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UNL College of Architecture Dean's Office General Information

Our Mission

We create a resilient, healthy and beautiful world, Within a diverse and inclusive culture of rigorous inquiry and innovation, United by the transformative power of planning and design.

Our Culture

Our intellectual environment thrives because of our: Diverse perspectives, Dynamic close-knit community, and Pursuit of meaningful impact.

Our Values

Demand Excellence | Be Courageous | Practice Empathy | Look Beyond | Inspire Impact

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
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 – Ben Wolf
- ESS Time
- Invoice payments
- Billing to outside entities
- Reimbursement processing
- Purchasing

Academic Advisor – Jaime Mastera
- 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 – Kathlene 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
- Personnel Action Forms
- Human Resource procedures or services available to UNL employees
- Expense reimbursement questions
• NU Foundation fund agreements

Communications Coordinator – **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

Enterprise Desktop 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 Kmitta**
• Room reservations
• Building issues (minor) (BMR)
• Copier calls for service
• 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
• Office supplies
• 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

**Director of Advising and Student Success – 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
• Oversees Course Evaluations

**Shop and Media Center Manager – Matt Bukrey**
• Shop Facility and Safe Operating Procedure Training
  o Large format printing
  o 2d and 3d printing
  o Laser cutting
  o Woodworking
  o Metalworking
  o Plastic processing
  o Welding
  o Rapid prototyping
• Material Sales Monitor
  o Material procurement
  o Material inventory management
  o P.O.S. operation and processing
  o 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
• Building issues (minor) (BMR)

Undergraduate Admissions Coordinator and Advisor – Leslie Gonzalez

• Undergraduate recruitment contact including
  o Application process
  o Admissions requirements
  o Represent college at university events
  o Schedule campus visits with prospective students
  o Coordinate high school visits
  o Make presentations about undergraduate programs
  o Organize College of Architecture Open House
  o 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
  o Defining educational goals
  o Class registration
  o College policies and procedures
  o University policies and procedures
  o Connecting students with campus resources
  o 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, 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
Locklear Ordia, Kendra, Assistant Professor

Emeriti Faculty
Gabb, Betsy

Lecturers
Nolan Golgert

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

Faculty
Karle, Sarah, Associate Professor
Yujia Wang, Assistant Professor of Practice

Emeriti Faculty
Sutton, Richard

Lecturers
Salvador Lindquist
**d.ONE Core Team**
**Leader** – Sharon Kuska
Sharon Kuska
Zac Porter
Bud Shenefelt

**DSGN Lecturers**
Stanley, Chip
Ordia, Frank

**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/](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.
UNL College of Architecture Systems and Process Information

General Office Supplies
Some standard office supplies may be available, before requesting a purchase, first check if the item is in the supply stocks in room 232 or 210, if the item is not there, check with the Program Coordinator and, if necessary they will facilitate the purchase. Many standard office items are available for next day delivery. If possible, give at least one-week notice 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 submit for reimbursement.

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. The completed form 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, which must be provided prior to approval and ordering.

Meals/Food/Alcohol 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 and their affiliation (faculty, student, staff, guest speaker, guest’s spouse, faculty spouse, etc.)

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 with the names and affiliations 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; and, therefore, alcohol for the guest will be reimbursed but not for employees and others. Please inform your server that any alcohol purchased will need to be placed on a separate itemized receipt. Employees are encouraged to use reasonableness in all cases. Gratuity above 20% will not be reimbursed. Meals for guests’ spouses or significant others are not considered as a reimbursable expense (unless approved in advance); meals for employee spouses or significant others are not considered as a reimbursable expense.
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. A printer is also included in ARCH 227, only available to faculty and staff (this is the printer formerly located in ARCH 232).

**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.

**Canon Color Copier**
The Canon is capable of stapling, hole punching and can accommodate pages up to 11x17. 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 arch210canon <canon@unl.edu>. Please keep in mind this printer is only accessible during normal business hours.

**ARCH 302**
The printer in room 302 is a color printer that can print double sided on 8.5x11 or 11x17. This printer is 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 to send an email, detailing your phone number and requesting a temporary password to University Telecommunications at telecom@nebraska.edu. After receiving your temporary password you may access your voicemail functions by dialing #86 on your phone and following the prompts given. The University Telecommunications website also has many helpful resources, including Unified Messaging (converts voicemail to email). [http://its.unl.edu/services/phone-service/manuals-downloads](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 302 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 302 outgoing mailbox prior to 9am on “even” days. Incoming mail will be delivered to faculty and staff's individual assigned mailboxes located in ARCH 302.

Communication
Communication is accomplished officially through email and two newsletters – the weekly all-college newsletter and the bi-weekly Faculty + Staff Insight. 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.” Your email signature should include anything related to your university-related affiliations; including external boards you serve on. Because we are a state organization, do not include URLs of firms or other private companies you may work at, or your own firm in the email signature (otherwise it can be interpreted as a form of advertising for the entity that others in the state are not advantaged by). 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 (FSR) page has a calendar that will be regularly updated with events (scroll to the bottom of the FSR page to see the calendar).

