registrar.unl.edu/class-rosters-1> If you have questions about your class roster, please see Stephanie.

Degree Rosters

Since the University has a long standing tradition of giving each graduate his/her diploma on the day of graduation, the Office of the University Registrar must clear each candidate for graduation on the day prior to Commencement. If graduating students are enrolled in a course you teach you will have a Degree Grade Roster available in MyRED listing the names of degree candidates registered. These are made available three weeks prior to Commencement. Advance grades are required to determine eligibility for graduation. Unsatisfactory grades will result in the student being notified that he/she may be deleted from the graduation list. Please notify Stephanie of any B- or below grades issued for graduating students as this may have graduation implications.

Final Grades

Final grades are due within five calendar days (excluding Sunday and Christmas if applicable) after the scheduled final exam date. You need not wait until the due date to submit your grades. Final grades must be entered into the Final Grade Roster in MyRED, as there are no paper rosters. Only the instructor with grade approval authority for the course will have access to approve the final grades for submission to be posted to the students record. Grades not submitted within the five

calendar day mark will show as “No Report.” Grades are available to students each evening after the grades submitted that day are posted. In general, students receiving grades of C- and below will need to be properly advised regarding class adjustments and potential probation implications, so please notify Stephanie of any C- and below grades issued. If you have questions about your grade roster, please see Stephanie.

Grading “Tips” from Program Directors

- Regardless of the course type (studio or lecture) it is good practice to give students some form of progress grade during the semester and not to withhold all grading feedback until the final evaluation.
- Please try to return project or assignment grades as soon as you can after work is complete.
- If you are showing progress grades on Canvas either ensure that the grading is calculated according to your syllabus or inform students clearly that the final grade may be calculated differently. As always, grades need to be calculated and apportioned exactly as indicated in the syllabus.
- If a student is in jeopardy of failing a course or doing poorly, please give them written notice (email okay) as soon as the situation presents itself. Do not let them find out with the final grade. Additionally, please work with the Student Success Coordinator if you feel a student is in jeopardy of failing a course.
- If your syllabus has an attendance policy (it should) be sure it is clear, and be reasonable and fair in your application of the policy. All students must be treated equally. If this policy could lead to a student failing a course due to poor attendance, be sure to give them a written warning BEFORE it is too late.

‘F’ ‘P’ ‘N’ ‘W’ Grades

A grade of ‘F’ indicates the student did not pass the course. An ‘F’ is factored into the Grade Point Average.

A grade of ‘P’ indicates the student will receive credit for the course, but this grade is not factored into the Grade Point Average.

A grade of ‘N’ signifies that the student will not receive credit for the course. This grade is not factored into the Grade Point Average.

A grade of ‘W’ denotes that the student officially withdrew from the course and the course will not be factored into the Grade Point Average.

Grade Rules

Undergraduate students must earn at least a C (2.0) in all courses with an ARCH, DSGN, IDES, or LARC prefix to earn credit toward their degree. Students will be required to retake all core required courses with a grade of C- or below, but will not be required to repeat courses that were taken as open electives.

For M.Arch students, a C is the lowest passing grade but note that M.Arch students must maintain a B average (GPA) in order to remain in good standing. For M.Arch students in a course that also includes undergraduates (ie. courses with both 500/800 and 400 level numbers) the M.Arch students must achieve a B to pass. It is a good idea to include this reminder in your syllabus.

Credit in graduate-level courses is attained as follows:

- Within the student’s major department or area, for 800-level courses with 400 or lower counterparts:
 - Minimum grade of B required
 - Courses graded B- or lower, or pass/no-pass (P/N), cannot be used on a Memorandum of Courses (master's) or Program of Study (doctoral)

- Otherwise: For 900-level courses, 800-level courses without 400 or lower counterparts, or courses in minor, collateral, or supporting areas of work:
 - Minimum grade of C or P (pass) required
 - Courses graded C- cannot be used on a Memorandum or Program
 - The comprehensive exam for the minor may be waived only if all grades in the minor are at least a B or P (pass)

Grade Changes

After final grades have been submitted, grade changes can be entered into MyRED for up to one year after the submission deadline.

'I' (Incomplete) as a Grade

A grade of "I" signifies that the student was not able to complete the course. The student will be allowed to complete the course WITHOUT re-registering. All "I" grades issued for undergraduate courses will automatically expire and be replaced with a failing grade one year after the end of the current term, unless a grade change form is received prior to that time.

If you wish to specify a different time period for completion or a different final grade at expiration, you must submit an "I-Form" to Stephanie.

Please note from the Undergraduate Bulletin: Incompletes for students in the pre-professional programs shall be granted only for reasons outlined in the policy statement adopted by the University Senate. See the Office of the University Registrar's website for the complete text.

<http://registrar.unl.edu/book-title-one>

Incompletes given to students in the professional programs are granted at the discretion of the faculty awarding the grade. The faculty and student together must file an incomplete form in the Student Success office to register the anticipated completion date and the grade that will be registered if the work is not completed by that time.

Professional Program students will be allowed a maximum of two weeks to remove incompletes from courses that are prerequisites to classes in which they are currently enrolled or they will be administratively dropped from those courses.

Grading Appeals

A student wishing to appeal a grade should contact his or her professor for clarification first before an appeal can be filed. If the dispute cannot be resolved with the instructor it is recommended that the student meet with their advisor to get clarification on the appeals process. Appeals are only considered where it can be demonstrated that prejudice or capricious treatment influenced the grade received by the student.

Having exhausted these avenues, a student may then choose to make a formal appeal. The appeal is in the form of a written statement from the student to the program director. The director will then forward the letter to the appropriate faculty committee for review. The deadline for filing a grade appeal (which includes a written statement from the student) is 30 calendar days after the first day of classes of the next regular semester (fall or spring). Appeals filed after the deadline will not be heard.

Academic Integrity

Academic integrity issues may present themselves in a variety of forms and levels of seriousness. Throughout the year, the college will alert faculty and students of opportunities within the college and university to learn more about academic integrity and you are encouraged to take advantage of these opportunities. When you or a TA suspects an academic integrity issue, please speak to Stephanie to learn more about appropriate and timely actions. It is rarely if ever wise to let a

situation go further into an academic term, hoping it will get better; there are successful strategies and actions that will help you in these circumstances.

Withdrawal/Petition for Late Withdrawal

Students may withdraw from all classes, regardless of circumstances, from the first day of classes through the $\frac{3}{4}$ point of the term or length of class whichever is shorter. Any withdrawal from classes after the $\frac{3}{4}$ point of the term or class must be for extraordinary circumstances and will be granted only by petition.

If you have a student who needs to withdraw from your course after the withdrawal deadline has passed, please have the student contact Stephanie as soon as possible. Grounds for extraordinary withdrawals may include but are not limited to: serious medical conditions (both physical as well as psychological); death in the immediate household of the student; military service.

Fifteenth Week Policy

Final examinations for full semester courses are to be given only at the regularly scheduled time as listed on the Final Exam Schedule webpage (<http://registrar.unl.edu/final-exam>) or at another time during finals week. The only exams that may be given during the last week (15th week) of classes are laboratory practical examinations, make-up or repeat examinations and self-paced examinations. Any papers, projects and speeches scheduled for completion during the last week (15th week) of classes must have been assigned in writing by the end of the eighth week and must be completed no later than Wednesday of the 15th week. All course requirements, except for the final exam, must be completed no later than Wednesday of the 15th week. If the instructor is replacing the final exam with a project, paper or speech, the due date of the assignment can be anytime during the 15th week or during finals week. Further information regarding this policy can be found here <http://registrar.unl.edu/fifteenth-15th-week-policy-0>.

Office Hours

It is preferable to hold regularly scheduled office hours, but if for some reason you need to make these “by appointment” be sure that you can be available, in person, for five hours per week as required by each program. Include your office hours schedule in your syllabus and also provide that information to the Dean’s Office front desk.

