UNIVERSITY OF NEBRASKA - LINCOLN

College of Architecture

Faculty and Staff Handbook

2022-2023

APPENDICES A: POLICIES, COMMITTEES

APPENDICES B: ORGANIZATIONAL CHARTS

APPENDICES C: ACADEMIC MISCONDUCT TIPSHEET, EMERGENCY PROCEDURES

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

Interim Dean
Dr. Sharon Kuska

Associate Dean for Research
Dr. Rumiko Handa

Associate Dean for Faculty and Academic Programs
Dr. 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 68588-0106

Phone Number
402-472-9212 Main College phone number
402-472-9216 Dean's Assistant

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 Year's Day
- Martin Luther King Day
- Memorial Day
- 4th of July
- Thanksgiving Holiday
- Winter Break – which includes Christmas Day

Web Address
http://architecture.unl.edu/

Hashtag and Handle
Hashtag: #UNLarchitecture
Handle: @UNLarchitecture

College of Architecture Strategic Plan
Follow this link for the College of Architecture Strategic Plan, developed for 2019-2024.

University of Nebraska Foundation
1010 Lincoln Mall #300 Lincoln,
NE 68508

Cameron Andreesen, Director of Development for UNL College of Architecture
cameron.andreesen@nufoundation.org 402-310-0271

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.

Assistant to the Dean – *Kathlene Bateman*
- Dean's scheduling, travel, communication
- Support to Program Directors and Associate Deans
- Agendas and minutes for Directors' meetings, all college/all faculty meetings
- Minutes for program meetings, when requested
- Promotion and Tenure assistance
- Faculty Staff Insight newsletter
- Alumni Association Liaison
- NU Foundation and Donor Liaison
- Professional Advisory Council Liaison
- UNLPD College of Architecture Liaison
- Student scholarships facilitation to University / Foundation
- Special and College event planning
- College Calendar
- College wide email distribution list
- N-Card access to building/rooms, Room reservations, minor building issues (BMR), Key Manager
- P-Card holder for purchases of Faculty supplies and conference registration
- Food and refreshments for events
- Office supplies
- Office appearance, displays, calendars and postings outside of office
- Student studio trip payment facilitation
- Supervision of Dean's Office Student Workers

Business Manager – *Robyn Goodwin*
- Employment Contracts
- Financial reports for grants, state, or revolving accounts
- Memorandum of Understanding
- Payroll questions
- Personnel Action Forms
- Building issues (major/structural) (Building Maintenance Reporter - BMR)
- Human Resource procedures or services available to UNL employees
- Expense reimbursement questions
- Invoice payments
- Billing to outside entities
- Purchasing
- NU Foundation fund agreements

Big Red Business Center (BRBC)
Big Red Business Center supports the College of Architecture to complete transactions between the College of Architecture and accounting, payroll, human resources and sponsored programs.

- Grant proposal budget assistance – Gina DeJong gina.dejong@unl.edu
- Concur Assistance / Travel Assistance (Big Red Business Center bigredbusinesscenter@unl.edu– contact Business Manager for information)
- External critic/college guest travel and hotel accommodations (Big Red Business Center bigredbusinesscenter@unl.edu – contact Business Manager for information

Shop and Media Center Manager – *Matt Bukrey*
- CoA Shop Facility Management
  - Provide operating procedural training for woodworking tools and equipment
  - Provide operating procedural training for metalworking equipment
  - Provide wood, plastic, and metals processing
  - Shop facility equipment management: purchases, repairs, and maintenance for all tools, machines, and equipment
  - Shop material purchasing and inventory management
- CoA Media Center Facility Management
  - Material inventory purchasing procurement and management
  - Manage P.O.S. operation and processing
  - Equipment management: purchases, repairs, and maintenance, B&W and color printers, large format plotters, 3D printers, and laser cutters
- 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 and Media Center facilities
- Manage and set Student Attendant schedules for shop and Media Center
- Liaison between CoA and UNL Environmental Health and Safety
- Larger building issues (BMR)

Director of Communications– *Kerry McCullough-Vondrak*
- Website management & 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

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

Undergraduate Admissions Coordinator and Advisor – *Leslie Gonzalez*
- Undergraduate recruitment contact including
  - Application process
  - Admissions requirements
  - Represent college at university events
  - Schedule campus visits with prospective students
  - Coordinate high school visits

- 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 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

Graduate and Professional Programs Recruiter – TBD
- Graduate/Professional recruitment contact including
  - o Provides college counseling to prospective students
  - o Assists with campus visits and represent the College of Architecture at on- and off-campus events
  - o Partners with Graduate Admissions, alumni, and other organizations in recruitment efforts
  - o Coordinates recruitment efforts with Student Success staff, Communications Director and Program Directors; and assists with development of marketing materials

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
- Recruit, train, manage college peer mentors
- 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

Academic Navigator – Sara Troupe
(Shared position with Colleges of Architecture, Fine and Performing Arts and Journalism)
The Academic Navigators program at UNL is a part of a collaborative student success team that hopes to have a large and meaningful impact on historically underserved students. Their work will entail engaging in outreach campaigns throughout the year for at-promise scholars as well as responding to referrals from the university community.