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 the scheduling of 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. 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 Shop and Media Center Manager, Program Coordinator and the Business Manager 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 PSR 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 is typically 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 and recruitment events such as Build-Up Week, Student Organization Fairs, Open House, and the like. Faculty members are encouraged to attend these events and interact with students.

**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.

**Youth Activity Safety Policy**

The University has policies in place when any learning environment, activity, clinic, or conference sponsored by, or held on property owned or controlled by, Nebraska that includes close interactions with youths, with or without parental supervision/oversight. Find the links to these policies and forms here ([https://police.unl.edu/youth-activity-safety-policy](https://police.unl.edu/youth-activity-safety-policy)) and here ([https://police.unl.edu/documents/policies/youth_safety/Activity-Worker-Guidelines.pdf](https://police.unl.edu/documents/policies/youth_safety/Activity-Worker-Guidelines.pdf)).
UNL College of Architecture Outside Professional Activity Guidelines

Outside Professional Activity Guidelines
The entrepreneurial spirit of our faculty and staff is an extremely positive attribute of the College of Architecture. It is always exciting to see the impact faculty and students have throughout the state and nation. If that entrepreneurial spirit results in consulting or a business for an employee, then as a State agency, we need to follow certain protocols and practices in the realm of fairness and equitable treatment. Outside activity is addressed at UNL here. The Board of Regents (BOR) has developed a policy on “Conflict of Interest and Conflict of Commitment”, referenced here, and “Outside Employment” found here. As a State Agency, the University of Nebraska-Lincoln does not support private use of its resources for personal gain. Additionally, the need to be fair and non-preferential is a foundational tenant of its practices. Even the appearance of preference must be avoided as it creates the potential for a perceived conflict of interest.

As a faculty or staff member of the University, we are provided space, compensated for time and expertise, provided support through hardware, software, availability of digital/physical outputs, staff, web presence, and more; all to support our academic missions. One way that the University is made aware of the potential for conflict of time or interest is through the “Interest and Activity Management Outside Activity Reporting Form” found on NUgrant. Additional action is necessary if the outside activity exceeds the Board of Regents policy (or if entity’s materials state a relationship with the College or Programs within). The relationship must be defined and clear articulation of financial, time, and intellectual property needs approval. Within the College, we must be able to demonstrate an auditable relationship of support that clearly defines what is associated with the University (College of Architecture) and what is separate.

Outside Professional Activity/Employment
Vice Chancellors, Deans, and Directors have primary responsibility for reviewing the specific nature of each proposed outside professional activity within their respective areas of responsibility. They may deny approval for such activity which would interfere with the normal UNL duties or which would represent a conflict of interest.

What does this mean for faculty and staff in the College of Architecture? Unless an MOU is developed to address the items below differently than delineated here, then:

1. Email signatures will not include a person’s business (or consulting, etc.) email or website (as other business entities do not enjoy the reach and availability of such);

2. The website bios are aimed at highlighting accomplishments as a faculty member in the College of Architecture and indicating experience at/with firms as a way of demonstrating the excellent quality of our faculty. This also provides an opportunity to highlight our faculty’s work by linking to their accomplishments on that website.

3. If University resources (space, computing, printing, 3-D printing, shop equipment, website, etc.) are to be used to conduct consulting or similar outside activities, then a plan must be created in advance with the College Business Manager, to address the actual costs associated with the University and how they are allotted to the activities.
4. Press releases from the College will include the professor or staff member’s name and rank at the University, and may reference the person’s business, consulting firm, or the like if it is directly appropriate to the highlighted work.

5. Links to the business or consulting website will be included from our website, only as it directly demonstrates a body of work of the faculty member (a link provided within the body of the text, rather than a company’s logo).

The following guidelines are in place for the College of Architecture:

**Funding Requests and Reimbursements**
Creative activity is a part of University business in that it is a normal and expected part of a faculty member’s apportionment (research, scholarship, creative activity). Funding requests and reimbursements must clearly demonstrate that the request is for University business. This means, for instance, if requesting funding for awards, the award application and attribution must be for “Associate Professor XXX, XXX Program, UNL College of Architecture” and/or if students are involved, their names included, the course or research project (i.e. UCARE). Even with any discretionary funds available to faculty, those funds must only be used to support University business. If the work was accomplished through a firm, then the firm’s name can also be included so that the application and attribution is: “Associate Professor XXX, XXX Program, UNL College of Architecture, work created [through][as a collaboration with][in concert with] XXXX XXXX”

**Social Media**
The College social media accounts are used to promote activities and accolades associated with the College of Architecture. As we would do for any firm or alumni, we may “like” posts. We do “share” non-profit organizations posts if they support the missions and activities of the College. Student groups (RSOs) should obtain their own social media accounts to promote their activities and work.