Pencils Down/Final Reviews

At the end of each semester the College provides students with a few hours of relief from the pressure they face as final reviews approach. Pencils Down is intended to be held at a time when all projects should be complete. Faculty members are encouraged to attend and interact with students. This is held during the weekend prior to final reviews and food is provided. Final Reviews are held during the week prior to the University’s finals week. Your Program Director will have the most up-to-date schedule of final reviews and events for the semester.

Course Evaluations

The University of Nebraska mandates each course be evaluated by students at the completion of each semester. A high level of integrity is expected of all faculty. Faculty must allow students the ability to complete evaluations without their instructor present and without suggestive responses. If you need help administering the evaluation while you leave the room, please contact the Dean’s Office front desk.

Evaluations should be completed between weeks 8 and 12. The evaluations are intended to provide an indicator of students’ impressions of effectiveness in teaching a given class. It may also provide some clues as to your students’ views of specific teaching practices. Course evaluations will be one

tool used in your annual faculty evaluation. The Graduate Studies Website has valuable information to help use course evaluations in an effective way.

<http://www.unl.edu/gradstudies/current/news/making-most-your-teaching-evaluations>

Student Employment and Course Load Guidelines

The Architecture, Interior Design and Landscape Architecture programs are demanding disciplines requiring significant commitment to succeed. For this reason, the College has adopted a policy recommending students who are employed not to exceed the following registration guidelines:

Work load per week/Course load per semester

0 hours/up to 18 credit hours

8-16 hours/13-16 credit hours

17-20 hours/10-12 credit hours

Full time/up to 6 credit hours

Professional students holding teaching or research assistantships are required to be enrolled as a student in the professional program and their course load cannot exceed 12 credit hours per semester. Students holding these positions are prohibited from engaging in any other form of remunerative employment without the permission of their Program Director.

FERPA

FERPA is a federal law that protects the privacy of students. The law assigns the student as the owner of his/her educational record and provides guidelines on how the educational institution is to use and release protected information. This insures that information such as the student's grades, academic standing, and course schedule are not public information and that the student controls who has access to this information. This law also requires the educator to grant the students access to their personal records. It is important as faculty/advisors to know and understand what you can and cannot share with others about your students. Never release any non-directory information* to a third party by posting it publicly (internet or printed) or any form of communication (verbal, email, forum, etc.). Non-directory information includes grades, class schedule, and academic standing to name a few. *Students can request that directory information be confidential. In this case, you may not even acknowledge that the student attends the University. FERPA violations may result in the loss of federal funding for the University. Any breach of confidentiality could lead to disciplinary action, including the possibility of termination of employment.

UNL College of Architecture Student Scholarships, Travel Awards and Fellowships

All College of Architecture undergraduate students are eligible to apply for University wide scholarships through their MyRED account, applications are due February 1.

College specific scholarships, travel awards and fellowships involve different application requirements and materials, so students should be vigilant in checking these requirements. The scholarship application will be released to students near the end of the calendar year.

Eligibility and Notification

Undergraduate students are eligible for both scholarships and travel awards. Because graduate students cannot receive a “scholarship,” they are eligible for both fellowships and travel awards. Notification of most awards will be done at the College of Architecture Scholarship and Awards Ceremony in the spring semester.

Payment

The process by which students receive their award is different based on the type of award they receive.

Travel Awards are processed through the University Accounting office and will be given in the form of a check available in the Dean’s Office. The Dean’s Office will contact students when checks are available for pickup.

Scholarships and Fellowships are processed through the Scholarships & Financial Aid Office and funds will be deposited into individual University student accounts.

Any student who is employed with the University, regardless of graduate or undergraduate status, will receive a Travel Award in their normal paycheck and will receive a Scholarship or Fellowship via deposit into their student account.

Student Responsibility

Our Scholarship, Travel Award and Fellowship programs are dependent upon the support of our alumni and donors. Student appreciation, given directly to the donor, is a fundamental part of the process. Students are expected to send a thank you letter to the donor and provide a copy to the Dean’s Office.

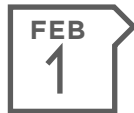
A list of available scholarships and their descriptions/requirements can be found on our website at <http://architecture.unl.edu/resources/collegewide-scholarships>

TRAVEL AWARD PROCESS

SELECTION



Student Meetings in November, generate list of interested students



Stephanie sends notification to students of deadlines and submission criteria
Applications due February 1

- > Stephanie prepares student qualification information for Scholarship Committee use
- > Lori reviews Foundation information and provides estimated fund availability to Scholarship Committee
- > Scholarship Committee deliberates and recommends student travel awards

AWARD

- > Olivia writes preliminary letter of award to students
- > College Awards Ceremony
- > Lori confirms amount available from Foundation (after all expenses have been transferred)
- > Olivia writes official notification to student of award, including fund and actual amount

Award amounts are confidential and not made known to students until Lori has confirmed actual amounts and Olivia has written the official notification letter.

- > Olivia develops Warrant request to UNL Accounting, check is issued for Fall. Request again in Spring

Students that are employed by UNL as a student worker or GTA/GRA receive a travel award in their paycheck, those that are not currently employed receive a physical check, delivered to our office for pickup.

CHECK DELIVERED TO OFFICE

UNL College of Architecture Committees

According to the College of Architecture Bylaws, all standing committees shall be established, modified, or terminated as needed, by the vote of the Faculty.

College of Architecture Committees

- Curricular and Student Affairs Committee
- Engagement and Enrichment Committee
- Facilities and Resources Committee
- Faculty Affairs Committee
- Student Advisory Board

Information on each of the college committees can be found in Appendix D.

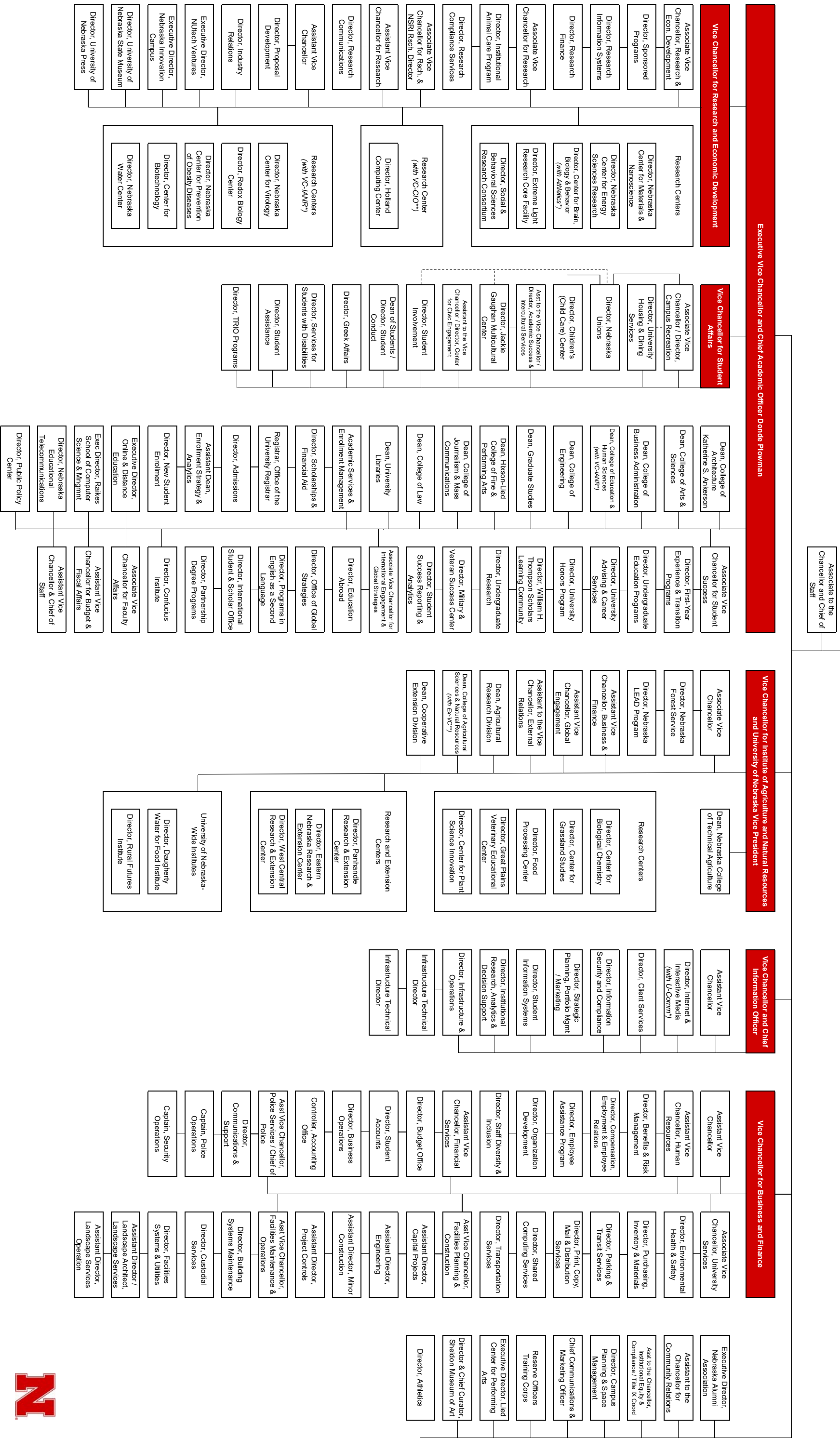
Citizens and professional advisory councils

