

FACULTY POLICY MANUAL

Welcome to the College of Architecture (COA)

Mission

The College of Architecture educates students for future design practice and advances knowledge of the discipline for the benefit of society.

Vision Statement

The College will be an international learning community; engaging in exemplary architectural teaching, research, scholarship, creative endeavor, and service.

The College of Architecture will:

- *Educate its students for effective practice in architecture*
- *Supplement sound training by nurturing the whole person within an understanding of architecture as a broad humanistic and scientific discipline.*
- *Produce leaders able to meet the demands of a changing profession, and whose technical skills will be complemented by personal vision, ethical persuasiveness and entrepreneurial drive.*

The College of Architecture is committed to the values of:

- *mutual respect*
- *cooperation and communication*
- *creativity and innovation*
- *community service and leadership*
- *1940 Statement of Principles on Academic Freedom and Tenure of the AAUP*
- *pursuit of excellence*
- *public accountability*
- *diversity*
- *Hanover principles - Design for Sustainability*

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ADMINISTRATIVE ORGANIZATION

The pattern of degree programs in the College of Architecture is divided into the following levels:

General Architecture: the first year of the Bachelor of Science in Architecture program (Year One)

Pre-Professional Program: the last two and one-half years of the Bachelor of Science in Architecture program (Years Two through first semester of the 4th Year)

Professional Program: the two years comprising the Master of Architecture (2nd semester of the 4th Year through 1st Semester of the 6th Year)

Post-Professional Program: two years comprising the Master of Science in Architecture

In addition to these program levels, we also administer the **Land Use Planning, Management and Design (LPMD)**, an Interdisciplinary Doctoral Program.

For more information on each of these, please see the specific program webpage.

There are other major activities involving College administrative resources:

Architectural Research and Design Center (ARDC) (Room 604)

Architecture Library (Room 906)

Community Design and Development Studio (CDD) (Room 511)

Computer Operations (Room 901)

Construction and Model Shops (Rooms 003 and 005)

Digital Design and Fabrication Studio (DDF)

Supervisor, Financial and Administrative Services (Room 1007E)

Historic Preservation Lab (HP) (Room 506)

Print Bureau (Room 902)

Visualization Laboratory (VIZ) (Room 508)

ADMINISTRATIVE STRUCTURE

Dean (Rm. 1005B)

- Oversees administration of the College, chairs the COA Dean's Council and the COA Administrative Council
- Attends Deans' Council, Provost's Council and President's Executive Council Meetings
- Director of Steering Committee for LPMD Program

Associate Dean for Academics (Rm. 1007C)

- Conducts summer orientation program for new students
- In cooperation with the Chair of Instruction, assists in developing teaching assignments, course scheduling, student counseling and student registration
- Evaluation of staff whose immediate supervisor is the Associate Dean for Academics
- Coordinates with Director of Building Resources on building management
- Addresses students/faculty concerns
- Attends College and University meetings as required
- Represents the College on the Academic Council

Associate Dean for Research and Post-Professional Graduate Studies (Rm. 604—ARDC)

- Director of Architectural Research and Design Center
- Oversees Master of Science Program (Post-Professional)
- Oversees research activities of the College
- Assists the faculty toward opportunities in areas of research and service
- Coordinating role in recruitment of Post-Professional students (except LPMD)
- Counseling of Post-Professional students relative to specific tracks, determined by research/service activities
- Attends College and University meetings as required
- Represents the College on the Research Advisory Council
- Evaluates staff whose immediate supervisor is the Associate Dean for Research and Post-Professional Graduate Studies

Coordinator of External Programs (Rm. 1007D)

- Directs External Programs including: Practicum+Studio, Residency, Atelier, Firm Day, and Summer High School Recruitment programs
- Attends college and university meetings as required

CoA Budget Director

- Budget Director for the CoA
- Directs and manages the CoA budget and chairs the CoA Budget Committee
- Evaluates staff whose immediate supervisor is the CoA Budget Director

Chair of Instruction

- Directs Study Abroad summer Programs and Curriculum
- Faculty Liaison
- Coordinates Studio Coordinators and Academic Culture including lectures, internal reviews and external reviews
- Attends college and university meetings as required

Director of El Paso Program (office at El Paso Community College)

- Oversees and coordinate the COA off-campus program in El Paso

Director of Recruiting, Advising and Placement (Rm. 1007A)

- Serves on the Alumni Board
- Oversees articulation agreements and catalog copy
- Oversees recruitment, recruitment events and special events
- Assists in developing course schedules
- Evaluates staff who report directly to the Director of Recruiting, Advising and Placement
- Serves as the Dean's executive assistant

Coordinator of Academic Programs (1008C)

- Oversees the architectural degree programs
- Ensures that all students in these programs are on track
- Responsible for preparation of students to enter the graduate portion of the MArch program
- Assists with course scheduling, student counseling and student registration
- Evaluates staff who report directly to the Coordinator of Academic Programs
- Other duties as assigned

Assistant Undergraduate Advisor (1008A)

- Assists with Comprehensive Review
- Coordinates Summer Orientation and Graduation
- Responsible for undergraduate student counseling and registration

Assistant Graduate Advisor (1008B)

- Responsible for graduate student counseling, advising and registration
- Assists with Graduate Admission Review

Design Area Coordinators

- Responsible for maintaining the integrity and academic quality of their specific area of the overall program
- Responsible for ensuring studio adherence to NAAB criteria
- Note that these positions will not supersede the role of the faculty in deciding curricula direction through the Curriculum Committee

SUPPORT STAFF

A close working relationship will be maintained between all support staff personnel and between support staff and faculty throughout the building.