- Provide academic and/or social support for 1st generation, low-income, and/or underserved ethnic minority students
- Identify and provide support for students struggling academically and/or personally and make appropriate referrals to support resources
- Understand how cultural context, differences, and institutional/social barriers influence the student experience to apply inclusive advising/intervention strategies
- Collaborate with college support team and other campus offices to engage in best practices and to develop programming to aid student retention efforts
- Triage scholar concerns based on collaboration with campus units and faculty of high enrollment courses
- Engage in scholar outreach via variety of methods (i.e. in-person, email, text, phone, etc.)
- Assist in guiding student through pressing and timely complex issues that require multiple touchpoints
- Serve as a consistent presence for students who are undergoing academic or social difficulties and in need of support

UNL College of Architecture Program Faculty

Architecture
<u>Program Director</u> – David Karle, Associate Professor
ARCW 237 402-472-7947
dkarle2@unl.edu

Faculty
Day, Jeffrey L., Professor
Griffiths, Jason, Associate Professor
Handa, Rumiko, Professor
Hardy, Steven, Associate Professor
Harpster, Michael, Assistant Professor of Practice
Hoistad, Mark, Professor
Kelly, Brian, Associate Professor
Kuska, Sharon, Professor
Miller, Matt, Assistant Professor of Practice
Newton, David, Assistant Professor
Olshavsky, Peter, Associate Professor
Porter, Zachary, Assistant Professor
Shenefelt, Bud, Assistant Professor

Emeriti Faculty
Drummond, Wayne – Dean Emeritus
Duncan, Robert
Ertl, Ted
Gibbs, Dale
Krug, Nate
Laging, Tom
Potter, Jim
Sawyers, Keith

Community and Regional Planning
<u>Program Director</u> – Zhenghong Tang, Professor
ARCH 313 402-472-9284
ztang2@unl.edu

Faculty
Cochran, Abigail, Assistant Professor
Nam, Yunwoo, Associate Professor

Emeriti Faculty
Cantarero, Rodrigo
Hulvershorn, Kip
Mutunayagam, N. Brito
Scholz, Gordon

Interior Design
<u>Program Director</u> – Lindsey Ellsworth-Bahe, Associate Professor
ARCW 231 402-472-0033
bahe@unl.edu

Faculty
Bicak, Nathan, Associate Professor
Hinchman, Mark, Professor
Locklear Ordia, Kendra, Assistant Professor
Türkman, Sonya, Assistant Professor
Cyamani, Aziza, Assistant Professor

Emeriti Faculty
Gabb, Betsy

Landscape Architecture

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

Faculty	**Emeriti Faculty**
Karle, Sarah, Associate Professor	Sutton, Richard
Lindquist, Salvador, Assistant Professor	
Wang, Yujia, Assistant Professor of Practice	

d.ONE Core Team

Leader – Kuska, Sharon, Interim Dean
Congdon, Roark, Assistant Professor of Practice
Lindquist, Salvador, Assistant Professor
Porter, Zac, Assistant Professor
Shenefelt , Bud, Assistant Professor

DSGN | College of Architecture

Congdon, Roark, Assistant Professor of Practice
Ordia, Frank, Lecturer
Stanley, Chip, Lecturer

UNL College of Architecture Library

College of Architecture Library

Teaching and Research Assistance
Liz Lorang, Library Associate Dean
Liz.lorang@unl.edu

Collection Requests
Charlene Maxey Harris, Library Associate Dean
Cmaxeyharris2@unl.edu

Hours
Library hours can be found here http://libraries.unl.edu/hours and are currently Monday, Tuesday, and Friday 8-5 p.m. Wednesday and Thursday 8 a.m.-9 p.m., Saturday and Sunday closed. As faculty or classes have special needs that need accommodation of hours, please call 402-472-1208 or email LibrariesAccess@unl.edu. Changes in hours will be communicated using the weekly newsletter sent out to all faculty, staff, and students.

UNL College of Architecture Systems and Process Information

As an underpinning to each of the descriptions below, please remember that we are experiencing a 9.1% budget reduction (currently in the 3rd of 3 years) and fiscal restraint is the rule.