- Professional Advisory Council (PAC)
- College of Architecture Friends Association (CAFA)

University of Nebraska Committees

Many of our faculty and staff are committed to service across campus. Below are a list of committees that currently have a representative from the College of Architecture.

Academic Advising Association
Academic and Enrollment Scheduling & Policies Advisory Group (AESPAG)
Academic Planning Committee
Academic Report Writers Group
Academic Technologies Steering Committee
Advising Coordinating Board
Aesthetics Review Committee
Campus Security Authorities
Career Services Coordinating Board
Chancellors Committee on the Status of People of Color
College Relations Committee (University Admissions Committee for Recruitment)
Committee on Diversity and Inclusiveness
Environmental Studies Academic Program Review Team
Ethnic Studies (Faculty affiliate)
Faculty Affairs Liason
Faculty Senate
Innovation Campus Architecture Review Committee
Innovation Campus College Representative, Advisory Board
International Student Support Group
International Quilt Study Center & Museum Fellow, Academic governing body for the Center
Kawasaki Reading Room for Japanese Studies, Advisory Board
Kitchen Cabinet (College representative for business functions)
Latino Research Initiative
Lentz Center for Asian Culture, Advisory Board
Libraries Committee
Marshal Corps
Nebraska Center for Research on Children, Youth, Families and Schools (Faculty affiliate)
Nebraska Transportation Center (Faculty Affiliate)
University Safety Committee
Undergraduate Curriculum Committee Grading and Examinations Committee
University Association for Administrative Development, University-Wide Assessment Committee
UNL Tree Committee



* Indicates formal reporting line
** Indicates informal reporting line
Chancellor / Vice Chancellor



University of Nebraska General Information

Student Code of Conduct

The Student Code of Conduct provides information regarding the commitments students make when joining the University of Nebraska. You will find information regarding Academic Dishonesty, Sexual Misconduct, Responsible Use of University Computers and Information Systems, Student Records and Crime Prevention and Safety. <http://stuafs.unl.edu/dos/code>

Clery Act, Title IX

The University is dedicated to the prevention of sexual discrimination, sexual harassment and sexual misconduct and to providing a safe campus for its employees and students.

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. Title IX is a civil rights law that sought to end discrimination on the basis of gender in educational institutions and this includes sexual violence on college and university campuses. Under both laws, certain individuals have reporting responsibilities when they become that sexual violence has occurred. In the case of Title IX, these individuals are referred to as “responsible employees.” Most UNL faculty and staff are not “responsible employees.” Generally speaking, those with certain titles will be “responsible employees,” this includes Dean, Associate Dean, Director, Associate Director, Assistant Director, Manager, Department Chair and Department Head. The University of Nebraska provides Title IX training to “responsible employees.”

https://www.brainshark.com/trainedsolutions/unl_employee

<http://www.unl.edu/equity/title-ix>

Services for Students with Disabilities (SSD) Office

The University is committed to ensuring equal access to curricular and co-curricular opportunities for students with disabilities. Providing a range of services, SSD implements reasonable accommodations for students with disabilities and offers students the opportunity to contribute and participate in the diverse campus experience at the University of Nebraska–Lincoln.

<http://www.unl.edu/ssd/content/resources-faculty>

Counseling and Psychological Services (CAPS) Office

Because of our small class size and the nature of our studio culture, faculty often become sounding boards for students during high stress times. Many times, faculty and staff are not sure if these students need other types of counseling services, nor are they sure when/how to refer students. CAPS offers a safe, confidential place where a student can slow down, get support, and start finding solutions. A counselor can teach students new ways to manage stress or communicate. They can offer new perspectives and help students identify more options. Counselors can also put students in touch with other resources to help with their problems. Counseling is a great way to get support during a difficult situation. Visit their website for more information.

<http://health.unl.edu/caps/bigredfolder>

UNL Alert

UNL Alert is a mass notification system that sends text messages and emails to the device and address you designate. UNL Police determines when UNL Alerts are sent for emergencies and weather related closings will be announced through UNL Alert. Sign up for text alerts here

<http://emergency.unl.edu/unlalert>

On the first Wednesday of every month at 10:15am you will hear the city tornado siren test and the affiliated University notification system. It will report as if it is an actual tornado, but it is a test.

General Emergency Procedures can be found in Appendix E.

Youth Activity Safety Policy

The University has a strong interest in protecting the safety of youth at the University and has implemented a Youth Activity Safety Policy in order to provide a safe, educational and enjoyable activity/program experience for all participants. This policy covers all persons under the age of 19 who participate in a UNL activity and excludes full- and part-time NU students. The policy provides minimum specific guidelines for activities sponsored by Nebraska and for activities sponsored by other organizations but held at the University. The current policy can be found at <http://police.unl.edu/campus-youth-activity-safety-policy> and includes registration forms, Incident Reporting forms as well as other helpful information.

UNL College of Architecture Faculty Staff Handbook Appendices

A. College Funding Policies and Guidelines

- **Discretionary Faculty Funding**
- **Faculty Support for Book/Article Publication**
- **d.ONE Financial Support**
- **Undergraduate Studio Travel Funds**
- **Graduate and Professional Course Funds**
- **Faculty Support for Course Travel**
- **Student Organization Support**

B. Memorandum of Understanding

C. Student Intellectual Property Agreement

D. College Committees

- **Curricular and Student Affairs Committee**
- **Engagement and Enrichment Committee**
- **Facilities and Resources Committee**
- **Faculty Affairs Committee**
 - **International Wheel**
- **Student Advisory Board**

E. Emergency Procedures

College of Architecture

Discretionary Faculty Funding

July 28, 2017

Each year, the amount of \$250 will be available to each tenured and tenure-track faculty member and \$100 for each full-time non-tenure-track for flexible spending needs to support the mission of the college. Examples (not inclusive) of what this might cover include special supplies; meals when trying to build a relationship for teaching, research, or service activities; books; plotting; 3D printing; and the like.

The Dean's Office will keep a running total for each faculty member. Each faculty member will be assigned an individual cost center number, that number must be present on all requests for funds or reimbursements.