**Website**
Our website is a comprehensive source of information for the College of Architecture, with links to other University services or information. We are careful in the links that we provide and attempt at all times to avoid creating an unfair advantage to any entity or business that is not enjoyed by other businesses, entities, firms, organizations and the like.

**Email Signatures**
Email signatures should include anything related to your university-related affiliations; including external boards you serve on. Because we are a state organization, do not include URLs of firms or other private companies you may work at, or your own firm in the UNL email signature. If it is a university-related entity (such as FACT), then please do include it.

**Guidelines**
Section 3.4.5 of the Board of Regents Bylaws (above) applies to members of the professional staff (academic/administrative and managerial/professional).

Regental approval is required for outside professional activity for which a staff member accepts retainer fees or other renumeration on a permanent or yearly basis as a professional consultant.

Regental approval is required for outside professional activity requiring more than an average of two days per month during the period of the staff member’s full-time employment.
Regental approval is required for outside professional activity involving the charging of fees for work performed in UNL buildings with UNL equipment and materials.

Regental approval is required for outside professional activity for which renumeration is received for services provided to departments or agencies of state government.

Regent bylaws do not require approval for each separate client or patient. It is sufficient that the nature of the outside professional activity be described.

Activities for a professional organization with which a staff member is associated do not constitute the type of professional activity coming within the scope of section 3.4.5 of the bylaws, unless a professional service is provided to the organization for which the staff member is paid a professional fee which is commensurate with the actual value of the professional service provided.

All outside professional activity must be approved in advance. The maximum period of approval is one fiscal year; a new approval must be requested if the activity continues into a subsequent fiscal year.

Professional staff (academic/administrative and managerial/professional) will complete the “Outside Employment” form and submit it through NUgrant.

**Outside non-professional employment/activity**

All UNL employees may engage in outside employment or acquire a private interest in a business.

Employees will keep their supervisors informed on a continuing basis on any activities outside of their department which may represent a potential conflict of interest or interfere with their UNL employment.

An employee’s supervisor may legitimately tell an employee that their outside employment is interfering with the UNL employment in terms of job performance and that this poor performance is a cause for action.

The Outside Employment policy is not intended to restrict an employee’s personal rights but is intended to ensure that outside employment is not in conflict with UNL employment.
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 send an email to mysupport@unl.edu to reach Jeff Jackson or one of his associates. If 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.)
- 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
• Planer
• 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)

A limited number of GTA positions are available each year. Teaching Assistant applications are due October 1st for Spring Semester; February 1st for Fall Semester. (We sometimes have a need for summer assistants, The Student Success Coordinator 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 The Student Success Coordinator and questions about Research Assistantships should be directed to the Business Manager.

GTAs receive:
- Stipend (Fall 2019 the stipend is $5,000)
- 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 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/

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 $250 discretionary funding to support materials, supplies and general conduct of the course. Please use the Purchase Request Form, the Funding 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
This year, the amount of $250 will be available to each full-time faculty member including tenured, tenure-track, professor of practice, and lecturer for flexible spending needs to support the mission of the college. Examples (not inclusive) of what this might cover include professional memberships; teaching workshops, special supplies; travel expenses not covered by travel support amounts; meals when trying to build a relationship for teaching, research, or service activities; books; plotting; 3D printing; and the like. If you need to make a purchase you can use the Purchase Request form on the FSR page.

The Dean's Office will keep a running total for each faculty member (with monthly reports), and the faculty member is assigned a specific cost center number which must be included on all requests for funds or reimbursements. Discretionary faculty support does not require Program Director approval but must follow College and University policies.

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

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 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. Funding is not guaranteed, and is dependent on available funds in the College. There are conditions that must be met in order to be approved for funding, specific information is 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.nebraska.edu) 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 pre-trip approval 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 the Assistant to the Dean can pay for most conference registrations using the university Purchasing Card ("p card"). Conference registrations can be specific, so please first submit a Funding Request located on the FSR page then schedule a time to complete the registration and 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, and any costs for canceling or rebooking will come from your available funds.

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) You may wish to download the Concur App on your mobile device. It can be found on either the App Store or on Google Play. To view instructions and a tutorial on FireFly, select the “Concur Request, Booking & Expense” tab, then click “App Center” located at the top of the screen. You will then be directed to the App Center and may select the “Concur for Mobile” tab.

6) 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. The 60 days includes the time it takes to route through the entire university system for reimbursement.

   - 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](http://travel.unl.edu/policies). Find helpful Concur information [here](http://travel.unl.edu/policies).

