PRAIRIE VIEW A&M UNIVERSITY
SCHOOL OF ARCHITECTURE
Faculty & Staff Handbook

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Section I: Introduction

Overview

The School of Architecture Faculty and Staff Handbook (; here in after referred to as 'SOAFSH' or the 'handbook') is intended as a supplement to the Prairie View A&M University Faculty Handbook and contains the School of Architecture (SOA) policies which have been established by the Dean with the advice of the Program Directors, Center Directors, faculty and staff. In some instances the university's policies are supplemented by this handbook so both should be consulted. Questions regarding interpretations of SOA policies and University policies should be referred to the Office of the Dean of the School of Architecture. The SOAFH provides information about specific administrative procedures followed by the School. These are updated periodically by the Dean and Program Directors.

This handbook is primarily addressed to the teaching faculty and support staff of the SOA. Portions, such as Annual Performance Review, may also apply, or similar provisions may apply, to the research or administrative and professional general faculty of the School.

The School's policies and procedures related to tenure, promotion and re-election are maintained as a separate document. These are amended periodically by vote of the faculty and approval of the Dean. Up-to-date copies of all the above documents are maintained on the school website **https://www.pvamu.edu/soa/** under "Resources."

Historical Background

Studies in architecture began at Prairie View in the 1920's with classes being offered in drafting and building construction. In the 1940's, two instructors in architecture were added to the staff and, in 1947, the Board of Regents approved a School of Engineering program. Included in this reorganization was the plan for the development of a Department of Architecture that would offer a four-year degree in Architectural Engineering. At that same time, the engineering and architecture programs moved into new facilities with space allocated to the Department.

In 1970, the College of Engineering established an Ad Hoc Study Group on Curriculum in Architecture that resulted in the program being changed to a five-year Bachelor of Architecture program in 1972. In 1977, the first professional Bachelor of Architecture degrees were awarded. The Department of Architecture moved into the new Engineering and Architecture building in 1979 with approximately 12,000 square feet assigned to its instructional activities. In 1986 the Board of Regents changed the name of the college to the 'College of Engineering and Architecture' and the program gained membership in the Association of Collegiate Schools of Architecture (ACSA).

The architecture program received its initial accreditation from the National Architectural Accrediting Board (NAAB) in June 1992 and has maintained continuous accreditation since that time. Following the attainment of accreditation, a university effort in reorganization saw the creation of the Division of Art and Architecture merging the departments of Art and Architecture with an Associate Dean as the head. This action was soon followed by the reduction in status of the art program to a non-degree granting function. In February 1998 in response to recommendations of the most recent accreditation visit and forceful action within the university, the Division of Art and Architecture was restructured to become the Prairie View School of Architecture with its own dean and status equal to the other schools and colleges of the university.

In 2002, the Texas Higher Education Coordinating Board approved a five-year combined Bachelor of Science, 4-year degree and one-year Master of Architecture professional degree to replace the 5-year Bachelor of Architecture degree. The Master of Community Development program was approved in 2001 and the Bachelor of Science in Construction Science was added in 2003. The Center for Urban and

Rural Enhancement Service (CURES) and the Texas Institute for the Preservation of History and Culture were established in 1999. The Digital Media Arts undergraduate program began in Fall 2014.

In the fall 2005 the SOA moved into the Nathelyne Archie Kennedy Architecture and Art Building. Michael Rotondi (Roto Architect) designed the new facilities and HKS Architects were the firm of record. This facility houses the Architecture Programs, Construction Science Program, Community Development Program, Digital Media Arts program, CURES Center and the TIPHC Center. A new 30,000 SF Fabrication Building was approved by the 84th State Legislature and is due to come on line in the Spring Semester 2018.