Please note, the funds will not carryover from one year to another. The period of support is from July 1 – June 30.

College of Architecture

Faculty Support for Book/Article Publication

July 28, 2017

The College of Architecture encourages its faculty members to disseminate the outcome of their teaching, research, creative, and engagement activities. Accordingly, the College will carry some of the financial burden associated with the publication in the form of books or journal articles. Following conditions need to be met:

1. The book/article is to be an outcome of the faculty member's teaching, research, creative, or engagement activities.
2. The faculty needs to have obtained the book contract from the publisher or to have the article accepted by the journal editor, as a result of peer review.
3. The faculty must show in documentation that they have made reasonable efforts to obtain internal and/or external funding to cover the costs associated to the dissemination. Possibilities include the UNL's Research Council's Grant-in-Aid. Funding from other sources must be used before requesting support from the College.
4. The faculty member is required to submit a brief explanation of the project to the Dean's Office and to receive an approval prior to the incurrence of the payments.
5. This particular support is for the costs associated to the dissemination, and not for the actual teaching, research, creative, or engagement activities. The costs associate to the dissemination are typically those for obtaining permission to reproduce copyright materials in the publication or those for obtaining photographs of artifacts to be included in the publication.
6. The payment will be made directly by the college to the appropriate party, such as the copyright owner. If the faculty member needs to be the payer, then he/she needs to produce a receipt in order to receive reimbursement.
7. The support is for the actual cost, and typically not to exceed \$5,000.
8. The faculty member is required to make a presentation in a forum, making it accessible to, but not limited to, the College students.

College of Architecture

d.ONE Financial Support

July 28, 2017

d.THINK

Each term, each Section of d.THINK will have a budgeted amount of \$100 discretionary funding to support materials, supplies, and the general conduct of the course.

d.MAKE

Each term, each Section of d.MAKE will have a budgeted amount of \$200 discretionary funding to support materials, supplies, and the general conduct of the course.

These funds do not carry over into subsequent terms. Receipts must be supplied for reimbursement.

College of Architecture

Undergraduate Studio Travel Funds

September 14, 2017

Travel in conjunction with a studio can often be a strong formational experience for students. Your Program Director will provide guidance on the proposal of any studio field trips along with the guidelines for the College contributions to their costs.

Students will be expected to give a presentation in the college (PK-style) following the trip.

Support for studios will occur during one of the two academic semesters (Fall or Spring) and typically travel will occur once in the 2nd year and again in the 3rd year. An overall amount is based upon the number of enrolled and traveling students in the studio times a factor of \$125 for 2nd year studios. The funding for 3rd year studios is based upon the number of enrolled and traveling students times a factor of \$300 as it is anticipated that the focus of the problems within studios at this level are often urban in nature. Funds will be applied to group transportation costs.

In all cases, the faculty member must submit a request for funding (approved by the Program Director) **prior to the beginning of the semester** with the following:

1. An explanation of how the trip will support the pedagogy, goals and objectives of the course.
2. Description of the benefit of the trip to the students in the course.
3. Description of the benefit of the trip to the program and/or college.
4. Itemized budget request form completed including the total requested.

In all cases, trip planning must include completion of a Studio Field Trip Estimated Cost Summary Form (approved by the Program Director) prior to travel. All students must sign the Student Agreement to Pay Studio Field Trip Balance form, even if there is a \$0 balance due as this form also doubles as the required student trip insurance form. The Dean's Office can assist with travel arrangements including transportation and hotel. Receipts must be supplied for purposes of reimbursement. The figures above are intended to be maximum amounts of support for studio travel (with the exception of any scholarship support) and will typically cover a majority of transportation costs. These funds do not carry over into subsequent fiscal years.

Students will be expected to give a presentation in the college (PK-style) following the trip.

Study Abroad trips are not considered Studio Field Trips and therefore do not qualify for this type of support, and are proposed in a different manner.

College of Architecture

Graduate and Professional Course Funds

August 11, 2017

Some graduate and professional courses benefit from a large common model, or group travel to a location, or other provided materials and opportunities providing a strong formational experience for students in their professional and graduate education.

To that extent, the College will provide a reasonable level of support (generally determined by a factor of the number of students enrolled in the course times \$150) for graduate courses (when the curriculum is not studio-based) or professional level studio courses by request through the Program Director by the beginning of the semester.

M.ARCH, MCRP, MS: The College will provide support for graduate or professional level studio courses (for programs of study not including studio courses, another course may provide a more appropriate opportunity to amplify learning through this funding). Support is possible in each of the two academic semesters (Fall, Spring) for a maximum amount based upon the number of enrolled students in the studio/course times a factor of \$150.

In all cases, the faculty member must submit a request for funding (approved by the Program Director) prior to the beginning of the semester with the following:

1. An explanation of how the funding will support the pedagogy, goals and objectives of the course.
2. Description of the benefit to the students in the course.
3. Description of the benefit to the program and/or college.
4. Itemized budget request form completed.

In cases involving travel, trip planning must include completion of a Studio Trip Estimated Cost/Fund Summary Form (approved by the Program Director) prior to travel. The Dean's Office can assist with travel arrangements including transportation and hotel.

In all cases, receipts must be supplied for purposes of reimbursement.

These funds do not carry over into subsequent terms.

These guidelines are subject to change on an annual basis, and are intended for equitability among all members of the College.

College of Architecture

Faculty Support for Course Travel

July 28, 2017

Travel in conjunction with a studio or other course can often be a strong formational experience for students, and to that extent, the college will implement the following policies. These guidelines are subject to change on an annual basis, and are intended for equitability among all members of the College.

FACULTY SUPPORT: 2nd – 4th years, M.ARCH, MCRP, MS: The College supports a faculty member who leads his/her studio or course on a trip as an integral part of pedagogy. Please use the following guidelines when planning a trip and working on a pre-trip authorization request. For reimbursement guidelines, refer to the UNL Travel Services policies found at: <http://travel.unl.edu> If an activity with a direct relationship to the studio or project has an entrance fee, then that amount will be reimbursed to the faculty member if justified (integral to the studio or project goals and objectives).

These funds do not carry over into subsequent fiscal years.

College of Architecture

Student Organization Support

September 14, 2017

Student organizations are an important part of the college, and provide avenues to network and build leadership skills.

Each recognized organization in the college will have an annual budget of \$500 to build relationships, garner members, and realize purpose.

To release funds for use, student organizations shall present a planned budget, justifications of how the requested funds will support the mission, goals and objectives of the organization, approved by their faculty sponsor (and program director as appropriate). Attach a copy of the mission statement, goals and objectives of the organization to the budget.

Budgets are due in the Dean's office by mid September.

Officer travel to leadership -building events is addressed separately from these funds.

MEMORANDUM OF UNDERSTANDING

This Memorandum is entered into on (____date____) between the Board of Regents of the University of Nebraska, a public body corporate, for and on behalf of the College of Architecture at the University of Nebraska-Lincoln, hereinafter referred to as “the University”, and (____Partner organization____), an entity, hereinafter referred to as “the Partner”.

WHEREAS, the University desires to give its students an opportunity to gain experience with architecture, interior design, landscape architecture and community planning projects through participation in (____project/class name____); and

WHEREAS, the Partner desires to assist the University in providing such opportunities to its students and therefore wishes to have the University undertake a certain architecture, interior design, landscape architecture and community planning based project; and

WHEREAS, the project contemplated herein is of mutual interest and benefit to the University and the Partner,

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties hereto agree as follows:

1. Statement of Work

The Partner desires to have the University undertake a(n) (LA,ARCH, ID, OR CRP) based project entitled “(____project name____)” in accordance with the scope of work described in Exhibit A attached hereto and incorporated by reference herein (the “Work”). The University agrees to use reasonable effort to complete the project described therein, hereafter referred to as “the Project”. The Partner also acknowledges that the University may need to engage certain of its employees, agents, consultants or other persons acting on behalf of the University to provide assistance to the students in connection with their performance of the Project.