Using a University vehicle in lieu 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 driver’s 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

Many of the vehicles available through the University do not require special training. 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/](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. The faculty member(s) in charge of the studio trip will use the Student Trip Estimated Cost Summary Form (be sure to use the form specific to your program) found on the [FSR](https://scsapps.unl.edu/RentalRequest/NewDriverAuthorization/) 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, however, it is the responsibility of the faculty members to arrange the itinerary, identify potential lodging locations, and make arrangements with the students. 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 is limited and students may apply confidentially using a web form application found on the Student Resource page. The student application must include a justification of the request for support. The scholarship funding can be utilized to pay for transportation costs as per University policies and regulations.

Study Abroad trips are proposed and funded in a different manner than studio trips.
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 up to $750 based on one trip per program per academic year. Receipts must be supplied for purposes of reimbursement. Any costs exceeding the $750 are to be factored into the student costs for the trip.

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 trip insurance form must be submitted to University Human Resources no later than one week prior to date of travel.

The Program Coordinator can assist with making travel arrangements including transportation and lodging and in most cases can pre-pay for all of the transportation, registration/entrance fee and lodging expenses. Please include all of the following information when requesting that the Program Coordinator assist with this process:

- Registration information if needed
- Entrance fees or passes that can be pre-paid
- Lodging preferences
- Preferred flight dates and/or times
- Names as printed on driver's license or passport
- Date of Birth
- Participant emergency contact information

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](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 driver’s license to the Program Coordinator for submittal of the authorization request. Procedures for obtaining transportation for students on official University travel are the same as for other University travelers except that, because of the liability, the use of personally owned vehicles will not be approved. **If a student chooses to use their personal vehicle, or ride in another students’ personal vehicle while on university business** they need to understand that they are personally liable as the University bears no responsibility for their car/actions and 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; provide liability insurance 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;
- as much as possible, the partner should pay directly for the materials, the college does 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

The following awards recognize excellence and exceptional accomplishment; they may or may not be awarded each year, depending upon the quality and number of applications.

**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
College of Architecture Staff Award for Excellence
The purpose of this annual award is to recognize outstanding individuals for their impact on the college of Architecture, its students, faculty and staff and to honor and recognize a meritorious and sustained record of excellence. The College of Architecture embraces the role as an exceptional place to work, study and learn; to accomplish this, we honor those who provide commitment and excellence in advising, outstanding service to the college, and as a resource where all can achieve their highest aspirations and ambitions.

- Staff members may be nominated, or can self-nominate
- Nobody 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/)

Canvas Page
College of Architecture R/CA/Engagement on Canvas
CoA R/CA/Engagement on Canvas is intended to assist the College of Architecture faculty in their research, creative activity, and engagement. The site is structured into four modules: preparation; work; dissemination; and awards/recognitions.

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 throughout 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 Student Success if you feel a student is in jeopardy of failing a course.
- All syllabi must have an attendance policy; 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.

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) 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.

**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.

UNL has recently transitioned to a new on-line course evaluation system beginning Summer 2019 called EvaluationKIT: https://unl.evaluationkit.com

Students will be emailed by the EvaluationKIT administrator near the end of the semester, prompting them to complete their on-line evaluation. Faculty will also be notified by email when the evaluation system opens.

If you would like to coordinate administering your class evaluation during class time, please contact the Program Coordinator in the Dean’s office. Faculty must allow students the ability to complete evaluations without their instructor present and without suggestive responses.

The results for course evaluations completed prior to Summer 2019 can be accessed here: https://crseval.unl.edu/

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 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 are processed through the Scholarships & Financial Aid Office and funds will be deposited into individual University student accounts.
Fellowships and Assistantships are processed through the Office of Graduate Studies and are distributed directly to the student into their personal 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 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.

d.ONE Core Team? Ad-hoc?

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 Standards Committee
Academic Technologies Steering Committee
Advising Coordinating Board
Aesthetics Review Committee
CABO (Chief Academic Business Officers)
Campus Security Authorities
Career Services Coordinating Board
Chancellor’s Environment, Sustainability and Resilience Commission
College Relations Committee (University Admissions Committee for Recruitment)
Course Evaluation Task Force
Education Abroad Advisory Committee
Ethnic Studies (Faculty affiliate)
Faculty Affairs Liaison
Faculty Senate
Innovation Campus Architecture Review Committee
International Student Support Group
International Quilt Study Center & Museum Fellow, Academic governing body for the Center
International Quilt Study Center & Museum – Exhibition Review Committee
Kawasaki Reading Room for Japanese Studies, Advisory Board
Korean Faculty Group
Latino Research Initiative
Libraries Committee
Marshal Corps
Nebraska Center for Research on Children, Youth, Families and Schools (Faculty affiliate)
Nebraska Transportation Center (Faculty Affiliate)
Teaching Initiatives Task Force
Undergraduate Curriculum Committee Grading and Examinations Committee
University Honors Committee
UNL Brand Advisory Council
UNL Campus Bicycle Planning 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