Mission and Programs

SCHOOL OF ARCHITECTURE MISSION
The School of Architecture combines teaching, research and service to proactively develop the discipline of creative and innovative problem solving to address the needs of our society.
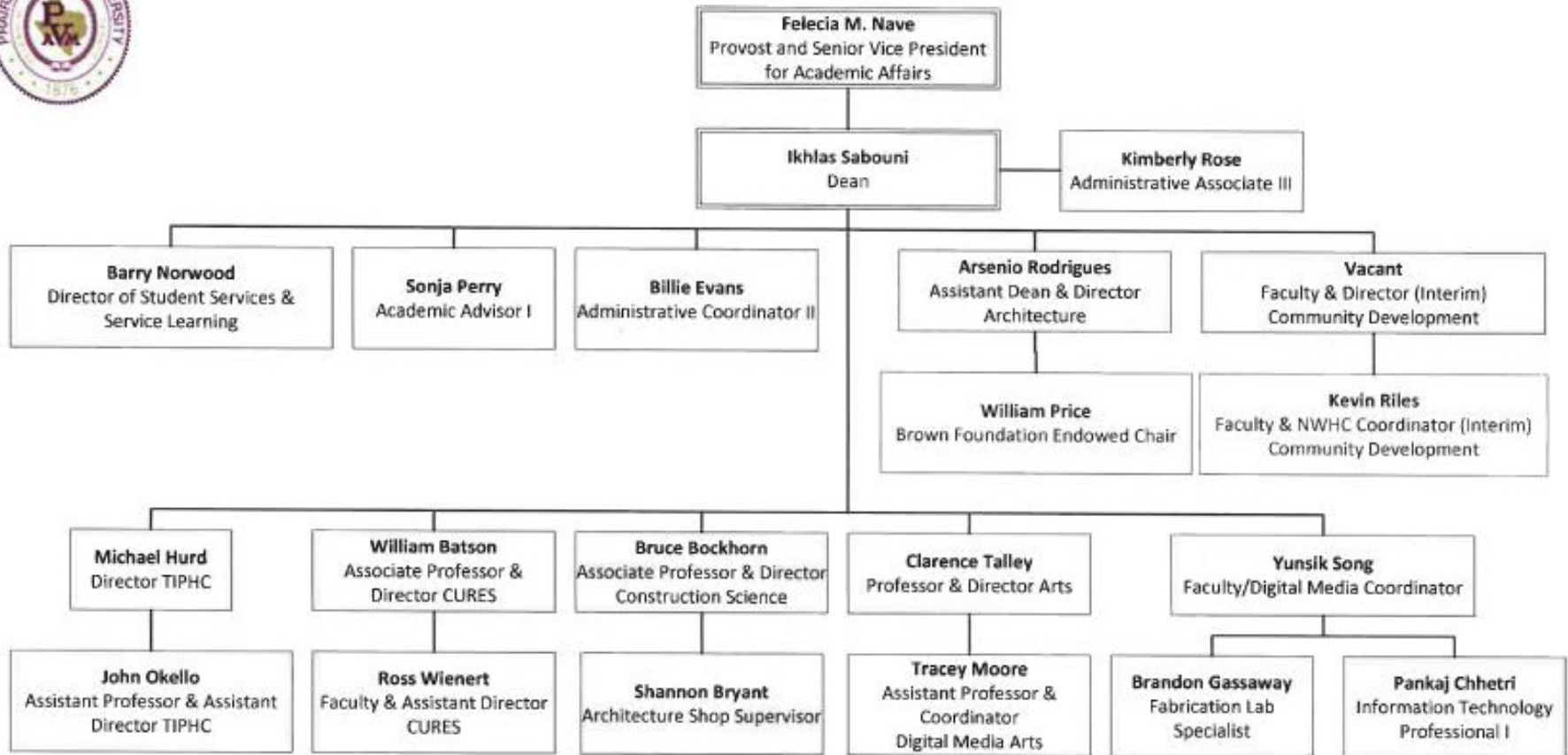
SCHOOL OF ARCHITECTURE VISION
Graduates of the School of Architecture will participate in the contemporary milieu, encourage, anticipate and respond to changes in the local, national and international communities.

The School of Architecture with programs in Architecture, Construction Science and Community Development and Art are dedicated to accomplishing their mission through graduates for excellence in teaching, research and service by preparing graduates for leadership roles in rebuilding America's cities and improving the quality of the built environment. By offering a diverse curriculum led by an accomplished faculty in a comprehensive studio and classroom environment, the School of Architecture programs will educate students for significant roles as practitioners, developers and leaders in architecture, construction, community planning and community development. Students in the programs of the School will be challenged to develop their abilities in problem solving, creative thinking and informed decision making as a focus of their professional education. They will accomplish this in a nurturing and student centered environment that fosters personal development and professional excellence.

The location of the School of Architecture near the City of Houston offers an opportunity for students to enrich their learning experience through access to the greater architectural and construction community of the region and to many employment opportunities in the field.

Prairie View A&M University
School of Architecture

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                          Felecia M. Nave
                  Provost and Senior Vice President
                        for Academic Affairs
                                 │
                          Ikhlas Sabouni ──────── Kimberly Rose
                               Dean              Administrative Associate III
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Barry Norwood	Sonja Perry	Billie Evans	Arsenio Rodrigues	Vacant
Director of Student Services & Service Learning	Academic Advisor I	Administrative Coordinator II	Assistant Dean & Director Architecture	Faculty & Director (Interim) Community Development

William Price	Kevin Riles
Brown Foundation Endowed Chair	Faculty & NWHC Coordinator (Interim) Community Development