- Assists the Budget Director in the management, tracking and processing of financial documents and reports on budget expenditures, travel and other accounting and administrative operations of the College, with the exception of grant activities in the ARDC

Administrative Assistant (Room 1007B)

- Assists the ??????????????????????

College Development Officer (Room 1004)

- Responsible for all fundraising activities of the College working in consultation with the Dean and Institutional Advancement

Senior Writer (1002C)

- Prepares college publications
- Supports the College Development Officer

Computer Unit Manager (Room 901)

- Oversees routine maintenance and operations of all computing systems and peripheral equipment, ordering and storage of computing supplies and computer operations security
- Oversees the Print Bureau
- Evaluates staff who report directly to the Computer Unit Manager

Senior Technician for Computers (Room 901)

- Assists the Computer Unit Manager in caring for all computers in the College which are state property
- Responsible for performing in-house computer setup, repair and maintenance
- Responsible for assisting faculty and staff in solving software problems

Senior Technician for A/V (Room 901)

- Assists faculty, staff and students with computer issues
- Manages and maintains audio visual equipment and assists with A/V needs
- Maintains the College website
- Responsible for setting up all guest lectures or presentations

Technician III—Print Bureau (Room 902)

- Responsible for daily operation of the Print Bureau

Administrative Assistant (Room 604)

- Assists the Associate Dean for Research and Post-Professional Graduate Studies and faculty with research efforts
- Assists with researching opportunities for research funding
- Assists faculty with writing grant proposals
- Coordinates Career Fair
- Assists the Dean's office when required
- Handles faculty travel and guest lecturers and reviewers
- Responsible for research grant fund management, special projects account management, and scholarship accounts, including payroll for Research Assistants

Administrator Research Projects (Rm. 604)

- Assists Associate Dean for Research and Post-Professional Graduate Studies
- Assists faculty with research efforts involving technology and software
- Provides technical support for student RAs
- Maintains equipment and manages equipment rental, inventory, warranties, and insurance
- Provides instruction to faculty on use of equipment

Director of Building Resources

- Assures that the studios and lecture rooms are ready for each semester
- Assists in installing shelving in offices, moving furniture or equipment, and completing minor repairs as time and funding allow
- Supervises the wood, metal and model shops
- Prepares Capital Improvements Program requests
- Serves as the College's Property Custodian
- Serves as the College's Safety Coordinator
- Serves as the College's Security Coordinator
- Evaluates staff who report directly to the Director of Building Resources

Senior Technician—Metal and Wood Shops (Room 003)

- Responsible for operation of the metal and wood shops, and maintenance of all equipment and supplies for the shops

Technician III—Model Shop (Room 005)

- Responsible for maintenance of the equipment in the Model Shop
- Assists students and faculty with equipment use

COUNCILS AND COMMITTEES

Committees

There are four types of committees. Each type serves a distinct purpose for the College. The committees all respond to the mission of the College. Area Coordinators and Design Coordinators have been re-formulated and combined with the Curriculum Committee to form the Curriculum/Coordinators Committee. Off-campus programs considerations have been moved out of committee and into the administration. Committee membership and work fits into the area of *service* at Texas Tech. Committee work, along with other service work, makes up 1/3 of a faculty member's responsibility to the College and University (service, scholarship, and teaching).

Program Committees:

Introduce and refine issues pertaining to a particular program within the College. The program committees are intended to move the College forward. They assist the college in meeting its goals and adhering to its mission statement. Each committee is composed of all faculty members associated with that program plus two rotating faculty-at-large. Decisions are made on the basis of all attending committee members. Program Committees shall meet once a month.

These programs include:

- Community Design and Development (CDD)
- Digital Design and Fabrication (DDF)
- Historic Preservation (HP)
- Land-Use Planning Management and Design (LPMD)
- Visualization (VIZ)

Service Committees:

All faculty members serve on at least one service committee. Service committees fall under one of two types: administrative or task. Administrative service committees fall under the authority of the administration and are chaired by an administrator who can then report to the Dean's Council. Task service committees are chaired by faculty members. Membership on these committees is normally for two years with one member designated as chair-elect. The membership is determined by rotation, but faculty members can request participation on the committee assignment form distributed each year in the Fall. These committees are made up of a combination of faculty and administrative members. They serve to accomplish certain aspects of college life. Service Committees shall meet once a month.

Administrative Service Committees include:

- Curriculum/ Coordinators (chaired by the Chair of Instruction)
- Distance & Instructional Technology (chaired by the Assistant Dean for External Programs)
- Graduate Admissions (chaired by the Assistant Dean for Admissions)
- Undergraduate Admissions (chaired by the Assistant Dean for Admissions)

Task Service Committees include:

- Awards
- Exhibit
- Grade Appeals
- Lecture
- Scholarship

Advisory Committees

Advisory Committees provide long-term and intermediate guidelines to centers of instructional resources within the College: the Architecture Research and Design Center, Computer Lab, Library, and Shop. These committees will include three members of the faculty plus one staff member. *The Chair in each of these committees serves in an administrative capacity for the College.* All other attendees are without vote. The faculty will rotate through the committees every two years. Advisory Committees shall meet once a month.