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

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

**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

**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.
APPENDICES A: POLICIES

2019-2020 Faculty Staff Handbook Appendices
Discretionary Faculty Funding
Faculty Support for Book/Article Publication
Support for Faculty Organizations
Faculty Support for Course Travel
Faculty Award for Excellence in Outreach and Engagement
Faculty Award for Excellence in Research and Creative Scholarship
Faculty Award for Excellence in Teaching
Staff Award for Excellence
August 22, 2019

D.ONE Financial Support
Undergraduate Studio Travel Funds
Graduate and Professional Course Funds
Student Organization Support
Student Support for Presentation of Research, Scholarship, Creative Activity
Guidelines to Temporarily replace Faculty Member Course Instruction through Buyout
Policy on Use of Spray of Applied Materials (Adhesives, Paint, Finishes)
Student Liability Release Form
Curricular and Student Affairs Committee
Engagement and Enrichment Committee
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Faculty Affairs Committee
Student Advisory Board

APPENDICES C: ORGANIZATIONAL CHARTS

APPENDICES D: ACADEMIC DISHONESTY TIPSHEET, EMERGENCY PROCEDURES
Each year, the amount of $250 will be available to full-time faculty member for flexible spending needs to support the mission of the college. Examples (not inclusive) of what this might cover include support of 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.

Please note, the funds will not carryover from one year to another. The period of support is from July 1 – June 30.
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 not to exceed $5,000; funding is not guaranteed, and is dependent on available funds in the College. The faculty member is required to make a presentation in a forum, making it accessible to, but not limited to, the College students.

Requests for financial support for book/article publication shall be obtained by completing the Funding Request form, complete with the requirements listed above, found on the Faculty Staff Resource Page and routed for approval to your Program Director.
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 shall be obtained by completing the Funding Request form found on the Faculty Staff Resource Page and routed for approval to your Program Director.

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

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 (i.e. 3rd year studios in a program engage in studio travel to support pedagogy, faculty teaching those 3rd year studios are budgeted at $750 each to support travel). Receipts must be supplied for purposes of reimbursement. Any costs exceeding the $750 are to be factored into the student costs for the trip.

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).

For reimbursement guidelines, refer to the UNL Travel Services policies found at: http://travel.unl.edu

These funds do not carry over into subsequent fiscal years.
Faculty Award for Excellence in Outreach and Engagement ($1,000):
The purpose of this annual award is to recognize outstanding individuals for engagement and outreach to their program, college, university, profession and greater community. The College of Architecture embraces the role as an intellectual and cultural resource for design instruction, research, outreach and engagement in the State of Nebraska and beyond. The College provides students comprehensive programs in architecture, interior design, landscape architecture, and community and regional planning to fulfill their highest aspirations and ambitions. 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.

Eligibility and Selection Process:
Any member of faculty of the College of Architecture or a ‘partner’ may nominate a faculty member (tenured, tenure-track, professor of practice are each eligible) for this award. Nominations should be sent to the Dean in a single PDF. The deadline for nominations is the first Friday of March. The College of Architecture Promotion and Tenure Committee will review submissions and recommend up to two candidates to the Dean. The Dean will make the final selection. A faculty member may receive this award a maximum of three consecutive years. Winners will be awarded $1,000 towards their academic program and recognized during the spring College of Architecture Scholarship and Awards Ceremony.

Supporting Documentation Should Include:
1. Letter of support from the Nominator (1 page).
2. Up to three letters of support from different “partners” or impacted entities (1 page per letter).
3. Nominee’s description of their Outreach and Engagement activity and evidence of impact and value to: college, university, discipline and/or greater community (maximum of 4 pages).
4. Abbreviated curriculum vitae highlighting outreach and engagement accomplishments of the nominee (limited to 6 pages).
Faculty Award for Excellence in Research and Creative Scholarship ($1,000):
Purpose is to reward outstanding scholarly research efforts in the College of Architecture, 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 academic reputation of the College.

Eligibility and Selection Process:
Faculty members may be nominated or may self-nominate. No faculty member should act as nominator for more than one nominee. Nominations should be sent to the Dean in a single PDF. The deadline for nominations is the first Friday of March. A committee external to the College of Architecture, selected by the Dean, will review submissions and recommend up to two candidates to the Dean. The Dean will make the final selection. A faculty member may receive this award a maximum of three consecutive years. Winners will be awarded $1,000 towards their academic program and recognized during the spring College of Architecture Scholarship and Awards Ceremony.

Application/Nomination
1. Letter from the nominator summarizing and giving specific examples of the nominee’s accomplishments in research or creative activity.
2. Abbreviated curriculum vitae highlighting research or creative activity and their impact (no more than 6 pages).
3. A list of nominee’s most significant publications or other creative works (2 pages).
4. Two letters of support from peer reviewers outside the University of Nebraska system solicited directly by the nominator. These letters should be sent directly to the College of Architecture, Deans Office. Letters should arrive no later than the first Friday of March.
Faculty Award for Excellence in Teaching ($1,000):
The College of Architecture Faculty Award for Excellence in Teaching is presented in honor and recognition of 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 (awarded every three years).