General Office Supplies

Standard office supplies may be available; before requesting a purchase, first check if the item is in the supply stocks in room 232, 208, or 302. If the item is not there, check with the Assistant to the Dean and, if necessary and approved, 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 (if prior approval was awarded). Unfortunately, without prior approval, no reimbursements will be made.

Meals/Food Request

Meals and food purchases are an area where fiscal responsibility and restraint are particularly important. Except for a very limited set of events, meals and food purchases will not be authorized for payment.

Meals/Food/Alcohol Reimbursement

Any food reimbursement requests that are not a direct bill option must have prior authorization and an itemized receipt; and you must provide a valid reason for which the food was purchased, prior approval from your Program Director and a list of who was in attendance and their affiliation (faculty, student, staff, guest speaker, guest's spouse, faculty spouse, etc.)

Please contact the Business Manager for details on how to submit your receipts for reimbursement.

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. The CoA will **only** pay for two alcohol drinks for the guest (bottles of wine or multiple servings, such as pitchers, are excluded). 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. *In the College of Architecture, one of the ways we are realizing the budget reduction is through reduced printing.* 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 print server 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 SharePoint/OneDrive. 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
This Canon copier/scanner/printer 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 canon@unl.edu. Please keep in mind this printer is only available to faculty and staff, and the default setting is black and white (each time you need to change settings to color if that is your intention). Printer name is Canon-C5255 on Tiercon.

ARCH 210
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, and the default setting is black and white (each time you need to change settings to color if that is your intention). Printer name is ARCH210canon on Tiercon.

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. Printer name is ARCH302color on Tiercon.

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 https://architecture.unl.edu/Windows%2010%20Printers.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 Assistant to the Dean 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 gain

approval from your Program Director and provide that cost center number they give you or provide the cost center number of your faculty discretionary funding.

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 though email and two newsletters – the weekly all-college newsletter and the bi-weekly Faculty + Staff Insight. Emails may come from either the Dean 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 room 210. There is also an electronic version of the letterhead, and it can be found in the OneDrive 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 many spaces available for meetings/classes, and reviews. 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 scheduling. To schedule a space, visit https://architecture.unl.edu/degree-programs/room-reservations

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 Assistant to the Dean 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 (210 Architecture Hall). 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 Assistant to the Dean is the CoA BMR for general requests and Media Center/Shop Manager is the BMR for larger requests. The Business Manager is the BMR for structural issues. Any building service needs should be reported to them by using the online form for non-emergencies located on the FSR page, or by contacting them by phone or in person in emergency situations. If the matter is urgent and you are unable to locate a BMR, you should call the Facilities Service Desk at 402-472-1550.

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 Assistant to the Dean, 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
- Laser Cutter 21
- Wood Shop 26/27 (after completion of shop orientation)
- Arch Hall East Entrance (both 200 level and 100 level doors)
- Arch Hall North, South, & Southwest Link Entrance

Keys

Every office in the building has an assigned key. The Assistant to the Dean 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 Assistant to the Dean so it can be checked back into 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 Assistant to the Dean who can check a key out to you temporarily.

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 up to 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 Assistant to the Dean 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 Big Red Business Center and the Assistant to the Dean.

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 Assistant to the Dean if they need assistance.

UNL College of Architecture IT Support

Computers
When you have an issue with your computer please fill out a trouble ticket: http://architecture.unl.edu/computer-service-request or 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 wish (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 the Director of Communications (Kerry Vondrak). Access the page here and be sure to bookmark it for future use. http://architecture.unl.edu/coa-resources

OneDrive
OneDrive 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 OneDrive account. https://login.microsoftonline.com/

All CoA Faculty should have access to the current folders:
- CoA_CRSE.F17
- CoA All Faculty Meeting Minutes