Advisory Committees include:

- Architecture Research and Design Center (chaired by the Associate Dean for Research and Post-Professional Graduate Studies)
- Computer Lab
- Library
- Shop

Standing Committees:

Membership on standing committees is determined by a faculty member's 'standing' in the college. For example: all "Full" Professors serve on the Senior Faculty Council. Consequently, Standing Committee involvement is a responsibility commensurate with investiture. These committees meet as needed.

Standing Committees include:

- Dean's Council
The Dean's Council is composed of the Dean; the Associate and Assistant Deans; the Chair of Instruction; and the Director of Recruiting, Advising and Placement
- Administrative Council
The Administrative Council is composed of the Dean; the Associate and Assistant Deans; the Chair of Instruction; the Director of Recruiting, Advising and Placement; the College Development Officer; the Director of Building Resources; the Computer Unit Manager; the Senior Technician for Computers; and the Unit Manager of Finance and Administration—Assistant to the Dean
- CoA Advancement
This committee is made up of the Dean; the former Dean; the College Development Officer; the Associate Dean for Academics; the Associate Dean for Research and Post-Professional Graduate Studies; the Director of Recruiting, Advising and Placement; and the Unit Manager of Finance and Administration. The Dean serves as Chair of the committee.

- Post-Professional Graduate Studies Council
This committee is made up of the Directors of four academic programs (CDD, DDF, HP, and VIZ) and two rotating at-large faculty members. The Associate Dean for Research and Post-Professional Graduate Studies serves as Chair of this committee.
- Budget Committee
(In Progress)
- At-Large Faculty
This committee is made up of all faculty, including Instructors.
- Senior Faculty Council
This committee is made up of all the Full Professors in the College. The Dean serves as Chair of the committee.
- Tenured Faculty
This committee is made up of all tenured faculty in the College. The Associate Dean for Academics serves as Chair of the committee.
- Graduate Faculty
This committee is made up of all graduate faculty in the College as determined by the Graduate School. The Chair of Instruction serves as Chair of the committee.
- Tenure-Track Faculty
This committee is made up of all tenure-track faculty in the college. The Dean serves as Chair of the committee.

UNIVERSITY EQUIPMENT

The College of Architecture strives to provide each area with the proper equipment needed to run effectively and efficiently. All equipment within the University is considered property of the state and is to be used for business purposes only.

Computer (Internet Access—E-mail)

The computer is an essential part of most areas of the College of Architecture. It serves as a source for in house communication as well as a tool for typing correspondence and reports. Internet access is provided for those with computers. **Personal use of the computer should be limited and excessive personal use will result negatively on your evaluation.**

Computer Supplies

At the beginning of every academic year, the college will provide each faculty member with one (1) black ink cartridges, one (1) color ink cartridge, and one (1) ream of paper (500 sheets) for their office printer. This has been determined to be an adequate amount for faculty use. Any additional cartridges and/or paper will need to be purchased at the faculty member's expense.

Conference Rooms

All reservations for meetings in conference and other meeting rooms must be made through the Coordinator of Academic Programs (Room 1008C).

Copiers

The main copier is located in the Community Lounge (1001) and a code number is issued to each faculty member for copier use. Any classroom copying that is more than 150 copies must be taken to CopyTech located at Main and Flint in the PrinTech Building, **and students will be required to purchase those copies.** (The copy machine is not intended for personal use.)

Fax Machine

The College fax machine is located in the ARDC (Room 604) and operates on the same basis as the telephone (i.e. 2+four-digit department code for university faxes, etc.) The number for the fax is 742-4604.

Keys

Faculty will have keys to their office and other areas as necessary to their work. Keys are requested through the Dean's Office and picked up by the faculty member at the University Lock Shop located in the Physical Plant (see campus map).

Mail

Mailboxes for all faculty and staff are located in room 1001. This is where you will receive your incoming mail. Boxes are provided for outgoing mail in the Dean's area. Note that TechMail services will not handle personal mail.

Telephone

University calls require only that we dial 2+ the four-digit department code that we are calling (for example to call 742-3136 would only require dialing 2-3136). Calls outside the university can be made by dialing 9 + seven digit number.

Long distance calls require dialing 88 + 1 + area code + number. Long distance calls are to be limited to business calls only. **Excessive personal use will result negatively on your evaluation.**

To make international calls dial 88 + 1010732 + Country Code + City Code + 7-digit number.

Each faculty office is equipped with a telephone that has long distance service and voice mail. Faculty members are expected to keep long distance calls limited to business calls only. The monthly phone bill does reflect origin, time and destination of each call made.

Voicemail:

To access your voicemail dial Feature 981 and enter your password. (If you don't know your password, check with the Dean's Office for assistance.)

Other features are available. Requests for additional information should be directed to the Senior Administrative Assistant.