2. Period of Performance

The Project will be conducted during the period (MMDD, YYYY) through (MMDD, YYYY) , and this period may be extended by mutual written agreement of the parties.

3. Payments and Additional Costs

In consideration for the Work performed by the University, the Partner shall pay to the University a base fee of \$XXXX, payable as set forth below (the “Base Fee”) with detail in Exhibit B (attached). In addition to the Base Fee, the Partner shall reimburse, where applicable, the University for all travel expenses, supplies or specific assets required to perform the Work, which shall be pre-approved in writing by the Partner (the “Reimbursable Expenses”). In the case that an additional specific asset is required for satisfactory completion of the Project, the Partner may choose to (1) reimburse the University for the purchase of such asset as a Reimbursable Expense, as set forth above, in which case the asset will retain ownership and title of such asset, or (2) acquire and loan the asset to the University at no additional cost to the University. Payments of the Base Fee and any Reimbursable Expenses are due within thirty (30) days of receipt of invoice.

Checks or warrants shall be made payable in U.S. dollars to the University of Nebraska-Lincoln (Tax ID #470491233) and mailed to:

College of Architecture
Attn. Lori Bennett Baumli
210 Architecture Hall
Lincoln, NE 68588-0106

4. Termination

The Project work under the Memorandum may be terminated for any reason by either party upon sixty (60) days' written notice. If both parties wish to terminate this Memorandum by mutual written agreement, it may be terminated on an alternate time interval acceptable to both parties. Upon termination, the University will be reimbursed for all pre-approved costs and non-cancelable commitments incurred in the performance of the Project through the effective date of the termination, such reimbursement together with any other payments made, not to exceed the total cost of the Project as specified in Section 3.

Termination of this Memorandum by either party for any reason shall not affect the rights and obligations of the parties accrued prior to the effective date of the termination of this Memorandum. Except as otherwise set forth in this Section 4, no termination of the Memorandum, however effectuated, shall release the parties from their rights and obligations under Sections 3, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14. Neither party shall be liable to the other for damages of any kind, including incidental or consequential, on account of any termination of this Memorandum in accordance with this Section 4.

5. Intellectual Property

The term "Intellectual Property" shall mean all patent, copyright, trademark, trade names, trade secret or other tangible intellectual property rights first conceived, reduced to practice, authored or otherwise created in the performance of work under this Memorandum. All right, title and interest in and to any such Intellectual Property, together with the materials created during the Project, shall belong to the Partner. Within forty-five (45) days following completion of the Project, the University shall execute all necessary paperwork to vest such right, title and interest in the name of the Partner. If applicable and to the extent permitted by law, the Partner shall be responsible for and shall bear all costs associated with the protection of the Intellectual Property and shall be responsible for the maintenance of any patents derived therefrom. The University shall cooperate with the Sponsor, at no additional cost to the University, to execute and deliver such further conveyance instruments, and take such further actions, as may be necessary to evidence the intent of this Memorandum. This shall include executing and delivering affidavits or additional documents of assignment and conveyance regarding the Intellectual Property.

6. Publication and Student Use

In keeping with its educational research mission and subject to the Partner's rights, the University and its employees and students shall have the right, at their discretion, to release information or to publish data, writings, or material resulting from the Project or to use such in any way for scholarly or academic purposes or for their own internal purposes. Furthermore, the Partner expressly agrees that the students participating in the Project shall

have the right to display and use Project materials in portfolios and resumes for the limited purposes of securing internships and jobs. In keeping with long standing tradition, all copyright(s) to such scholarly or academic publications shall be retained by the respective authors. The University shall furnish the Partner with a copy of any proposed publication or release of information at least sixty (60) days in advance of the submission of such proposed publication or release of information to a journal, editor or other third party. Within this sixty (60) day period, the Partner may request the University, in writing, to delay such proposed publication or release of information for an additional sixty (60) days in order to protect the potential patentability of any Invention described therein or to protect any trade secret or Confidential Information (as defined in Section 10 hereof). Such delay shall not, however, be imposed on the filing of any student thesis or dissertation.

7. Publicity

The University shall have the right to use the name and logo of the Partner in informational documents and publicity materials regarding the project under the College of Architecture at the University of Nebraska-Lincoln. Excepting the foregoing, neither party shall use the other's name, or the name of any member of the other's staff in connection with any products, promotion, or commercial advertisements without prior written approval of the other party.

8. Reports

The University shall furnish to the Partner periodic updates, at a mutually agreeable time on or before _____, 20__, in accordance with Section 3 reporting on the work being conducted on the Project.

9. Proprietary Data

Unless otherwise required by law, the University will exercise reasonable efforts to maintain in confidence proprietary information disclosed or submitted to the University by the Partner or accessible by the University via the Partner's computer systems, or other information which is designated in writing, including by email, as confidential information at the time of disclosure, generated by the University from such information or developed by the University hereunder (collectively, "Confidential Information"). All Confidential Information shall be immediately returned to the Partner, or destroyed, upon the Partner's request. No Confidential Information may be disclosed in any publication, including those "Publications" described in Section 7, without the Partner's prior written consent, which it may withhold in its sole discretion. The Partner also agrees to only provide Confidential Information necessary to the completion of the Project. If Confidential Information is accessible to the University through a connection to the Partner's computer systems, the Partner agrees to terminate access immediately once the Confidential Information is no longer needed by the University. Unless otherwise expressly provided in this Memorandum or the Statement of Work, all work product delivered by the University to the Partner is Confidential Information, regardless of whether it is designated in writing as such. Confidential Information does not include information which at the time of receipt:

- a. is generally available in the public domain or thereafter becomes available to the public through no act of the University; or

- b. was independently known prior to receipt thereof or was discovered independently by an employee of the University who had no access to the information supplied by the Partner under this Memorandum; was made available to the University as a matter of lawful right by a third party.

The University covenants and agrees to use the Confidential Information for the sole and exclusive purpose of the Project and to limit dissemination only to those who have a need to know same in furtherance of the Project

The University retains the right to refuse to accept any such information that is not considered to be essential to the completion of the Project. All students working on the Project shall be fully informed of this obligation of confidentiality and shall agree in writing to be bound thereby. The University shall be responsible for compliance by students, employees and agents with the terms hereof.

If the University reasonably concludes that it will be required by law to disclose Confidential Information, it will, to the extent reasonably feasible, inform the Partner of this belief prior to accepting the Confidential Information for its further use so that if the Partner objects to the potential disclosure of the Confidential Information, the Partner and the University can perform the Statement of Work in a manner that no longer requires the disclosure of Confidential Information, or in a manner that relieves the University of the disclosure requirement. If the University's reasonable conclusion is not formed until after it begins using the Confidential Information, then it will inform the Partner of this conclusion as soon as reasonably possible, and will cooperate with the Partner at the University's expense to limit the disclosure or otherwise perform the Statement of Work in a manner that relieves the University of its legal disclosure requirement. In any event, if (a) the University's intended performance requires disclosure of Confidential Information to the University in a way that requires the University to further disclose some or all of the Confidential Information, and (b) the Partner objects to such disclosure, then the Partner may immediately terminate the relevant Statement of Work.

10. Use of Third Party Materials

The University shall not use any third party intellectual property to perform the Project without the Partner's prior express written consent, which consent will not be unreasonably withheld, conditioned or delayed. The University shall provide the Partner with the license terms or other agreements that govern the use of such third party intellectual property that the University wants to use, and shall (if the Partner approves such use) abide by them when performing the Project.

11. Remedies

In the event of a breach of this Memorandum by either party, the other party shall have all rights, remedies or damages available at law or in equity.