Eligibility and Selection Process:
Faculty members in the college who have served full-time at the University for at least 3 years are eligible. Faculty members may be nominated or may self-nominate. Nominations should be sent to the Dean in a single PDF. The deadline for nominations is the first Friday of March. A committee external to the College of Architecture, selected by the Dean, will review submissions and recommend up to two candidates to the Dean. The Dean will make the final selection. A faculty member may receive this award a maximum of three consecutive years. Winners will be recognized during the spring College of Architecture Scholarship and Awards Ceremony.

Application/Nomination
1. Letter of support from the Nominator about the quality of the nominee’s teaching contributions (1 page).
2. Statement of the candidate’s teaching philosophy (1 page).
3. Abbreviated curriculum vitae of the nominee emphasizing the teaching accomplishments of the nominee (limited to 6 pages).
4. A summary of student and peer evaluations of the nominee’s teaching, including specific comparative data as evidence indicating that the nominee’s teaching is clearly superior to the norm established by his/her peers (2 pages). Individual student evaluations forms are not to be included.
5. A condensed description of the nominee’s creative activities related to teaching (2 pages). Course syllabi and textbooks should not be included.
6. Letter(s) (no more than 3) of support from students (current or past) who have direct knowledge and been directly impacted by the nominee. Letter from the students should include commentary on: (1) the impact of the nominee’s teaching activity; and (2) how the nominee compares with other faculty in areas of teaching excellence and creativity.
Staff Award for Excellence ($1,000):
The purpose of this annual award is presented to recognize outstanding individuals for their impact on the College of Architecture, its students, faculty and staff and to honor and recognize a meritorious and sustained record of excellence.

The College of Architecture embraces the role as an exceptional place to work, study and learn; to accomplish this, we honor those who provide commitment and excellence in advising, outstanding service to the college, and as a resource where all can achieve their highest aspirations and ambitions.

Eligibility and Selection Process:
Staff members in the college who have served full-time at the University for at least 3 years and in the College for at least one year are eligible. Staff members may be nominated or may self-nominate. Nobody should act as nominator for more than one nominee. Nominations should be sent to the Dean in a single PDF. The deadline for nominations is the first Friday of March. A committee external to the College of Architecture, selected by the Dean, will review submissions and recommend up to two candidates to the Dean. The Dean will make the final selection. A staff member may receive this award a maximum of three consecutive years. Winners will be awarded $1,000 and recognized during the spring College of Architecture Scholarship and Awards Ceremony.

Supporting Documentation Should Include:
1. Letter of support from the Nominator (up to 2 pages).
2. Up to three letters of support from different supporters (may be students, faculty, staff, others external to the College) (up to 2 pages per letter).
3. Current resume of the nominee.
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.
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.

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 $300 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.

Student application must include a justification of the request for support. Students eligible for support, may only receive assistance once during an academic year.

Trip planning must include completion of a Student Trip Estimated Cost Summary Form (approved by the Program Director) prior to travel. 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.

All students must sign the Student Agreement to Pay Trip Balance form, even if there is a $0 balance due as this form also doubles as the required student 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.

Students eligible for support must supply receipts for purposes of reimbursement.

Study Abroad trips do not qualify for this type of support, and are proposed in a different manner.
Some graduate and professional studio courses benefit from a large common model, or other provided materials and opportunities providing a strong formational experience for students in their professional and graduate education.

To that extent, for the current academic year, the College will provide each section of graduate and professional level studio courses a budgeted amount of $250 discretionary funding to support materials, supplies, and the general conduct of the course.

Support is possible in each of the two academic semesters (Fall, Spring).

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.

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._
Student organizations are an important part of the college, and provide avenues to network and build leadership skills. Active engagement with student organizations has been shown to increase student retention and is important during the academic as well as post-academic lives in our professions.

Each year, $200 is available for each recognized student organization (RSO) to build relationships, garner members, and realize purpose. Expenditures must include approval of faculty sponsor. Student organizations may apply for a competitive grant of $1,000 in addition to the base support of $200.

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 the second Friday in September.

Officer travel to leadership-building events is addressed separately from these funds.
Student generation of research, scholarship, and creative activity is important in the college, and the dissemination of peer-reviewed works will be supported. Students should exhaust application to other internal and external support mechanisms before applying for the college funds.

This funding is intended to cover registration, transportation and/or hotel expenses. When more than one student travels, same-gender students are expected to share hotel rooms to save costs.

**National Venue:** up to $600 per student. If a team of students, the maximum expenditure for the team is not to exceed $1,200.

**Regional Venue:** up to $300 per student. If a team of 3 or more students, the maximum expenditure for the team is not to exceed $750.