All CoA 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. 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.
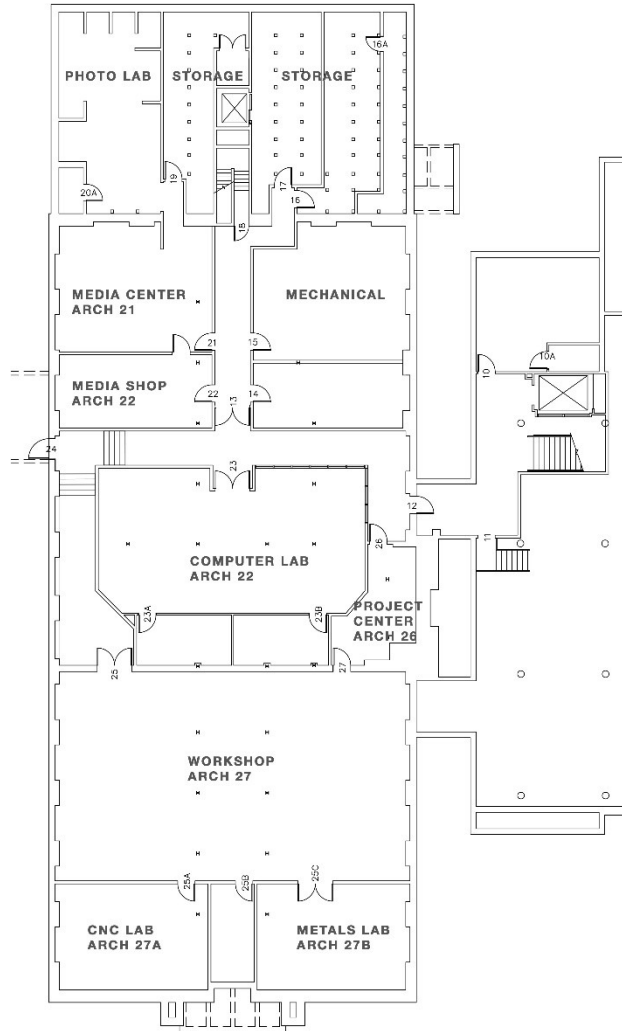
Media Shop
Room 22

Typical Fall and Spring Semester Access:
     Monday – Friday – 8:00 a.m. to 8:00 p.m.
     Saturday – Closed
     Sunday – 1:00 p.m. to 5:00 p.m.
Access during other times: By Appointment

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. 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: Regular building hours
The Media Center is an open-access mini-work area only available to students, faculty, and staff in the College of Architecture. 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 – 10:00 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
- Planer
- Jointer
- Lathe
- Manual Hand Tools
- Pneumatic Tools
- Drill Press
- 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

UNL College of Architecture Funding and Budget Information

Graduate Teaching and Research Assistants

There are four types of assistantships available to professional, graduate and undergraduate students:

Graduate Teaching Assistants (GTA), Graduate Research Assistants (GRA), Graduate Learning Assistant (GLA), and Undergraduate Learning Assistant (ULA).

The College Curricular & Student Affairs Committee (CCSAC) determines which courses in the College qualify for teaching assistance and which category of assistance, faculty members define the range and scheduling of responsibilities for the course assistance, with reasonable time to execute, within the position descriptions listed below:

Graduate Teaching Assistant (GTA): Responsible for most aspects of teaching sections of a course, instructing recitations, conducting lab sessions, teaching studio sessions, holding office hours and grading; and is typically under the mentorship and supervision of the Instructor of Record. Graduate Teaching Assistants are expected to work 15 hours per week and receive a stipend, tuition remission, and are eligible for health insurance.

Graduate Learning Assistant (GLA): Graduate students who have previously excelled in their assigned courses; responsibilities may include assisting faculty in preparation for course delivery (i.e. visual presentation, assignment prep and review, objective assessment), provide supplemental learning for students inside or outside of the classroom (i.e. skill building and tutorials, study skills, reviewing materials presented by faculty member) or any combination thereof. GLAs are permitted to assist with grading. It is highly recommended that faculty provide GLAs with a clear rubric for grading assignments. *Graduate Learning Assistants are expected to work **up to** 12 hours per week at $18.00 per hour.*

Undergraduate Teaching Assistant (ULA): Undergraduate students who have previously excelled in their assigned courses; responsibilities may include assisting faculty in preparation for course delivery (i.e. visual presentation, assignment prep and review, objective assessment), provide supplemental learning for students inside or outside of the classroom (i.e. skill building and tutorials, study skills, reviewing materials presented by faculty member) or any combination thereof. *Undergraduate Learning Assistants are expected to work **up to** 7 hours per week at $12.00 per hour.*

A limited number of positions are available each year. Graduate Teaching Assistant and Graduate Learning Assistant applications are due February 1st for the next academic year's assignments. Undergraduate Learning Assistant applications are due October 1st (for Spring undergrad assistantships) and February 1st (for Fall undergrad assistantships.) (We sometimes have a need for summer assistants, the Director of Advising and Student Success will send out a message to all students when we have a position available.) The Director of Advising and Student Success sends email notifications as reminders when applications are due. Applications are emailed to all eligible students. Applications are also available for pickup in the Student Success Office (232 Arch Hall West.)

The College Curriculum and Student Affairs Committee (CCSAC) recommends to the Dean the courses that will be assigned an assistant and which category of 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 opportunities for Teaching/Research Assistantships should be directed to the Director of Advising and Student Success and questions about pay, tuition remission or insurance on Teaching/Research Assistantships should be directed to the Business Manager.