12. No Warranty

The Partner acknowledges that the University makes no expressed or implied warranties regarding the work product delivered under any Statement of Work, or the results of any project.

13. Indemnification

To the extent permitted by law, the University shall indemnify the Partner for any loss or injury incurred by the Partner as a result of negligence or intentional acts of the University, its employees, students and/or agents. The Partner will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the University and the results thereof. The Partner shall provide the University with reasonably prompt notice and assistance regarding all claims, actions, demands, proceedings, damages, costs and liabilities of any kind.

The Partner shall indemnify the University for any loss or injury incurred by the University as a result of the negligence or intentional acts of the Partner, its employees, students and/or agents. The University will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the Partner and the results thereof. The University shall provide the Partner with reasonably prompt notice and assistance regarding all claims, actions, demands, proceedings, damages, costs and liabilities of any kind.

14. Equipment

Title to any equipment or assets purchased or manufactured by the University in the performance of the Project under this Memorandum shall vest in the University upon acquisition. Title to any equipment or assets purchased or manufactured directly by the Partner for the completion of the Project under this Memorandum remains with the Partner upon completion of the Project unless otherwise assigned to the University.

15. Assignment

Neither party shall assign this Memorandum to another without the prior written consent of the other party hereto. Any other purported assignment shall be void.

16. Independent Inquiry

Nothing in this Memorandum shall be constructed to limit the freedom of researchers who are participants in this Memorandum, whether involved in the Project or not, from engaging in similar research inquiries made independently under other grants, contracts or agreements with parties other than the Partner. Nothing in this Memorandum shall be constructed to limit the freedom of the Partner from contracting with other universities under other grants, contracts or agreements with parties other than the University.

17. Governing Law

The Memorandum shall be governed by the laws of the State of Nebraska, without giving effect to its conflicts of laws provisions.

18. Independent Contractor

It is expressly understood, agreed to and represented by the University that all employees of the University furnished to perform the Project stipulated under this Memorandum shall and will remain University employees for all purposes, and under no circumstances are such employees to be considered the Partner's employees or agents, and they shall be in an independent contractor relationship to the Partner at all times. The University and its employees are not eligible for coverage under, shall make no claims arising under, and hereby waive and release the Partner from any claims arising under, the Partner's unemployment insurance, worker's compensation insurance, or any form of employee benefits. The University shall be responsible for the normal responsibilities of an employer toward its employees furnished under this Memorandum relating to this independent contractor status, including, without limitation, Social Security, income and payroll taxes. The University hereby represents that all students working on the Project shall have first signed an acknowledgment that they are in an independent contractor relationship to the Partner. The acknowledgment will contain language substantially similar to the preceding language.

19. Independent Agreement

This Memorandum shall operate independent of any other agreement between the parties.

20. Entire Agreement

This Memorandum constitutes the entire understanding and agreement between the parties hereto and supersedes any and all prior or contemporaneous oral or written representations or communications with respect to the subject matter hereof. This Memorandum shall not be modified, amended or in any way altered except by an instrument in writing signed by both of the parties to this Memorandum.

The rest of this page is left intentionally blank.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum in duplicate by proper persons thereunto duly authorized.

**College of Architecture
University of Nebraska-Lincoln**

By _____

Name _____

Title _____

Date _____

(Partner Organization)

By _____

Name _____

Title _____

Date _____

The Board of Regents of the University of Nebraska

By _____

Name _____

Title _____

Date _____

Exhibit A

Statement of Work

Exhibit B
Fee Schedule

UNIVERSITY OF NEBRASKA-LINCOLN

COLLEGE OF ARCHITECTURE

INTELLECTUAL PROPERTY AGREEMENT

In consideration of the opportunity to participate in a Project (the "Project") within the College of Architecture at the University of Nebraska-Lincoln (hereinafter "the University") and other good and valuable consideration, I hereby agree as follows:

1. That all right, title, and interest in and to any inventions and developments (whether or not they are patentable), including any improvements to any preexisting inventions or developments, (hereinafter "INVENTIONS") that I make, whether solely or jointly, while employed or sponsored by or through the University during the Project, shall belong exclusively to the University or a particular Client under a Project agreement. I agree to assign, and I hereby do assign, all right, title, and interest in and to such INVENTIONS to the University and/or such Client.
2. That all right, title, and interest in and to any commercial copyrightable works of authorship (hereinafter "WORKS") that I make, whether solely or jointly, while employed or sponsored by or through the University during the Project, shall belong exclusively to the University or a particular Client under a Project agreement. I agree to assign, and I hereby do assign, all right, title, and interest in and to such WORKS to the University and/or such Client.
3. That I will execute such further documents, including confirmatory assignments and inventor Declarations, that the University or a Project Client shall reasonably require in order to secure and enforce its rights in said INVENTIONS and WORKS.
4. That I will promptly disclose in writing to the Board of Regents of the University any INVENTIONS and WORKS that I make, whether solely or jointly, while employed or sponsored by or through the University in the Project, up to and including the date of termination (for any reason, including graduation) of my employment or sponsorship by or through the University.
5. That I will keep confidential, and I will not disclose or use (except for the benefit of the University) any confidential or proprietary information of the University or of any Project Client.
6. That I will not disclose or use the confidential information of any third-party in any manner inconsistent with my obligations hereunder.
7. That this is not an employment contract, and nothing contained herein creates any guarantee of continued employment and/or sponsorship.
8. That this Agreement is binding on my heirs, successors and assigns, and that the University may assign its rights under this Agreement.
9. That this Agreement shall be construed and interpreted in accordance with the substantive

laws of the State of Nebraska, without regard to conflicts of laws principles.

10. That this Agreement cannot be amended, modified, or changed except in a writing signed by me and the University.

I have read this Agreement, I acknowledge receipt of a copy of this Agreement, I understand that it is a legally binding contract, and I intend to fulfill all of my obligations under this Agreement.

Signature: _____

Printed Name: _____

Dated: _____

College of Architecture

CURRICULAR AND STUDENT AFFAIRS COMMITTEE

The Curricular and Student Affairs Committee meets once per month (more often as needed) to address issues in the College of Architecture related to undergraduate and graduate curriculum, scholarships, honors and awards, and international programs.

Membership: The Curricular and Student Affairs Committee shall consist of four Faculty members: one tenured or tenure-track selected from each Academic program: Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning; two student representatives ; all having equal voting privileges; one Associate or Assistant Dean; the Student Success Coordinator; (and, an office support staff member to record minutes) as outlined below:

4 Faculty – Architecture, Interior Design, Landscape Architecture and Community and Regional Planning

2 Students – (no more than one student from a single program)

1 Associate or Assistant Dean (non-voting)

1 Student Success Coordinator (non-voting)

8 Total

Appointment: The Faculty members shall be selected by the Program Faculty and shall represent each program: Architecture, Interior Design, Landscape Architecture and Community and Regional Planning. Students shall be selected by the Student Advisory Board and will include one graduate/professional student and one undergraduate student.

Term: Faculty members selected by the Programs shall serve staggered three-year terms. Student members shall serve one-year terms.

Chairperson: A Faculty member on the Committee shall be selected annually by the Committee as Chairperson.

Responsibilities: The committee shall:

- a. Encourage program coordination within the College and recommend to the faculties on matters regarding course duplication, new proposals or programs, off-campus instruction, continuing education, curricular changes and degree requirements.
- b. Be responsible for the review of requests for curricular changes that are submitted to the College by the University Curriculum Committee on a monthly basis.
- c. Assist in resolving curricular disputes within the College.
- d. The Committee shall function as the final collegiate appeal committee from program grading appeals committees. It shall attempt both conciliation and recommendation. Its recommendation shall be forwarded to the student, Faculty member, and the appropriate Program Director. The Committee shall adopt a set of rules, procedures, and standards for the review of cases. (Student members will not participate in grading appeals.)