SICK LEAVE, HOLIDAYS AND OTHER LEAVE

Sick Leave (OP 32.11)

Definition of Regular Faculty Member

An employee with academic rank, paid to teach in full or in part from the line item "Faculty Salaries" for at least 50 percent time for at least four and one-half months per year, excluding students employed in positions that require student status as a condition of employment.

Policy

A regular faculty member shall be entitled to sick leave, without deduction in salary, subject to the following conditions:

- a. An employee will earn sick leave entitlement beginning on the first day of employment with the state and terminating on the last day of duty. Credit for one month's accrual will be given for each month or fraction of a month of employment with the state and will be posted to each employee's leave record on the first day of employment with the state and on the first day of each succeeding month of employment thereafter.
- b. Sick leave entitlement shall be earned at the rate of eight hours for each month or fraction of a month of employment for a full-time employee and accumulate with the unused amount of such leave being carried forward each month. Part-time employees shall accrue sick leave on a proportionate basis. Sick leave shall terminate on the last day of duty.
- c. Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for and assist a member of her/his immediate family who is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the Texas Department of Family and Protective Services. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave. An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child, or parent of the employee who needs such care and assistance as a direct result of a documented medical condition. An employee who must be absent from duty because of illness, injury, or pregnancy and confinement shall notify her/his supervisor or cause her/him to be notified of that fact at the earliest practicable time.
- d. To be eligible to take accumulated sick leave with pay during a continuous period of more than three working days, an employee who is absent due to illness, injury, or pregnancy and confinement shall send to the administrative head of her/his employing agency a doctor's certificate showing the cause or nature of the condition or some other written statement of the facts concerning the condition that is acceptable to such administrative head. It is within the discretion of the administrative head to require documentation concerning conditions resulting in absences of three working days or less.

- e. Upon return to duty after sick leave, the employee concerned shall complete, without delay, the prescribed application for sick leave and submit the same through proper channels to the appropriate approving authority for consideration.
- f. Faculty members at institutions of higher education must submit prescribed leave forms for all sick leave taken if the absence occurred during the normal workday for regular employees, even if no classes were missed. Forms can be picked up and returned to the Dean's Office, Room 1005.

Jury Leave (OP 70.01)

Regular employees summoned for jury service or subpoenaed to serve as witnesses in a court or administrative proceeding to which they are not a party will be given reasonable time off for the hours required for rendering such services to the court.

Compensation will not be reduced, nor will time away from work be deducted from accrued leave.

Employees shall not be required to account to Texas Tech for any fee or compensation received for jury service.

In order to qualify for pay during periods of such service, the employee must furnish documentary proof of service to his or her immediate supervisor.

Employees should notify their supervisor upon receiving a summons or subpoena. When an employee is called for such duty during a particularly busy time, the immediate supervisor can direct the employee to request a postponement from such service.

Funeral Leave (OP 70.01)

Regular employees will be granted funeral leave without a loss in regular pay for a death in the family. For the purposes of funeral leave, "family" is defined as the employee's spouse and parents, children, brothers, sisters, grandparents, and grandchildren of the employee or the employee's spouse.

In addition, the president of Texas Tech has extended the definition of "family" to include the employee's or the spouse's stepparents, stepchildren, stepbrothers, stepsisters, stepgrandparents, stepgrandchildren, and great-grandparents.

The amount of time granted for funeral leave normally shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, funeral services, and being with other family members during the immediate period of bereavement.

Requests for funeral leave should be submitted to the departmental official who has the authority to approve leave. Requests for funeral leave for a family member not mentioned above, or for a period greater than three days, are subject to approval of the appropriate vice president or PSVPAA and the president, when it is determined the employee shows good cause.

Holidays (OP 70.06)

The Texas Legislature sets the number of holidays to be observed each year by state employees. The university observes the same number of holidays as other state agencies. The holiday schedule is adjusted each year by the Board of Regents to permit efficient academic scheduling.

If not an official university holiday, a regular employee is entitled to observe Rosh Hashanah, Yom Kippur, Cesar Chavez Day, and/or Good Friday as optional holidays. (***In accordance with Texas Government Code, Section 662.013**) Any work time missed must be made up, charged to vacation or compensatory time accruals, or taken as leave without pay.

For a complete listing of all leaves, please refer to the University Operating Policies & Procedures at <http://www.depts.ttu.edu/opmanual/contents.php#32>

IMPORTANT INFORMATION

[Academic Integrity, TTU Statement of](#)

Academic Programs Office

Faculty work closely with the Academic Programs Office. Questions regarding courses, classes and students (including Student Evaluation of Faculty; Textbook Orders; Class Rosters; Grade Rolls; Change of Grade Forms; Incomplete Grade Contracts; Desk Copies; Absence Letters, etc.) may be obtained in this area.

Administrative Conference Room

The Conference Room is to be used for meetings and presentations. It is not to be used as a classroom, student jury or presentation space. The room may be reserved for meetings through the Coordinator of Academic Programs (Room 1008C), who keeps the calendar and reservations for all conference and meeting rooms. It is not a place to store models.

Advisement

Recognizing that the academic well being of students is often dependent upon the interest and counsel provided by faculty members outside the classroom or class laboratory setting, each teacher is responsible for providing adequate counsel to those students for whom he or she is assigned that charge. The faculty member is encouraged to provide similar assistance to such others who seek it within the constraint of available office hours.