Detailed information about GTA and GRA benefits can be found here:
http://www.unl.edu/gradstudies/current/funding/assistantships

Student Workers
A limited number of students work for the college during the academic year as well as during the summer months. These students accomplish many tasks that allow us to function properly. Student workers are assigned to the Dean's Office, the Media Center and the shop. If you need assistance from a student worker, please see the Assistant to the Dean 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.MAKE will have a budgeted discretionary amount of $100 to support materials, supplies and the general conduct of the course. Funds do not carry over to subsequent terms and receipts are required for reimbursement.

Discretionary Faculty Support
There is $250 of discretionary faculty support available for all full-time faculty during fiscal year 2023.

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.

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. Requirements:
- Must have obtained book contract or article acceptance prior to request.
- Request must also include documentation that reasonable efforts to obtain internal/external funding to cover costs prior to requesting from the College.

- Professorship or Fellowship funds must be used if eligible.
- Up to $1,000 from College of Architecture, dependent on available funds in the College.

Faculty Support for Dissemination of Research, Scholarship and Creative Activity

If you have received approval 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 Fox Travel (402-206-2112). The ideal timeline looks like the following:

1) Discuss your pre-trip approval request with your Program Director and verify the availability and amount of funding as well as cost center number. 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 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) Effective January 1, 2021, employees will no longer need to submit itemized receipts for meal reimbursements. Exceptions may include employees on grant-sponsored travel, who may sill need to submit receipts in accordance with the requirements of the sponsor. Employees on grant-sponsored travel should connect with their campus office of sponsored programs to determine whether receipts will be needed for meal reimbursement. Per Diem Policy
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.

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. Find helpful Concur information here.

Using a University vehicle in lieu of a personal vehicle is preferred. Designated Drivers need to book vehicle reservations: The Fleet Management travel link if the trip includes renting University vehicles - https://fleetmanagement.unl.edu/

- o Driver's authorizations need to be completed for drivers – please start the process at least **2 weeks** prior to allow authorizations to process. The designated driver will need:
  1. Driver's License
  2. 0106 is the code needed for processing the driver's authorization
  3. Cost center
- o If you are anticipating renting a bus the process needs to be started at least **30 days** in advance.

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/

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 (Studio Trip Guidelines and Studio Travel processes)found on the FSR page for approval, trip insurance and budget purposes. The Big Red Business Center can assist with booking group travel and the Dean's Office 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 Assistant to the Dean for more information. College support for student 3rd year studio travel is centered primarily 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 will be utilized to pay for transportation costs, lodging, and other fees as per University policies and regulations (it cannot be used for food purchases). Study Abroad trips are proposed and funded in a different manner than studio trips.

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 Student Field Trip must be submitted to University Human Resources no later than one week prior to date of travel.

If travel is allowed by the university, then the following processes are followed: The Big Red Business Center can assist with making travel arrangements for transportation and the Assistant to the Dean can assist with arranging lodging and, in most cases can pre-pay for all of the registration/entrance fee and lodging expenses. **Please include all of the following information when requesting that the Assistant to the Dean 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
- NUID number

Students will reimburse the college for their portion of the expenses and pay for their own meals individually while traveling, (meals/food cannot 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 Assistant to the Dean 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, food 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/travelinvolving-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 Assistant to the Dean 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 College Faculty Affairs Committee manages the "International Wheel" which is the faculty schedule for international travel. Please speak with your Program Director for more information.

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; in cooperation with the faculty lead, 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 $1,000
- 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 $1,000
- 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
- Award is $1,000
- 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
- Award is $1,000
- 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 full-time tenure-track, tenured and professors of practice faculty members of the University of Nebraska - Lincoln. 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- January**
- **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)
- Can support salary and/or research stipend.

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 performance and evaluation)
- Can support salary, research and/or program support stipend.

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.
- Supports salary stipend.

Merle and Trula Bachman Professorship in Health Care 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 2-year terms upon satisfactory evaluation)
- Can support salary stipend and/or program support for scholarly research and creative activities.