For reimbursement guidelines, refer to the UNL Travel Services policies found at: [http://travel.unl.edu](http://travel.unl.edu)

In all cases, trip planning must include completion of the [Student Support for Presentation of Research, Scholarship, Creative Activity](http://travel.unl.edu) form (approved by the faculty member if appropriate and the Program Director) prior to travel. The Dean’s Office can assist with travel arrangements including transportation and hotel. Receipts must be supplied for purposes of reimbursement.

Students will be expected to give a presentation in the college following the trip.
The College of Architecture (CoA) prepares professional leaders through its strong undergraduate and graduate programs. CoA recognizes that a balance of teaching, research and service are interrelated goals for faculty, and are core components of our Land Grant Mission. To further our mission, College of Architecture 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 College is committed to maintaining the quality of course offerings for our students. Equally important is the responsibility of the director to assign course instructors to ensure the course quality. The purpose of these buyout guidelines is not to encourage course buyouts; rather, to assist the faculty member, their program, and the College in determining appropriate arrangements and contingencies for a faculty member who may choose to pursue opportunities that require a temporary leave from instructional responsibilities. As a college, we remain committed and dedicated to an educational experience that prepares our students intellectually to meet the challenges of their era. As a result, CoA sets forth the following guidelines governing buyout of instructional time.

The College 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. These guidelines specifically address requests to reduce a faculty member's teaching responsibilities. In determining the viability of such request, the program director must determine how service responsibilities will be covered.

While freeing up faculty time to complete new projects advances the research and other missions of the University, buying out of instructional duties is not a faculty right and can only be done with the approval of the program director and the Dean. The following guidelines will be followed to protect the interests of the College and its students. The intent is that these guidelines are applied for short-term adjustments, whereas changes in apportionment provide a means for long-term changes in responsibilities.
Applicability:

- These guidelines apply to all situations where funds are to be used to temporarily reduce an individual faculty member’s teaching responsibilities (with the exception of faculty leaves (sabbaticals) and other situations that are jointly agreed upon by both the Dean and the director of the affected unit).

- Buyout funds should not be used to reduce the FTE of a faculty member. Buyouts that are expected to last for more than 1 year and requests to buy out faculty members’ entire teaching loads need to be addressed through changes in appointment / apportionment.

Planning:

- Prospective buyouts of course instruction need to be considered and developed as early as possible (preferably during proposal development if related to a grant or fellowship). All proposed activities are expected to support the mission and priorities of the University.

Funding Requirements:

- Buyout funds must provide at least 1/24 of a faculty member’s annual salary (not including benefits) for each credit-hour which is to be replaced. (A typical 75% apportionment of teaching for one semester would equal approximately 8-9 credit hours instruction. Eight times 1/24 of a faculty member’s annual salary equals 1/3 of the annual salary as buyout for one semester’s full course load.)

- Salary funds will be used to pay for temporary faculty needed to teach the course(s). After these expenses, if there are funds remaining, the Program will retain 2/3 of the salary funds (for the discretionary use of the program director for the benefit of the program) and the faculty member will be allowed to use the remaining 1/3 for research-related expenses. These funds are to be used no later than 12 months immediately following the buyout period’s end date or they revert to College use.

- No faculty member will be allowed to buy out of instruction if it will compromise the ability of the academic program to deliver its instructional program. It is the responsibility of the academic program to ensure that its teaching needs can be met with its share of the funds provided by the buyout.

Replacement Instruction:

- The replacement instructor needs to be competent to teach the course. It is the responsibility of the program director, in collaboration with the faculty member who is buying out instruction time, to identify replacement instructor candidates.
The College of Architecture (CoA) prepares professional leaders through its strong undergraduate and graduate programs. We take pride in our facilities and treat them with respect. Our facilities are the property of the University of Nebraska and the State of Nebraska and are governed by their policies and laws in addition to policies set forth by the College of Architecture.

**Spray Booth:**

ALL spray or applied materials, whether adhesives, paint, or other finishes are to occur in the spray booth located on the third floor in room ARCH 330. There are **NO EXCEPTIONS** to this.

**Exterior spaces at Architecture Hall:**

NO spray or applied materials are to be used on the exterior property of Architecture Hall. This includes grass, landscaped areas, drives, parking, loading areas, sidewalks or any other exterior surface.

**Interior spaces at Architecture Hall:**

The Spray Booth located in room ARCH 330 is the **ONLY APPROVED area in the building for the application of spray or otherwise applied adhesives, paint or other finishes.** Glue when used in the production of constructed elements in the Architecture Hall Shop Fabrication space (ARCH 26) is the only exception to this policy and follows the policies of the Shop. This is not to include spray adhesive, but glue such as that to put joints together.

**Ramifications:**

The defacing of the interior and/or exterior of Architecture Hall is a serious matter. It indicates a lack of respect for our facilities and requires a cost to repair/ remove. Defacing property is a Student Code of Conduct issue and can also be classified as a misdemeanor.

