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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

Associate Dean for Research
Rumiko Handa

Associate Dean for Faculty and Academic Programs
Sharon Kuska

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
James Keim, Director of Development
UNL College of Architecture Dean’s Office Staff Functions

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
- Purchasing
- Personnel Action Forms
- Travel processes

**Academic Advisor – Karez Hassan**
- Regularly advises undergraduate Architecture and Interior Design students
- Advises students on class registration based upon precedence and College requirements
- Directs students to proper student and university resources as needed
- Assists students who wish to transfer out of the College
- Works with the Student Success Coordinator on program development to increase College of Architecture student retention
- Maintains on-line academic records for undergraduate students enrolled in the Architecture, Interior Design and Landscape Architecture programs

**Assistant to the Dean – Kathy Bateman**
- Dean’s scheduling, travel, communication
- Agendas and minutes for Directors meetings, all college/all faculty meetings
- Promotion and Tenure assistance
- Faculty Staff Insight newsletter
- Alumni Association Liaison
- NU Foundation Liaison
- Professional Advisory Council Liaison
- Donor Liaison
- Special event planning
- Administration of Benchmark program
- Maintain College Calendar
- College wide email distribution list

**Business Manager – Robyn Goodwin**
- 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
  o Application process
  o Admissions requirements
  o Meet with prospective graduate/professional students
  o Organize graduate/professional open houses and events
  o Respond to inquiries about the graduate/professional programs
• Advise graduate/professional students and assist with
  o Course schedules/Registration
  o 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

Program Coordinator – Sarah Malone
• 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
- Minutes for program meetings
- Maintaining office appearance
- Maintains displays, calendars and postings outside of office
- College event planning
- Support to Program Directors and Associate Deans

**Student Success Coordinator – Stephanie Kuenning**

- 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
- Oversee Course Evaluations

**Shop and Media Center Manager – Matt Bukrey**

- 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

**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
UNL College of Architecture Programs

Architecture
Program Director – Sarah Deyong, Associate Professor
ARCW 232A
402-472-9911
sdeyong2@unl.edu

Faculty
Babe, Craig, Associate Professor of Practice
Day, Jeffrey L., Professor
Donnelly, Ellen, Assistant Professor
Griffiths, Jason, Assistant Professor
Handa, Rumiko, Professor
Hardy, Steven, Associate Professor
Hoistad, Mark, Professor
Karle, David, Associate Professor
Kelly, Brian, Associate Professor
Kuska, Sharon, Professor
Newton, David, Assistant Professor
Olshavsky, Peter, Associate Professor
Porter, Zachary, Assistant Professor
Shenefelt, Bud, Assistant 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

Community and Regional Planning
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
Mutunayagam, N. Brito

Interior Design
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
Miller, Erin - Lecturer
Spale, Stacy – Lecturer

Landscape Architecture
Program Director – Mark Hoistad, Professor
ARCH 302
402-472-9232
mhoistad1@unl.edu

Faculty
De Almeida, Catherine, Assistant Professor
Karle, Sarah, Associate Professor
Wilson, Kim, Professor

Emeriti Faculty
Sutton, Richard

d.ONE
Leader – Lindsey Ellsworth-Bahe, Associate Professor
ARCW 231
402-472-0033
bahe@unl.edu

Lecturers
Stanley, Chip

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/
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

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.

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.
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 in either 232 or 210. If you cannot find it, ask the Dean’s Office if we have the item and if we do not, ask them 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 order and 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
Meals and food purchases are an area where fiscal responsibility and restraint are particularly important. 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 Program Coordinator 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 the Program Coordinator will assist you with reservations and direct bill options. Both options will require a cost center number to indicate the funding source, 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 Dean’s Office 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
All University employees have been asked 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.
Our hope is that nearly all materials provided to students will be scanned to pdf and provided via Canvas or Box. Should you need 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.

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. Please keep in mind this printer is only accessible during normal business hours.

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, speak with the Program Coordinator 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. Please keep in mind this printer is only accessible during normal business hours.

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 Program Coordinator 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 Dean’s Office 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 our college, 0106. 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 through 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.

Letterhead
The College has Dean’s Office letterhead which should be used only if sending something on behalf of the Dean, Associate Dean’s and/or a function of the Dean. If you need to send something on letterhead as a member of the College faculty or staff, please use the general College letterhead and envelopes which can be found in rooms 232, 302 and 210. There is also an electronic version of the letterhead and it can be found in the shared BOX folder titled CoA Policies and Forms.