Annual Faculty Evaluations

No later than the 3rd Monday of January of each year, all faculty will provide the Dean with an Annual Faculty Member's Statement, the main purpose of which is to outline the faculty member's activities in the previous year and his or her goals for the year ahead. As required by University OP 32.32, this document will be organized according to the three evaluative categories of teaching, scholarly and creative, work and service.

Each Spring, each faculty member will meet with the Dean to review professional accomplishments for the current calendar year and to clarify professional goals and objectives for the following calendar year. The basis for this discussion will be the Annual Faculty Evaluation.

A complete description of the Faculty Evaluation Policy can be obtained from the Dean's Area as well as the Promotion and Tenure Policy.

Architecture Research and Design Center

The Associate Dean for Research, Post-Professional Graduate Studies and Finance is responsible for the Center's activities. The Center is:

- Available to all faculty and graduate students undertaking research and scholarly activity.
- Stimulates, promotes, and coordinates the research activity in the College of Architecture.
- Provides a supportive physical setting within which research activities can take place.
- Encourages collaborative research projects.

- Promotes interdisciplinary research activity involving faculty in architecture and complementary disciplines located in Texas Tech University and Texas Tech University Health Sciences Center academic units.
- Facilitates the provision of feasibility and preliminary design services to area and regional municipalities on a for-fee basis through the Center's Community Design and Development Lab component.

Committee Appointments

All faculty are expected to serve on College and University Committees. Committee assignments are made by the Associate Dean for Academics, in consultation with the COA Dean's Council. Faculty members who have a special interest in a particular committee need to make that known on the Committee Request Form that sent out early in the Fall semester. Faculty are expected to return requests promptly in order to receive first priority on assignment. Per committee needs, requests will be followed as closely as possible. Each faculty member is expected to serve on University committees when asked.

Community Lounge (Room 1001)

The Community Lounge is located on the 10th floor. There is a small kitchen adjacent to the lounge. If you are a coffee drinker, the coffee fund is handled by the Dean's Office. Many of the faculty and staff utilize the lounge at lunch time. At no time is the lounge to be used as a classroom or jury space. No student projects may be stored in the lounge. Please clear tables when you are through, and keep it clean for the next person using the space.

Computing Needs

- **New Software or Programs**

All requests for new programs or software must be submitted in writing to the Computer Unit Manager who will review all requests and submit them to the Dean. The request must be specific as to what the program will be used for and what class level it pertains to. All requests must be approved by the Dean and are contingent upon availability of funding. No software may be purchased with state funds for personal use.

- **Computer Maintenance**

Requests for repairs or problems to faculty computers should be directed to the Computer Unit Manager.

Dress Code

There are many visitors to the College of Architecture. Parents come to visit their children, alumni visit for special occasions and to see the progress of students, and meetings are held here from across campus. Clothing or other articles that have offensive pictures or wording on them are not allowed. Always remember that good personal hygiene is as important as how you dress.

We must remember that first impressions are lasting impressions and to that end, we want to put forth the best appearance possible.

[**Ethical Principles, TTU Statement of**](#) *(Click for more)*

Exhibit Space

Exhibit Space is available in the Architecture Library located on the 9th Floor and in 102 to display faculty and student work. The use of exhibit space must be coordinated with the Exhibits Committee. Policies regarding the exhibition area will be strictly enforced. Other exhibit space is available. For more information, please contact the chair of the Exhibits Committee.

Field Trips

Prior to taking students on any off-campus trips, please have each student fill out an Agreement To Hold Harmless form. The forms can be obtained from the Administrative Assistant in the Architecture Research and Design Center (604). Faculty members need to keep the original signed forms and submit copies to the Associate Dean for Academics.

Grades

Effective August 28, 2000, a student will not be allowed to enter the next sequenced design studio until a letter grade has been assigned for all preceding studios. This grade policy also affects prerequisite requirements other than studio courses.

A student will not be allowed to enter or enroll in the comprehensive studio until all grades of CR have been removed. Students will be monitored at the time of preregistration.

Faculty must be efficient in turning in grade reports by the mid-semester, graduating degree candidates, and final grade report deadlines. The TTU Administration is now reporting individual faculty members who fail to turn in their grade reports by the deadline. Faculty members are encouraged to retain a personal file copy before submitting the original copy.

All summer grades must be assigned before the beginning of the Fall semester. (Students will not be permitted to attend Fall classes without prerequisite grades).

Grading

A faculty member may not delegate his/her responsibility to evaluate student effort. A faculty member may apply the thoughtful opinions of a student team or class members to his/her grading procedures. An adequate grade record for each student will have entries at sufficiently frequent intervals as to inform the student of his/her progress and allow timely remedial efforts in those cases which evidence less than satisfactory performance. Grades should not be employed as a response to a disciplinary problem. Each faculty member must be prepared to explain to a student the rationale for grades assigned and to relate that rationale to the student's individual performance.

Maintenance Requests

Minor maintenance requests for faculty offices, moving studio furniture, etc. should be directed to the Director of Building Resources. Every effort will be made to be as prompt as possible in answering requests but work will be prioritized and coordinated with other activities throughout the building.