Dr. Lee J. & Dorothy P. Enright Endowed Professorship in Landscape Architecture
- Candidates shall be selected based on teaching abilities and accomplishments, research abilities and accomplishments and academic promise.
- 2-year appointment length (renewable for one additional 2-year term upon satisfactory performance and evaluation)
- Can support salary, research and/or program support

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/
The Office of Research & Economic Development maintains a table of 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 honorarium up to $3,000 to outstanding invited scholars who appeal to and interact with a large interdisciplinary segment of the University community. All internal applications are submitted through NUramp (nuramp.nebraska.edu/login). Find more information on the Research Council website. http://research.unl.edu/researchcouncil/

Internal Funds available from the Office of Research

The University of Nebraska's Office of Research supports research, scholarship and creative activities through annual university-wide competitions. The opportunities include Arts & Humanities Research Enhancement Program and Layman Awards (Seed Awards and New Directions). The list of funding opportunities is found at: https://research.unl.edu/internal-funding-opportunities/

NUgrant

All UNL faculty, staff and administrators have automatic access to NUgrant, the University's secure electronic research administration system. Any external 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/home

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 Assistant to the Dean. 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

It is important for faculty to post their syllabus to Canvas for student access. An additional metric that is being used to determine student success involves student feedback in a timely manner. The University is measuring the courses that have a grade listed on Canvas within the first 4 weeks of the semester. Posting a grade during this time period informs students as to their progress in your course, plus satisfies the University metric.

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 Kuenning 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 (Stephanie Kuenning) 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:
  - o Minimum grade of B required
  - o 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:

- o Minimum grade of C or P (pass) required
- o Courses graded C- cannot be used on a Memorandum or Program
- o 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 and students.

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 Assistant to the Dean 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:

Workload 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 Assistant to the Dean at the beginning of each semester.

UNL College of Architecture Student Scholarships, Fellowships, & Studio Travel Awards

The typical application cycle for application and review for undergraduate scholarships and graduate fellowships is below:

November 15th –
Students are notified that UNL and College award applications are due February 1st by the Student Success Office and University Team members.

February 1st –
University and College scholarship and fellowship applications are due.

February 1st – March 30th –
College (CCSAC) and Program (SACs) faculty begin review of college-specific applications and awards. This effort is coordinated by the Chairs of these committees, the Student Success Director and the College Business Manager.

April 1st – May 30th –
Dean's Office notifies students of College/Program scholarships and fellowships to be applied to the following academic year.

A (continually updated) comprehensive list of scholarships and fellowships can be found here: https://architecture.unl.edu/resources/collegewide-scholarships

Studio Travel
The College of Architecture is committed to providing support for studio travel. There may be cases where students need to apply for additional scholarship funding to support studio travel. Students may apply for additional funding support here: https://architecture.unl.edu/studio-travel-support-request. These applications are reviewed by the Dean in consultation with the Student Success Team and appropriate Program Directors. Notification of studio travel awards are sent directly to the student by the Director of Advising and Student Success.

Faculty who will be traveling during studio will need to coordinate with the appropriate Program Director and Student Success Director to initiate the timeline of reviewing these student scholarship applications. The Studio Trip Guidelines and the Studio Travel process are linked.

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 sent to students via their huskers@unl.edu email address and will be recognized at the College of Architecture Scholarship and Awards Luncheon in the fall 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 Scholarships & Financial Aid Office and funds will be deposited into individual University student accounts. 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.

Travel awards will be processed through payroll only for Nonresident Alien students who have not met the substantial presence test.

Student Responsibility

Our Scholarship, Travel Award and Fellowship programs are dependent upon the support of our alumni and donors. Student appreciation 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). Students may also be asked to provide a short message that can be incorporated into a digital message to the donor.

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

The Bylaws are currently undergoing modifications by the CFAC to be approved by the Faculty, the committees currently operating in the College include.

College of Architecture Committees
- Curricular and Student Affairs Committee
- Engagement and Enrichment Committee
- Facilities and Resources Committee
- Faculty Affairs Committee
- Student Advisory Board

- D.ONE Core Team

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

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

University of Nebraska Committees
Many of our faculty and staff are committed to service across campus. Below is 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 Solutions Council
Academic Technologies Advisory Committee
Admissions Committee for Recruitment
Activity Insight Working Group
Advising Coordinating Board
Aesthetics Review Committee
Associate Deans Leadership Series
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)
Council on Inclusive Excellence and Diversity
Education Abroad Advisory Committee
Faculty Affairs Liaison
Faculty Senate
Grading and Examinations Committee
Increasing Equity in Faculty Evaluation Task Force
Innovation Campus Architecture Review Committee
International Student Support Group
International Quilt Study Center & Museum Fellow, Academic governing body for the Center

Kawasaki Reading Room for Japanese Studies, Advisory Board
Korean Faculty Group
Libraries Committee
Marshal Corps
Medieval & Renaissance Studies
Nebraska Transportation Center (Faculty Affiliate)
New Student Enrollment Management Team
Research Task Force
Undergraduate Curriculum Committee
University Honors Committee
University Retention Leadership Council
University-wide Assessment Committee

University of Nebraska General Information

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 aware that sexual violence has occurred. In the case of Title IX, these individuals are referred to as "Officials with Authority (OWAs)" and must inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. Please refer to Reporting for more information regarding the reporting options. Sexual misconduct prevention and response training(commonly referred to as Title IX training) is required annually for students, faculty, and staff.