Zoom
Zoom is a cloud-based, web collaboration service that connects multiple conference rooms and remote users for online meetings. The University has a license with Zoom and any employee may use the free system by logging into the UNL specific link and using the single sign-on username and password.

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 spaces available for meetings/classes.

- Corbu Lounge
- Corral
- Dean’s Conference Room *Primary purpose is for Dean/Associate Dean/Recruitment use, book only when other spaces are not available (Arch 210)
- Gallery (which can be separated into multiple meeting area sections if necessary)
- New Crit Space
- Room 115
- Room 126 (Mat Lab)
- Room 131
- Room 233 (Fishbowl)
- Room 305

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](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. When scheduling a space, remember that the user is responsible to leave the space in good condition and ready for the next user.

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 Program Coordinator and to discuss things such as location and timeline. Please note that you/your studio is responsible for setting up and taking down the displays in the required timeframe.

Lost and Found
Lost and found is located in the Dean's Office. If you find something, please take it to that office as soon as possible, and if someone is searching for something please direct them to the Dean’s Office.

Building Maintenance
Building Maintenance Reporters (BMR) are the central point of contact for buildings on campus. The Business Manager and Program Coordinator are the CoA BMR's and any building service needs should be reported to them by using the online form for non-emergencies located on the FSR page, or by contacting them 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 Program Coordinator 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 is 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 Program Coordinator 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 Program Coordinator so it can be checked back in to 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 Program Coordinator 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.

There are also various student-focused events such as Build-Up Week and Student Organization Fairs. Faculty members are encouraged to attend these events and interact with students. Build-Up Week provides a few hours of relief from the pressure students face at the end of the semester as final reviews approach.

**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 Program Coordinator 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 Program Coordinator. 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 or for a paid honorarium during official University business must fill out a [Visiting Personnel Form](#). Please find this form on the FSR page and refer them to the Program Coordinator 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. 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 folders:
- CoA_CRSE.F17
- CoA All Faculty Meeting Minutes

All faculty and staff should have access to:
- CoA All College Meeting Minutes
- CoA Policies and Forms

Speak to Jeff Jackson if you do not see these folders.

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 provide assistance. The Metal and CNC Labs will only be available during Shop hours. Any Lab spaces may be reserved for course instruction. Two areas, both referred to as ‘Centers’, will be available for College of Architecture shop-certified students, faculty and staff 24/7. Within the Media and Project Centers, items are intended to remain in the space for others to use.

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 others to achieve their academic goals. Users are expected to clean up after themselves at all times. 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 and will be communicated at that time. As faculty or classes have special needs that need accommodation of hours please contact the Shop Manager. Changes in hours will be communicated to the entire College via the weekly newsletter.
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 a staffed area and to be used only by students, faculty and staff in the College of Architecture. All exceptions must be authorized by the Shop Manager 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
- 3D Printer
- Material Sales
- Digital Equipment Check-out

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
- Laser Cutters

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 a staffed area and to be used only by shop-certified students, faculty and staff in the College of Architecture. ALL exceptions must be authorized by the Shop Manager 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

**CNC Lab**  
**Room 27A**  
*Access: same as Workshop*  
*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

**Metals Lab**  
**Room 27B**  
*Access: same as Workshop*  
*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

**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
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 (GTA) and Graduate Research Assistants (GRA)

In general, we have approximately 26 GTA positions available in the Fall and 26 in the Spring. Teaching Assistant applications are due October 1st for Spring Semester; February 1st for Fall Semester. (We sometimes have a need summer assistants, 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 College Student Affairs Committee and recommendations are then forwarded to the program director for official assignment.

GRAs in general do not apply through the traditional application process. Faculty who receive research grants and need GRAs 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 the Business Manager.

GTAs and GRAs receive:
- Stipend (Fall 2018 the stipend is $4837)
- 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](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 Program Coordinator who can help route your request.

UCARE
The University Creative Activities and Research Experience (UCARE) program at UNL is a paid opportunity for undergraduate students to work one-on-one with a faculty research advisor in

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research or creative activities. Awards are available during the academic year or the summer and applications are competitively reviewed and funded each year and are not automatically renewed. Find more information at the UCARE website. [https://ucare.unl.edu/](https://ucare.unl.edu/)

**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 each section of graduate and professional level studio courses a budgeted amount of $500 discretionary funding to support materials, supplies and general conduct of the course. Please use the [Purchase Request Form](https://fsr.unl.edu/), the [Funding Request Form](https://fsr.unl.edu/) or the Studio Trip Form on the FSR page, whichever is relevant and provide the course/section cost center number.