Major maintenance issues (roof leaks, lights out, locks not working, elevator(s) not working, trash collection, etc.) should be directed to the Senior Administrative Assistant, who will report them to the appropriate department(s) on campus.

Meeting Classes and Student Performance Evaluation

All faculty are expected to meet classes as scheduled from the first day of the semester through the final examination period. It is understood that committee meetings, paper presentations, conferences, etc. may require one to be out of class at times. If a time arises when a faculty member cannot meet class, please advise the Academics Program Office and the Associate Dean for Academics.

Student work must be graded preferably within five (5) class days and no later than ten (10) class days. Students must know their standing in class (including number of absences) on a continuing basis and the faculty obligation to respond to their work is imperative. In semester-long projects, students must be evaluated on the phases of the project during the semester. These evaluations must be written and given to the student. Students cannot be expected to turn in studio work after the last day of class. All projects must be due no later than the last day of class. Faculty are required to adhere to these rules.

In all classes that require final examinations, except studios, the examination must be given at the university scheduled examination time.

Student projects to be retained must be clearly marked and the Director of Building Resources must be notified of such projects, so they may be properly stored. All projects to be retained must be identified by the last day of finals each semester. Students need to pick up projects that are not being retained. Any projects not identified or returned by the last day of finals are subject to being discarded.

Please inform all students that the studio and presentation spaces (gallery, courtyard, hallways, etc.) must be cleared at the end of the semester and final grades should not be issued until the studio is clean.

Office Hours

Each faculty member is required to have at least three (3) hours each week posted for office hours (the office hours will be posted on the door of the faculty member's office). Each faculty member is expected to be in the office during posted hours. If you cannot keep your office hours at times due to meetings, etc., please let students know so they can make an appointment. Posted office hours are to be within the 8-5 workday.

Salary Increases

The University is governed by the Texas Legislature; therefore, increases in salary have to be approved through a legislative process. Upon approval, increases are usually handled on a merit basis and are determined by the Dean based on your performance, evaluations, and production during the year. They are not based upon your position within the College.

Shop Use

The Shop is available for faculty and student use. Persons wanting to use the Architecture Shops will need to pick up a liability form in the Dean's Office (Room 1005). Upon processing of the form, faculty members will be added to the shop manager's list and students will be issued a sticker to be placed on the Student ID card. Only persons who have completed the liability form will be allowed to work in the shop.

Smoking

The buildings on Texas Tech campus provide a smoke free environment. Smoking is allowed outside of the buildings only.

Spray Painting/Aerosols

Spray painting and aerosols are not allowed anywhere in the building including stairwells. It must be communicated to students each semester that placement of graffiti on an educational building is a **felony** with non-negotiable sentences.

Syllabus

A copy of each class syllabus should be turned in to the Dean's office at the beginning of each semester. Each class syllabus should **clearly define the expectations** of the class and include the following:

Disability Statement

Any student who, because of a disability, may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office at 335 West Hall or 806-742-2405.

Student Attendance Policy

The College of Architecture at Texas Tech University takes the professional preparation of its students as future architects seriously. Architectural professionals understand the importance of being present, on time, with work completed. Adherence to these professional attributes begins in architectural education. To that end, the College has established a policy to underscore the importance of full attendance, except for illness or religious holidays (see TTU catalog for statement on excused absences). Therefore, in architectural design studios at every level, one letter grade will be deducted from a student's final grade for each unexcused absence in excess of three.

Tobacco and Aerosol Use Statement

Smoking or other uses of tobacco, the use of spray paint or aerosol products of any kind are not permitted anywhere in the Architecture Building. There is a designated smoking area outside in the courtyard near the bridge. The stairwells are not to be used for smoking or painting.

Travel

Travel Reimbursement

All requests for travel reimbursement must be submitted **within thirty (30) days** after returning from travel. **There are no exceptions**, and reimbursement requests submitted after the thirty (30) day period will not be honored.

Travel reimbursement must be processed and sent through the proper University offices. Receipt of reimbursement checks will vary according to time necessary to compile, complete and forward requested documents.

Travel requests

All requests for travel must be approved by the Dean. Applications for travel must be submitted for approval at least **two weeks** before travel is to begin. In extenuating circumstances, the time period may be waived. All appropriate travel requests will be

contingent upon travel funding availability. The Administrative Assistant in the Architecture Research and Design Center (604) handles all such requests.

International travel requires approval from the Provost and must be filed no less than 30 days prior to departure.

Texas Tech University College of Architecture

Studio Culture Policy

April 1, 2009

3.5 Studio Culture

The school is expected to demonstrate a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff. The school should encourage students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers.

The APR must demonstrate that the school has adopted a written studio culture policy with a plan for its implementation and maintenance and provide evidence of abiding by that policy. The plan should specifically address issues of time management on the part of both the faculty and students.

From the NAAB *Conditions for Accreditation* for
Professional Degree Programs in Architecture, 2004 Edition

The Architectural Design Studio

The architectural design studio provides a unique and beneficial opportunity for students to learn about respect, the design process, communication, collaboration, presentation, criticism, and innovation. Few other teaching methods make it possible for students to share ideas and concepts and learn by doing, in a problem-based, flexible environment. As such, the College of Architecture (COA) at Texas Tech University takes their responsibility to ensure the ongoing success of the studio environment seriously. While our primary goal is to educate future architects, it is equally important that we also enhance interpersonal, ethical, and critical thinking skills so that each student may become a competent professional, leader, and team collaborator.