- e. Develops, reviews and refines policies and procedures that pertain to student and/or faculty involvement in international activities/programs.
- f. Assessment of Student Learning included, facilitates and/or develops materials and reports pertaining to the assessment of student learning (ACE assessment included).
- g. Establish policy and procedures for nomination and selection of College scholarships and student awards.
- h. Select Students to be nominated by the College for scholarships and fellowships; (Student members will not participate where student grade or other protected information is involved.)
- i. Oversee and facilitate changes to the Common First Year curriculum and other common programs (such as the Collaborate Studio).
- j. Oversee proposals for International Study opportunities.

College of Architecture

ENGAGEMENT AND ENRICHMENT COMMITTEE

The Engagement and Enrichment Committee encourages the continued development of a diverse intellectual and learning community in the College; recommends and organizes supplementary programs which serve a vital role in the intellectual life of the College; serves as the hub for engagement* opportunities in the College in accordance with the Land Grant mission of the University; and supports integration and synergy through engagement and enrichment activities.

Membership: The Engagement and Enrichment Committee shall consist of Faculty members, students, the Student Success Coordinator, and the Dean (or Dean's representative), all having equal voting privileges as outlined below:

3 (minimum) Faculty

3 (minimum) Students – (including representatives of NOMA and USGBC, including representatives from undergraduate, professional, and graduate programs)

1 Student Success Coordinator

1 Dean (or Dean's representative)

Appointment: The Faculty members shall be appointed by the Dean. The Student members shall be recommended by the Student Advisory Board and selected by the Dean.

Term: The Faculty members shall be appointed for three-year staggered terms; Student members for a one-year term.

Chairperson: One member of the Faculty serving on the Committee shall be designated annually by the Dean to be Chairperson.

Responsibilities:

- a. The Committee functions to organize supplementary programs which serve a vital role in the intellectual life of the College by focusing on objects, issues, and personalities of current or special interest to faculty, students, and professionals.
- b. These activities are intended to: reinforce the College's curricular objectives; supplement the educational needs of the profession; develop collections of quality work related to the College and the professions; and encourage broader social and intellectual participation in both College and professional activities.
- c. The Committee shall administer and coordinate the Hyde Lecture Series by forming a visiting speakers program for the following academic year during the preceding spring semester and coordinate the necessary publicity.
- d. The Committee shall coordinate First Friday and similar public exhibit events within the College.

- e. Advise the Dean and coordinate across the disciplines innovative opportunities regarding environmentally conscious design education and behavior.
- f. Endeavor to provide recommendations to the dean and coordinate across the College effective opportunities to increase wellness.
- g. Encourage the continued development of a diverse intellectual and learning community in the College.
- h. Encourage course, curricular, academic and research integration and synergy throughout the College and to other UNL and Nebraska University entities.
- i. Coordinate and encourage engagement* opportunities throughout the College, including assessment and reporting.

Engagement describes the **collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the **mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.***

The purpose of community engagement is the partnership of colleges and university knowledge and resources with those of the community and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the community good.

Definition for Community Engagement, Carnegie Community Engagement Classification

*“the partnership of university knowledge and resources **with people in the public and private sectors** to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good”*

The Committee on Institutional Cooperation, Committee on Engagement
(Fitzgerald, Smith, Book, Rodin, & CIC Committee on Engagement, 2005).

College of Architecture

FACILITIES AND RESOURCES COMMITTEE

Membership: The Facilities and Resources Committee shall consist of faculty and student members; the Architecture College Librarian, the Media Center Coordinator, Coordinator for Computer Utilization, the Shop Master, the Kruger Gallery Curator, Representative of the Enrichment and Engagement Committee, the Student Success Coordinator, and the Dean, all ex officio, the three Faculty members, and three students, all having equal voting privileges as outlined below:

3 Faculty (no more than two faculty from a single program)

3 Students – (no more than two students from a single program)

6 – Total Voting Members

NOTE: There are eight Ex-officio Members including the Architecture College Librarian, Media Center Coordinator, Coordinator for Computer Utilization, the Shop Master, the Kruger Gallery Curator, Representative of the Enrichment and Engagement Committee, the Student Success Coordinator, and the Dean.

Appointment: The Faculty members shall be appointed by the Dean. Students shall be selected by the Student Advisory Board and will include at least one graduate/professional student and one undergraduate student.

Term: The Faculty members shall be selected for three-year terms on a staggered basis. The student members shall be selected annually.

Chairperson: One member of the Faculty serving on the Committee shall be selected by the Committee annually to be Chairperson.

Responsibilities: The Committee shall –

- a. Recommend learning resources to the College and recommend to the Library needed acquisitions of the Faculty and student body.
- b. The Chairperson of the Committee or a representative selected by the Committee will act as liaison to the Senate Library Committee.
- c. The Committee will endeavor to provide recommendations to the Faculty, and Library, and the Dean on improving the quality of service and facilities of the College and of the Architecture branch library.
- d. Coordinate with the academic programs in determining the most effective use and equipping of teaching spaces.
- e. Develop recommendations for facilities, technology and equipment suitable to the needs of course instruction, community service and engagement, and research.
- f. Develop recommendations regarding building needs and uses.

College of Architecture

FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee of the College of Architecture addresses promotion and tenure; faculty apportionment workload appeals; international programs; and other areas dealing with faculty affairs.

Membership: The Faculty Affairs Committee shall consist of one tenured, fully-promoted faculty member from each academic program (who does not hold an administrative appointment) and one tenured, full professor appointed by the Dean for three-year term. When there is not a fully-promoted faculty member in the program, an associate professor may represent that program (in such case, the associate professor will not participate in activities related to promotion to full professor).

Appointment: The faculty members shall be nominated by program faculty and elected by the college faculty and shall represent each program: Architecture, Interior Design, Landscape Architecture and Community and Regional Planning.

Term: The faculty members selected by the programs shall serve staggered three-year terms.

Chairperson: A Faculty member on the committee shall be selected annually by the Committee as Chairperson.

Responsibilities:

- a. Develop policy, procedures, standards and criteria for awarding promotion and tenure; for approval by the eligible College faculty.
- b. Advises the Dean regarding all candidates proposed for tenure and/or promotion to ensure that all applicable procedures and guidelines have been followed fairly and in accordance with university policies.
- c. Review promotion and tenure recommendations and forward an independent recommendation to the Dean.
- d. The Committee acts as an appeals Committee for faculty members as well as a College grievance and post-tenure review committee. An independent recommendation is made to the appropriate program faculties, committees, Director and Dean.
- e. In addition, the Committee shall serve as the arbitrator of workload apportionment disputes in the College. The Committee shall have an operating procedure delineating the tenure criteria and review process, and the operation of the Committee. The Committee's operating procedure must be approved by the eligible College faculty.
- f. The Committee will suggest and assist in the development of formative opportunities to assist those faculty at the Assistant Professor and at the Associate Professor ranks in their preparation for Promotion.

- g. The Committee will stay abreast of university processes and procedures related to faculty, promotion and tenure, apportionment and workload, and report updates and changes to the College faculty.
- h. Selects:
 - a. Recipients of the College Distinguished Teaching Awards
 - b. Recipients of named Professorships
 - c. Nominees for campus-wide and university-wide awards, fellowships, and professorships.
- i. Facilitates nomination packages for faculty and staff for internal and external honors and awards.
- j. Facilitates nomination packages for faculty and staff campus-wide and university-wide fellowships and professorships.
- k. Keeper of the International Wheel.