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.

Health and Wellness

The University and the College of Architecture are committed to promoting health and wellness and working toward a balanced lifestyle. There are many resources available and can be found at https://hr.unl.edu/health-wellness/.
The University of Nebraska–Lincoln's commitment to emerging from the COVID-19 pandemic in a strong position to pursue our missions in teaching, research, and service is reflected in the high value that we place on all our employees, as they are essential to our mission and integral to our community. These recommendations may be updated as we move forward and as conditions change. Updates can be found at https://covid19.unl.edu/. All University of Nebraska–Lincoln (UNL) faculty, staff, students, and visitors will consistently practice **personal hygiene** and **prevention** measures including self-monitoring for symptoms and staying home when ill or after having been exposed to someone known or suspected of having COVID-19.

College of Architecture

2021-2022 Faculty Staff Handbook Appendices

APPENDICES A: POLICIES

APPENDICES C: ORGANIZATIONAL CHARTS

APPENDICES D: ACADEMIC DISHONESTY TIPSHEET, EMERGENCY PROCEDURES

College of Architecture

Faculty and Staff Awards
January 19, 2022

Four Faculty and Staff Awards are available on an annual basis. Descriptions of these awards as well as the nomination process and relevant submission information is found on the Faculty & Staff Resources page of our website https://architecture.unl.edu/coa-resources

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

College of Architecture

Student Organization Support
January 19, 2022

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.

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, described in Student Support for Presentation of Research, Scholarship, Creative Activity.
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College of Architecture

Student Support for Presentation of Research, Scholarship, Creative Activity &
RSO Officer Travel to Leadership -Building Events
January 19, 2022

Student generation of research, scholarship, and creative activity is important in the college, and the dissemination of peer-reviewed works will be supported. Developing leaders in our RSO's are no less important. 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

In all cases, trip planning must include completion of the Student Support for Presentation of Research, Scholarship, Creative Activity 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.

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College of Architecture

Guidelines to Temporarily replace Faculty Member Course Instruction through Buyout
January 19, 2022

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.

UNIVERSITY OF NEBRASKA - LINCOLN

College of Architecture

Policy on Use of Spray of Applied Materials (Adhesives, Paint, Finishes)
January 19, 2022

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.

Name	NU ID#	Date

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
                (student)

College of Architecture _____ Program, do hereby request permission
                            (program)

to travel independently and not with University sponsored transportation for

_____ on _____ , _____, 20__ __. The faculty member/sponsor in
           (course/event)   (month)   (day)

charge of this event is_____.
                                (name)

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

College of Architecture

Curricular and Student Affairs Committee

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

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

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

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

1 Associate or Assistant Dean (non-voting)

1 Student Success Coordinator (non-voting)

8 Total

Appointment: The Faculty members shall be selected by the Program Faculty and shall represent each program: Architecture, Interior Design, Landscape Architecture and Community and Regional Planning. Students shall be selected by the Student Advisory Board and will include one graduate/professional student and one undergraduate student.
Term: Faculty members selected by the Programs shall serve staggered three-year terms. Student members shall serve one-year terms.
Chairperson: A Faculty member on the Committee shall be selected annually by the Committee as Chairperson.

Responsibilities: The committee shall:

   a. Encourage program coordination within the College and recommend to the faculties on matters regarding course duplication, new proposals or programs, off-campus instruction, continuing education, curricular changes and degree requirements.

b. Be responsible for the review of requests for curricular changes that are submitted to the College by the University Curriculum Committee on a monthly basis.

c. Assist in resolving curricular disputes within the College.

d. The Committee shall function as the final collegiate appeal committee from program grading appeals committees. It shall attempt both conciliation and recommendation. Its recommendation shall be forwarded to the student, Faculty member, and the appropriate Program Director. The Committee shall adopt a set of rules, procedures, and standards for the review of cases. (Student members will not participate in grading appeals.)

e. Develops, reviews and refines policies and procedures that pertain to student and/or faculty involvement in international activities/programs.

f. Assessment of Student Learning included, facilitates and/or develops materials and reports pertaining to the assessment of student learning (ACE assessment included).

g. Establish policy and procedures for nomination and selection of College scholarships and student awards.

h. Select Students to be nominated by the College for scholarships and fellowships; (Student members will not participate where student grade or other protected information is involved.)

i. Oversee and facilitate changes to the Common First Year curriculum and other common programs (such as the Collaborate Studio).

j. Oversee proposals for International Study opportunities.