**Discretionary Faculty Support**
The amount of $250 will be available to each full-time faculty member for flexible spending needs to support the mission of the college. Examples (not inclusive) of what this might cover include conference travel; professional dues; special supplies; meals when trying to build a relationship for teaching, research, or service activities; books; plotting; 3D printing; and the like. Discretionary faculty support does not require Program Director approval. 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](https://fsr.unl.edu/) page. Please note, the funds will not carryover from one year to another. The period of support is from July 1 – June 30. Discretionary faculty funding does not require Program Director approval.

**Support for Faculty Organizations**
Engagement with disciplinary educational organizations is important to faculty growth, program and college reputation. These organizations provide important avenues to network and build leadership skills. The following organization dues are paid by the College on behalf of our faculty: ACSA, CELA, IDEC, ACSP, ARCC.

In addition to the personal and professional benefits, engagement in the profession brings our voice to the different organizations and provides opportunities to maintain currency in the professions on topics that might not be addressed in the educational organizations. The college will contribute up to $300 of one professional membership if faculty are actively engaged (rather than passive members). Active engagement includes participation or leadership of committees, editorial positions, leadership positions in the organization chapters, and the like.

Requests for financial support of professional membership dues can be completed by using the [Funding Request Form](https://fsr.unl.edu/) found on the Faculty Staff Resource Page and routed for approval to your Program Director.
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.

Faculty Support for Dissemination of Research, Scholarship and Creative Activity
Support of dissemination of RSCA is included within the Program Administered Support funds and dispersed among faculty based upon each fiscal year budget. When you have received approval and financial support using the Request function via Concur to travel for a conference, make your travel arrangements using the Concur website, which you access after logging into Firefly (https://firefly.nebraskaedu) or by calling Travel and Transport (https://transport.tandt.com/default.aspx or 402-486-4111). The ideal timeline looks like the following:

1) Discuss your request with your Program Director. Fill out the new request via Concur which will be routed to your Program Director and to the Dean’s Office. Approval by both your Program Director and 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. The Program Coordinator or Accounting Associate can pay for most conference registrations using the university Purchasing Card (“p card”). 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 p card. Your planning should allow for “early registration” for conferences to take advantage of lower costs as well as checking both nearby airports and driving vs. flying options.

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 including the date, place and essential character of the expense. 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. Reimbursement of gratuity is capped at 20%.

5) When you return, you must fill out a reimbursement request in Concur and submit it within 30 days (the University Accounting office will not reimburse for purchases after 60 days) of the last day of travel and you must provide itemized receipts for allowable approved expenses.
   - Include mileage to and from the airport with your receipts. Please see the Dean’s Office 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.

Foreign receipts must be translated and the exchange rate must be documented
  - There are three options for selecting a conversion rate.
    - Credit card rate: If you charged expenses on a credit card, the credit card company converts the expense to US dollars for you. This is the most convenient and accurate method.
    - On-site Exchange rate: If you exchanged dollars for foreign currency while traveling, the exchange rate listed on your currency exchange receipt can be used to convert all cash expenses on the trip, regardless of daily exchange rate fluctuations during your trip.
    - Online rate: use the online currency converter at https://www.oanda.com/currency/converter/

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. Additionally, new policies and procedures are effective September 2018, please familiarize yourself with them by reading this document. In conjunction with the new policy, Concur will be the required form of travel authorizations, bookings and reimbursements. Find helpful information here.

Using a University vehicle instead of a personal vehicle is preferred and the request should go through the Program Coordinator 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 Program Coordinator 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/

Studio/Course 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 trip. Use the Student Trip Estimated Cost Summary Form (Architecture Program: use the form specific to your program) found on the FSR page for approval, trip insurance and budget purposes. The Dean's office can assist with booking group travel and can pre-pay for some larger expenses and work with students for repayment back to the College. Please see the Program Coordinator for more information. College support for student studio travel is centered on scholarships for those students who would otherwise not be afforded the opportunity due to financial constraints. This support will not typically exceed $400 and students may apply confidentially using a web form application found on the Student Resource page. Funding can be utilized to pay for transportation costs per University regulations. Their application must include a justification of the request for support.

Study Abroad trips are proposed and funded 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 an approved trip as an integral part of pedagogy. Reimbursement will include expenses incurred for the faculty member and is budgeted at $750 based on one trip per program per academic year. Receipts must be supplied for purposes of reimbursement.

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 Trip Balance form contains all the information needed to complete the trip insurance form for submittal to the University Human Resources office.

The Program Coordinator can assist with travel arrangements including transportation and lodging and in most cases can 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 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 Program Coordinator to set up a student payment system. Faculty members do not collect money from students.