The first offence to this policy will include a $200 fine (or the cost of repairing the damage if it exceeds $200) payable to the College of Architecture. The second or further offences will include a $500 fine payable to the College of Architecture and notification of the incident to the Student Conduct & Community Standards Office which could result in expulsion.

**Acknowledgement of this Policy**

By signing this document, you acknowledge that you are taking a class in the College of Architecture and have read this policy and are thus aware of the implications of violating it.
University of Nebraska - Lincoln

College of Architecture

Student Liability Release Form

This form must be completed by the student, including obtaining required signatures, and filed with the Dean’s Office at least two days prior to departure.

I, _________________________________________, a student in the University of Nebraska College of Architecture _______________________ Program, do hereby request permission to travel independently and not with University sponsored transportation for ________________ on ________, _____, 20__. The faculty member/sponsor in charge of this event is________________________________.

In consideration for the granting of said request, I hereby release the University of Nebraska, its Board of Regents, employees, and agents from any and all liability of any nature whatsoever for any events which might give rise to a claim of any nature occurring subsequent to my leaving the above event/location and traveling separate from the University of Nebraska team/group.

___________________________________________  __________
Signature of Student                      Date

___________________________________________  __________
Signature of Program Director/Designee    Date

___________________________________________  __________
Signature of Dean                        Date

Original: Dean’s Office
Cc: Program Director
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.
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.
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 Promotion and Tenure 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 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.

g. Facilitates nomination packages for faculty and staff for internal and external honors and awards.

h. Facilitates nomination packages for faculty and staff campus-wide and university-wide fellowships and professorships.

i. Keeper of the International Wheel.
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 (2\textsuperscript{nd} through 4\textsuperscript{th})
c. One student from each year in the Interior Design program (2\textsuperscript{nd} through 4\textsuperscript{th})
d. One student from each year in the Landscape Architecture program (2\textsuperscript{nd} through 4\textsuperscript{th})
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.
Academic integrity ensures equity and fairness for student learning. Despite the hope that all students demonstrate academic integrity, one of the most challenging classroom issues is academic dishonesty. Whether a student is involved in cheating, plagiarism, or other academic misconduct, instructors are often put in the difficult position of trying to figure out what happened and how best to proceed. Below, the Office of Student Affairs has provided some clear steps to follow if you suspect that a student has engaged in academic dishonesty.

1. **Figure out what happened.** First, ask, “Does the conduct that you suspect the student engaged in violate the Code of Conduct?” If so, what are the facts? Set up a time to talk with the student directly in a conversation rather than an interrogation. Tell the student what you suspect she or he did and ask the student to tell you his or her side of the story. Ask open-ended and focused questions to find out the details (who, what, when, where, and why). Ask follow-up questions if the answers are evasive or incomplete, or if you think there are problems with the student's story (e.g., things don't make sense or seem odd). If the student doesn't seem to understand a question, ask the question another way. Take notes to help you remember what the student said and to help you prepare a report later if you need to do that. If there are additional potential witnesses, talk to them and find out what they know. After you evaluate the facts and apply your professional judgment, ask yourself whether you believe that the student engaged in conduct that violates the Code of Conduct. If the answer is “no,” you're done.

2. **If you believe the student violated the Code of Conduct, you can impose a sanction.** As an instructor, you have the choice to decide what sanction, if any, to impose (i.e., reduced grade, zero on assignment, grade of F, etc.). The UNL Academic Integrity Report Form (link below) lists potential sanctions. If you are not sure about the norms for sanctions in your department or field, consult with your department chair.

3. **If the sanction you impose might affect the student's final grade, you MUST submit a report.** If you impose a sanction, you need to decide if you believe there is a realistic likelihood that the sanction might affect the student's final grade in the course. If the answer is “yes,” submit a report detailing the facts of the case and the sanction you imposed using the form on the Student Conduct and Community Standards website. The Academic Integrity Report Form allows faculty to document important and relevant facts about the alleged academic misconduct, identify steps taken to respond to the misconduct, and recommend an additional response from the Office of Student Conduct and Community Standards. Often, a student who has engaged in academic misconduct has done so in more than one class. Submitting a report enables the Conduct Committee to collect all the facts across the institution, which is important for addressing the individual student and to observe patterns of academic integrity issues across the campus. The completed form should be emailed to Student Conduct and Community Standards (studentconduct@unl.edu) and copied to your department chair.

Sources and Resources:

- **UNL Student Code of Conduct:**
  https://studentconduct.unl.edu/student-code-conduct

- **UNL Student Conduct Report Form:**
  https://studentconduct.unl.edu/forms/Academic%20Integrity%20Report%20Form_Fillable.pdf

- **UNL Libraries Plagiarism and Citation Tools:**
  http://unl.libguides.com/plagiarism

If you have questions or need some help, call UNL's Student Conduct Office at 402-472-2021 and check out their website: https://studentconduct.unl.edu
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.

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.

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

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