Fundamental Values

- *Optimism* – ensuring an expectation for a sustainable, healthy and better built environment and world
- *Respect* – ensuring compliance with the TTU Statement of Ethical Principles which states that the University is “*committed to the recognition of differences between individuals, the inherent dignity of all individuals, and the elimination of discrimination*”, we encourage an environment of mutual respect between and among our faculty, students, and staff, and a tolerant attitude for each individual’s work, intellectual diversity, methods, and differences, and recognition of the values of both theory and practice. Critical comments about another faculty’s teaching pedagogy and assignments are not appropriate in the presence of students. Respect includes discretion when discussing other faculty members, especially with students.

- *Sharing* – encouraging a sharing and questioning of ideas and knowledge through a collaborative and interdisciplinary environment between and among our students and faculty
- *Engagement* – ensuring a commitment to and eager participation in the studio environment
- *Innovation* – promoting innovative teaching and learning methods which enhance critical thinking and design skills within a studio setting

To maintain these values each of us must have a clear understanding of our shared responsibilities.

Studio Etiquette

Faculty and students should maintain an environment that is clean, quiet, and conducive to working individually and in teams, to listening to the instructor and to other students, and to mutual respect.

Time Management

The college supports its students, staff and faculty in leading balanced lives. Students are expected to work intelligently and efficiently, though not necessarily longer, in the studio. The college discourages staying up all night as counterproductive and unhealthy. Time management is included as a learning outcome in the freshmen introductory course “Design, Environment and Society” and the enhancing of this skill should be encouraged throughout all studio coursework.

Learning Assessment

Learning outcomes, policies and assessment methods should be clearly stated in every syllabus. Students are urged to work with faculty to judge when work is substantially complete. Students are entitled to assessment and feedback throughout the semester as this is an integral part of the studio environment. Faculty members have the *responsibility* and the *right* to provide criticism and assessment of each student’s work and, as such, it is *not* a violation of studio culture to do so.

Reviews

Critique is an inherent part of the assessment process in design education. Desk critiques and pin-ups are the most common forms of review. All studio participants are encouraged to exchange ideas, opinions and experiences in a collegial manner.

Formal reviews in a public setting are fundamental to architecture education. This is a unique opportunity for students to communicate ideas through oral and visual presentations. Participation of students, academic faculty, professionals, and community members is expected in public design reviews.

Internal and external design reviews are held at the completion of each semester by the faculty for the benefit of reviewing the program. Students may or may not be required to be present during this review process.

Documentation

Documentation of the work completed by the students during the semester is important for the student, the faculty and the college. Printed presentations are

necessary and required for end-of-semester reviews in the COA and may be included in student portfolios. Digital documentation is a significant way to archive student work and portfolios. Faculty may require both forms of documentation as a part of any design studio.

Administrative Review of the Policy

Studio Culture is one section of the College of Architecture Policy Manual. As such it is subject to review every three years by a task force of faculty and students appointed by the dean.

UNIVERSITY RESOURCES

A complete listing of university resources and guidelines can be found in the Faculty Handbook: <http://www.depts.ttu.edu/officialpublications/facultyHB/index.php> which can also be attained by contacting the Dean's Office.

Athletic Ticket Office

Tickets to all athletic games as well as season passes can be purchased at the Tech Athletic Office located at the north end of Jones Stadium or the United Spirit Arena.

Employee Assistance Program

Texas Tech recognizes that personal problems can influence an employee's attendance, punctuality, judgment, behavior, and job performance. The use of illegal drugs, the abuse of alcohol, family problems, and other emotional, psychiatric, or physical problems can have an adverse impact on an employee's ability to function effectively on the job.

Texas Tech seeks to retain valuable employees and maintain productivity by making available a confidential counseling service called the Employee Assistance Program (EAP). The EAP provides professional assessment, referral, and/or counseling services to assist employees in identifying personal problems at early stages.

Human Resource Services

For information concerning insurance, retirement, withholding, etc. please contact the Benefits Office located in Drane Hall, Room 135.

Libraries

The mission of the Texas Tech University Library and the Southwest Collection is to support the University's teaching, research, and service mission and its quest for excellence in all endeavors; to be a recognized research library of distinction as evidenced by high quality collections and service, supportive and caring environment, and cordial interactions with the people it serves, both on campus and in the larger community; to provide and promote the use of information resources needed by the University's students, faculty, and staff; to provide information resources by participating in reciprocal borrowing agreements among libraries in the state and nation; and to support the American Library Association's Library Bill of Rights and Code of Ethics, which provide for freedom of access to collections and confidentiality of user records. The architectural branch of the main library is housed on the 9th floor of the College of Architecture.

Payroll Services (Located in Drane Hall Room 232)

Employees are paid, once a month, on the first of the month for the previous month's work. Upon separation from the University an employee will receive a final month's paycheck. Payroll checks may be obtained at the Payroll Department on or after the first day of the month by showing proper identification. When the first falls on Saturday or Sunday paychecks will be available on Monday.