International Wheel 2017-2018

2015-2016

(not taken)	Fall 15	Dublin
Mark Hoistad	Fall 15	Tianjin
Peter Olshavsky	Spring 16	London
M.Hinchman (cancelled)	Summer 16	Hannover

2016-2017

(not taken)	Fall 16	Dublin
Mark Hoistad	Fall 16	Tianjin
Brian Kelly	Spring 17	London
R. Cateraro (cancelled)	Summer 17	Hannover

2017-2018

Open (all faculty)	Fall 17	Dublin
Mark Hoistad	Fall 17	Tianjin
Mark Hinchman	Spring 18	London
Rumiko Handa	Summer 18	Hannover

2018-2019

Open (all faculty)	Fall 18	Dublin
Open (ARCH & LARC)	Fall 18	Tianjin
Jeff Day	Spring 19	London
Open (all faculty)	Summer 19	Hannover

2019-2020

Open (all faculty)	Fall 19	Dublin
Open (ARCH & LARC)	Fall 19	Tianjin
Peter Olshavsky	Spring 20	London
Open (all faculty)	Summer 20	Hannover

2020-2021 (available from summer 2017)

Open (all faculty)	Fall 19	Dublin
Open (ARCH & LARC)	Fall 19	Tianjin
Open (ARCH/LARC/IDES)	Spring 20	London
Open (all faculty)	Summer 20	Hannover

Notes & Legend

red = available assignments

black = occupied assignments

gray = past assignments

Programs become available approximately 3-4 years in advance by academic year.

All assignments must be approved by the appropriate Program Director.

Study abroad programs may be cancelled by the Dean due to low enrollment.

Next in Line

	Last	faculty member	next to commit or commitment
1.	L. S 18 (cancel 09/29/16)	S. Hardy	commit by fall 2017 or sooner
2.	declined (3/31/15)	Z. Tang	
3.	declined (3/31/15)	K. Wilson	
04..	declined (4/1/15)	G. Scholz	
5.	new faculty sum 15	J. Griffiths	
6.	declined (8/7/15)	D. Karle	
07.	London S 12 (6/29/09)	J. Day	London S 19 (09/27/15)
8.	London S 17 (10/31/15)	B. Kelly	
9.	declined (3/17/16)	S. Kuska	
10.	new faculty sum 16	D. Piatkowski	
11.	new faculty sum 16	C. De Almeida	
12.	new faculty sum 16	N. Bicap	
13.	new dean sum 16	K. Ankerson	
14.	declined (09/01/16)	S. Karle	
15.	Hannover 17 (cancelled)	R. Canteraro	
16.	London S 14	R. Handa	Hannover 18 (11/01/16)
17.	Hannover 16 (cancelled)	M. Hinchman	London 2018 (11/4/16)
18.	Tianjin F 16 (studio trip)	M. Hoistad	Tianjin F 17 (11/07/16) (studio trip)
19.	London S 16	P. Olshavsky	London 2020 (04/02/17)
20.	new faculty (04.06.17)	M. Hong	
21.	declined (04.18.17)	L. Bahe	
22.	declined (04.22.17)	Y. Nam	
23.	declined (04.24.17)	T. Hemsath	resigned (04.24.17)
24.	new faculty (04/25/17)	D. Newton	
25.	new faculty (05/05/17)	E. Donnelly	

China (ARCH & LARC) (full semester teaching, \$15,000 stipend)

F 16	Hoistad (studio trip only)
F 17	Hoistad (studio trip only)
F 18	Open (ARCH & LARC)
F 19	Open (ARCH & LARC)
F 20	Open (ARCH & LARC)

London (ARCH, IDES, LARC) (full semester teaching, \$15,000 stipend)

S 16	Olshavsky
S 17	Kelly
S 18	Hinchman
S 19	Day
S 20	Olshavsky
S 21	Open (ARCH & LARC & IDES)

Dublin (all faculty) (+/-5 weeks during fall semester, no requirements, \$3,000 stipend)

F 16	not taken
F 17	Open (all faculty)
F 18	Open (all faculty)
F 19	Open (all faculty)
F 20	Open (all faculty)

Hannover (all faculty) (+/-5 weeks during summer, no requirements, \$3,000 stipend)

Sum 16	Hinchman (cancelled)
Sum 17	Canteraro (cancelled)
Sum 18	Handa
Sum 19	Open (all faculty)
Sum 20	Open (all faculty)
Sum 21	Open (all faculty)

College of Architecture

STUDENT ADVISORY BOARD

Membership: The Advisory Board shall consist of at least one elected representative from each of the academic programs within the College with one from the undergraduate and graduate/professional programs:

- a. One student from d.ONE.
- b. One student from each year in the Architecture program (2nd through 4th)
- c. One student from each year in the Interior Design program (2nd through 4th)
- d. One student from each year in the Landscape Architecture program (2nd through 4th)
- e. One graduate student from Community and Regional Planning.
- f. One professional student from Architecture.
- g. One MS graduate student.

Plus the following individuals:

- h. Tau Sigma Delta President (ex officio).
- i. Alpha Rho Chi President (ex officio).
- j. ASUN representative of the College (ex officio).
- k. ASUN Graduate representative of the College (ex officio).
- l. AIAS President (ex officio).
- m. SPAN President (ex officio).
- n. ASID/IIDA student chapter president (ex officio).
- o. NOMAS President (ex officio).
- p. USGBC student chapter president for the College of Architecture (ex officio).
- q. ASLA President (ex officio).

Appointment: Elected representatives shall be selected by their respective student bodies.

Term: One year.

Chairperson: To be elected by the Committee membership.

Responsibilities: The Committee shall:

- a. Select students to serve on College Committees.
- b. Meet regularly with the Dean to discuss areas of concern regarding the welfare of the College and the needs of the students.
- c. Recommend specific curriculum changes or new proposals.
- d. Recommend to the Dean and to the College Council specific changes in student affairs, facilities or resource materials.
- e. Serve as a communication link between College Committees and the student body.

FACULTY GUIDANCE FOR INCIDENT RESPONSE

The University of Nebraska – Lincoln is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research and property. For this reason, this guidance has been established for incident planning, response, and recovery. As a faculty member, you play an important role in the implementation and effectiveness of this guidance in your classroom.



Call University Police:

2-2222
From Campus Phone

402-472-2222
From Cell Phone

911
If the line is unavailable or
you are off City or East
Campus

For Emergency Planning Assistance:

Email:
preparedness@unl.edu

Online:
<http://emergency.unl.edu>

Faculty Members should:

- Provide your classes with general information about emergency procedures at the start of each semester with the review of your course syllabus.
- Take charge of students in your classroom and follow appropriate procedures for all building alarms or incident alerts.
- Be aware of your surroundings and know your room and floor layouts. Be familiar where building exits are located – including alternate routes. Know where to hide or shelter.
- Be flexible, adapt to the situation when there is an emergency.
- Know how to report an incident from the classroom(s) you use.
- Make sure that students with disabilities have the assistance they may require.
- Sign-up for UNL Alerts to receive email and text messages.

EMERGENCY.UNL.EDU
UNIVERSITY POLICE 402-472-2222 OR 911



UNIVERSITY OF NEBRASKA-LINCOLN

EMERGENCY PROCEDURES

**REPORT ALL EMERGENCIES:
UNL POLICE 402-472-2222 OR 911**



SMOKE OR FIRE ALARM

EVACUATE

- Pull nearest fire alarm
- Use the nearest exit
- Do not use elevators
- Take belongings if near
- Move to safe distance
- Re-enter only if directed



TORNADO WARNING

SHELTER

- Lowest level
- Interior space:
Hallway, Basement, Restroom
- Get low
- Cover back of head
- Monitor news
- Stay in shelter until
warning expires



SHOOTING OR VIOLENCE

RUN, HIDE, FIGHT

- **RUN** – if you know where the danger is and it is safe to go
- **HIDE** – if unsafe to escape, in a secure place
- **FIGHT** – if hiding is not an option, fight as if your life depends on it



GAS LEAK: Follow instructions to **EVACUATE** or **SHELTER**

EMERGENCY.UNL.EDU

EMERGENCY 911 • UNL POLICE 402-472-2222