College of Architecture

Engagement And Enrichment Committee

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

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

3 (minimum) Faculty

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

1 Student Success Coordinator

1 Dean (or Dean's representative)

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

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

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

Responsibilities:

a. The Committee functions to organize supplementary programs which serve a vital role in the intellectual life of the College by focusing on objects, issues, and personalities of current or special interest to faculty, students, and professionals.

b. These activities are intended to: reinforce the College's curricular objectives; supplement the educational needs of the profession; develop collections of quality work related to the College and the professions; and encourage broader social and intellectual participation in both College and professional activities.

c. The Committee shall administer and coordinate the Hyde Lecture Series by forming a visiting speakers program for the following academic year during the preceding spring semester and coordinate the necessary publicity.

d. The Committee shall coordinate First Friday and similar public exhibit events within the College.

e. Advise the Dean and coordinate across the disciplines innovative opportunities regarding environmentally conscious design education and behavior.

f. Endeavor to provide recommendations to the dean and coordinate across the College effective opportunities to increase wellness.

g. Encourage the continued development of a diverse intellectual and learning community in the College.

h. Encourage course, curricular, academic and research integration and synergy throughout the College and to other UNL and Nebraska University entities.

i. Coordinate and encourage engagement* opportunities throughout the College, including assessment and reporting.

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*Engagement describes the **collaboration between** institutions of higher education and their larger communities (local, regional/state, national, global) for the **mutually beneficial exchange of knowledge and resources** in **a context of partnership and reciprocity.** The purpose of community engagement is the partnership of colleges and university knowledge and resources with those of the community and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the community good.*
Definition for Community Engagement, Carnegie Community Engagement Classification

*"the partnership of university knowledge and resources **with people in the public and private sectors** to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good"*
The Committee on Institutional Cooperation, Committee on Engagement
(Fitzgerald, Smith, Book, Rodin, & CIC Committee on Engagement, 2005).

College of Architecture

Facilities and Resources Committee

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

3 Faculty (no more than two faculty from a single program)
3 Students – (no more than two students from a single program)
6 – Total Voting Members

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

Appointment: The Faculty members shall be appointed by the Dean. Students shall be selected by the Student Advisory Board and will include at least one graduate/professional student and one undergraduate student.
Term: The Faculty members shall be selected for three-year terms on a staggered basis. The student members shall be selected annually.
Chairperson: One member of the Faculty serving on the Committee shall be selected by the Committee annually to be Chairperson.

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

College of Architecture
Faculty Affairs Committee

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

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

Plus the following individuals:

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

Appointment: Elected representatives shall be selected by their respective student bodies.
Term: One year.
Chairperson: To be elected by the Committee membership.
Responsibilities: The Committee shall:

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

College of Architecture
November 2022

INTERIM DEAN
Sharon Kuska

University of Nebraska Foundation Liaison
Cameron Andreesen

Professional Advisory Council

Alumni Association

Assistant to the Dean
Kathlene Bateman

Associate Dean
Rumiko Handa

Associate Dean
Sharon Kuska

Dean's Office Student Workers

Director of Communications
Kerry McCullough-Vondrak

Business Manager
Robyn Goodwin

Shop & Media Center
Matt Bukrey

Enterprise Desktop Associate
Jeff Jackson

Student Workers

Advising & Student Success Director
Stephanie Kuenning

Interim Architecture Program Director
David Karle

Community & Regional Planning Program Director
Zhenghong Tang

Interior Design Program Director
Lindsey Bahe

Landscape Architecture Program Director
Mark Hoistad

d.ONE Core Team
Sharon Kuska

Academic Advisor/Recruiter
Leslie Gonzalez

Academic Advisor
Jaime Mastera

Graduate Recruiter
TBD

ARCH Faculty

CRP Faculty

ID & INDD Faculty

LARC Faculty

d.ONE Faculty

TipSheet

What To Do If You Suspect A Student Has Engaged in Academic Dishonesty

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.

Call University Police:

2-2222
From Campus Phone

402-472-2222
From Cell Phone

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

For Emergency Planning Assistance:

Email:
preparedness@unl.edu

Online:
http://emergency.unl.edu

Faculty Members should:

- Provide your classes with general information about emergency procedures at the start of each semester with the review of your course syllabus.

- Take charge of students in your classroom and follow appropriate procedures for all building alarms or incident alerts.

- Be aware of your surroundings and know your room and floor layouts. Be familiar where building exits are located – including alternate routes. Know where to hide or shelter.

- Be flexible, adapt to the situation when there is an emergency.

- Know how to report an incident from the classroom(s) you use.

- Make sure that students with disabilities have the assistance they may require.

- Sign-up for UNL Alerts to receive email and text messages.

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

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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