Employees may authorize the Payroll Department to electronic funds transfer (EFT) their payroll checks to a designated financial institution by completing and signing Direct Deposit Authorization Form (Attachment A in the OP) and having section 2 of the form completed and signed by the financial institution. See OP 69.01.

Recreational Facilities

The recreational facilities under the jurisdiction of Recreational Sports are available for use by the faculty and staff members wishing to pay the appropriate membership fee. These

facilities include the Robert H. Ewalt Student Recreation Center, Aquatic Center, Recreational Tennis Courts, and Outdoor Playfields. Memberships are available through the Recreational Sports Office, 202 Student Recreation Center, and can be purchased either annually or by the semester. Spouse and children tickets are also available.

A variety of recreational programs is available to faculty and staff members and their spouses. This includes noncredit instructional classes, aerobic classes, personal fitness, competitive intramural program, lap swimming, special tournaments and activities, and outdoor equipment rental.

Student Union Building

The Student Union Building (SUB) could be considered the hub of university activities. It is a meeting place for students, faculty and staff. Among the venues offered are several eating establishments, a branch bank, postal services, meeting spaces, the Barnes and Noble Bookstore, and a small convenience store.

The SUB also has an exhibit area available for faculty and student work. *Use of this facility will need to be coordinated with the College of Architecture Exhibits Committee.*

Traffic and Parking

In order to operate or benefit from the use of a motor vehicle on campus, each member of the Texas Tech community must obtain, in his or her name, a vehicle registration permit. No person may register a motor vehicle in his or her name which belongs to another student or faculty/staff member. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus. Faculty and staff who share a motor vehicle where one is employed at the University and the other at the Health Sciences Center, must register at each campus if they intend to park at both campuses. Employees whose dependents are students may allow those dependents to register a commonly operated motor vehicle for a student permit in addition to the reserved space permit. If the faculty or staff member has two motor vehicles registered, and if both vehicles are on the campus at the same time, the vehicle with the student permit must be parked in the designated student parking area and not in either the faculty or staff member's reserved space or in the visitor or time limit areas on campus. Parking on campus requires identification to be displayed on your vehicle (i.e. Visitor, Faculty/Staff, etc.) If a vehicle is parked without identification or in the wrong space, it could result in a citation or towing of which payment is the responsibility of the staff member.

Technology Support

Provides short courses on computer training. A list of computer training courses is available online at <http://www.depts.ttu.edu/itts/>

University Bookstore (Barnes and Noble)

The University bookstore carries a wide variety of books in stock and can order other books upon request and availability. The bookstore also has office supplies, greeting cards, and Texas Tech memorabilia.

OPERATING POLICIES & PROCEDURES

Known as OP's, the Operating Policies & Procedures are the source of all guidelines in the operation of the University. The information in the OP's are available to all employees of the university. For complete operating procedures concerning university employees, please refer to the OP's located on the Texas Tech Web Site at <http://www.depts.ttu.edu/opmanual/>

Faculty areas covered under the OP are:

	<u>Policy Number</u>
Faculty applications not holding doctoral degrees	OP 32.28
Faculty appointments and titles	OP 32.17
Faculty, approval of non tenure-acquiring ranks	OP 32.34
Faculty Awards	OP 32.24
Faculty compensation plan	OP 70.14 (Section 8)
Faculty, Tenured and for Academic Promotion, comprehensive performance evaluations	OP 32.31
Faculty conduct	OP 32.04
Faculty, conduct of research and scholarly activity	OP 74.02
Faculty conflicts of interest	OP 70.37
Faculty consulting, other employment	OP 32.07
Faculty departure notification procedure	OP 32.26
Faculty development leaves (with pay)	OP 32.29
Faculty development leaves of absence (without pay)	OP 32.15
Faculty, English proficiency of	OP 64.03
Faculty enrolling in courses	OP 70.03
Faculty, ethics policy	OP 10.11
Also see the TTU Statement of Ethical Principles: http://www.depts.ttu.edu/officialpublications/catalog/EthicalPrinciples.php	
Faculty evaluations, performance CoA	OP 32.32
Faculty, exit interviews on departing	OP 32.14
Faculty, graduate	OP 64.10
Faculty, grievance procedures	OP 32.05
Faculty, Horn Professor	OP 32.09 , OP 32.17
Faculty, instructor	OP 32.17
Faculty leave of absence	OP 32.15
Faculty, prospective, Review of Vitae	OP 32.27
Faculty qualifications, certification of	OP 32.02
Faculty Recruitment Procedure	OP 32.16
Faculty, research professor, research associate, research scientist	OP 32.17
Faculty responsibility	OP 32.06
Faculty retirement program	OP 32.30
Faculty salary increases	OP 32.08
Faculty, sale of educational material to students	OP 30.18

Faculty, sexual harassment	OP 32.04
Faculty, sick leave	OP 32.11
Faculty travel	OP 79.01
Faculty, tutoring for payment	OP 32.25
Faculty use of alcohol or illegal drugs	OP 10.04
Faculty vacancy, review of prospective faculty	OP 32.27
Faculty, visiting	OP 32.17
Faculty workload	OP 32.18
Faculty/staff, extra compensation	OP 32.10
Faculty/student conflict of interest	OP 32.33

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