In the case of scholarships, 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 Program Coordinator. Because of the liability involved while traveling with students, the use of personally owned vehicles will not be reimbursed. If a student chooses to use their personal vehicle, or ride in another students personal vehicle while on university business they must complete a Student Liability Release Form.

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. The Faculty Affairs Committee 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 Engagement and Design Build Activities

Engagement, Design-Build and Design-Make
The College recognizes the value of engagement, design-build and design-make 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; consult and 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 (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
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 or Letters of Agreement and administer 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.

Items to consider:
- students should not be required pay for materials contributed to the “build” for a partner;
- college will not act as the pass-through for purchasing;
- consumables beyond the typical used by students on a project should be billed to the partner;
- when possible, 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 full-time faculty member for this award
- Nomination deadline is the first Friday of March
- Submissions are reviewed external to the College, recommendations to the Dean, who makes 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 the first Friday of March
- Submissions are reviewed external to the College, recommendations to the Dean, who makes 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 the first Friday of March
- Submissions are reviewed external to the College, recommendations to the Dean, who makes 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, depending on what is allowable by the fund agreement. The amount will be determined in consideration of each fund's performance. Please keep in mind that travel and similar expenses associated with the project should be paid from the Professorship prior to requesting additional College funding. Typically,

- Requests for Proposals (RFP) will be announced mid-February
- RFP's are due the first Monday of April
- Decisions will be announced at the annual Graduation Recognition 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, Creative Activity and 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/](http://research.unl.edu/sponsoredprograms/)
The Office of Research & Economic Development maintains a table of internal funding opportunities: [http://research.unl.edu/internal-funding-opportunities/](http://research.unl.edu/internal-funding-opportunities/)

Research Council
The University of Nebraska Research Council is composed of twelve faculty members who are appointed 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/](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 Canvas. [https://nugrant.unl.edu/system/login](https://nugrant.unl.edu/system/login)

Faculty Member Course Instruction through Buyout
Faculty may from time to time, at the discretion of the Program Director, buyout teaching responsibilities for one or more courses to pursue endeavors that are significant and beneficial to a variety of internal and outside stakeholders including our students. The CoA recognizes that a balance of teaching, research and service are interrelated goals for faculty, and are core components of our Land Grant Mission. Therefore, the CoA encourages faculty to pursue new research, educational and service opportunities and to obtain funding to support those opportunities, as long as base faculty responsibilities continue to be fulfilled without a noticeable decline in quality. One avenue that is employed to temporarily free up time for a faculty member to take on such opportunities is to "buy out" a portion of the faculty member's responsibilities toward fulfilling his or her appointed assignment. If a faculty member will be off campus during the buyout period, then it is recognized that typical service responsibilities expected of a faculty member as a citizen of the program and college will also be affected. Detailed guidelines are provided in the appendices of this handbook.
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 Program Coordinator. 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), and has provided information and tutorials to help faculty, staff and students navigate 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 transcripted 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 gradation 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](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.

Withdrawal/Petition for Late Withdrawal
Students may withdraw from all classes, regardless of circumstances, from the first day of classes through the ¾ point of the term or length of class whichever is shorter. Any withdrawal from classes after the ¾ 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](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](http://registrar.unl.edu/fifteenth-15th-week-policy-0).

**Final Reviews**
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 Program Coordinator. Course evaluations and results can be accessed here: [https://login.unl.edu/cas/login?service=https%3A%2F%2Fcrseval.unl.edu%2F](https://login.unl.edu/cas/login?service=https%3A%2F%2Fcrseval.unl.edu%2F)

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](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 or graduate 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.
**Faculty 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 Program Coordinator at the beginning of each semester.
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 and students will be notified by the Student Success Office that the application is available.

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 write a thank you letter to the donor(s) and provide it to the Dean’s office who will ensure delivery to the donor(s).

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

**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
- CABO (Chief Academic Business Officers)
- 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 Liaison
- 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
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. To help assist you in handling academic dishonesty, the Office of the Executive Vice Chancellor has provided a TipSheet which you can find in the appendices of this handbook.

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](http://health.unl.edu/caps/bigredfolder)

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](https://www.brainshark.com/trainedsolutions/unl_employee)
[http://www.unl.edu/equity/title-ix](http://www.unl.edu/equity/title-ix)

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.

**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](http://www.unl.edu/ssd/content/resources-faculty)

**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](http://stuafs.unl.edu/dos/code)

**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](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](http://police.unl.edu/campus-youth-activity-safety-policy) and includes registration forms, Incident Reporting forms as well as other helpful information.