Michael Hurd	William Batson	Bruce Bockhorn	Clarence Talley	Yunsik Song
Director TIPHC	Associate Professor & Director CURES	Associate Professor & Director Construction Science	Professor & Director Arts	Faculty/Digital Media Coordinator

John Okello	Ross Wienert	Shannon Bryant	Tracey Moore	Brandon Gassaway	Pankaj Chhetri
Assistant Professor & Assistant Director TIPHC	Faculty & Assistant Director CURES	Architecture Shop Supervisor	Assistant Professor & Coordinator Digital Media Arts	Fabrication Lab Specialist	Information Technology Professional I

ACADEMIC PROGRAMS

INSTRUCTIONAL ORGANIZATION

The School of Architecture offers programs leading to the following degrees:

Program	Degree Offered
ARCHITECTURE	Bachelor of Science in Architecture
	Master of Architecture (professional degree)
CONSTRUCTION SCIENCE	Bachelor of Science in Construction Science
COMMUNITY DEVELOPMENT	Master of Community Development

ARCHITECTURE:

Architecture Programs

The architecture programs are dedicated to preparing students for leadership roles in rebuilding America's cities and improving the quality of the built environment. By offering a diverse curriculum led by an accomplished faculty in a computer and studio intensive environment, the architecture programs will educate students for significant roles as practitioners and leaders in architecture, planning and construction.

Bachelor of Science Program

The Bachelor of Science (pre-professional program) provides the common ground for studies in architecture. It is intended to cover the basic content of the preparation of an educated architect and to lead to professional studies at the graduate level.

Master of Architecture (Professional Program)

The Master of Architecture (professional program) prepares students for roles in the profession of architecture by building on the content of the pre-professional degree through intensive and focused advanced studies in the field of architecture practice and design.

BACHELOR OF SCIENCE IN ARCHITECTURE PROGRAM

The Bachelor of Science degree (pre-professional program) provides the common ground for studies in architecture. It is intended to cover the basic content for the preparation of an educated practitioner and to lead to professional studies at the graduate level. The Bachelor of Science in Architecture degree has two tracks;

- **Program A**, the professional track, upon completion leads directly to enrollment in the Master of Architecture professional degree.
- **Program B**, the non-professional track, provides a basic education in architecture with the opportunity to study a broad range of elective opportunities.

Both tracks consist of 132 credit hours of undergraduate courses. There are three components:

- **Program A:** Core (42 credit hours), Architecture (72 credit hours), and electives (18 credit hours).
- **Program B:** Core (42 credit hours), Architecture (60 credit hours), and electives (30 credit hours).

CONSTRUCTION SCIENCE AS A SECOND DEGREE AND A MINOR

Due to the increased use of the Design-Build Method for project delivery, the School of Architecture offers students majoring in architecture the opportunity to obtain a second baccalaureate degree or a minor in the field of construction science. A second bachelor's degree in Construction Science can be

obtained by architecture majors with completion of an additional thirty (30) credit hours. A minor in Construction Science can be obtained by completing eighteen (18) credit hours as part of the 'electives' portion of the basic degree plan.

ART MINOR
The Art Department serves as the cultural arm of the university. The goal is to prepare students for the production, study, critiquing, and teaching of the arts. Course work is designed to stimulate a greater awareness of the visual arts both past and present. A minor in Art can be obtained by completing twenty-one (21) credit hours.

MASTER OF ARCHITECTURE PROFESSIONAL PROGRAM
The Master of Architecture as a professional program prepares students for roles in the profession of architecture by building on the content of the pre-professional degree through intensive and focused advanced studies in the field of architecture practice and design. A major objective of this program is preparing graduates to obtain their professional architecture registration. The Master of Architecture degree program, consisting of an undergraduate curriculum of 132 credit hours and a graduate curriculum of 36 credit hours, is the accredited program at Prairie View A&M University.

CONSTRUCTION SCIENCE PROGRAM
The Bachelor of Science in Construction Science comprises of a total of 121 credit hours. There are four components: Core (42 credit hours), Construction (31 credit hours), Architecture (30 credit hours), and Business/Other (18 credit hours). The curriculum is structured to prepare graduates for professional management and technical positions within the construction industry. Graduates also have the option of obtaining a graduate degree in construction management or business.

COMMUNITY DEVELOPMENT PROGRAM
The Masters of Community Development comprises of a total of 36 graduate credit hours. The curriculum is structured to prepare graduates for entry into a range of occupations in planning, development, financing, and real estate. Graduates also have the option of pursuing a post-graduate degree (Ph.D.) in planning or public affairs.

ADMINISTRATION
Program Directors
The Dean of the School of Architecture is responsible for appointing Program Directors. Individuals are appointed based upon

Standing Committees
The Office of the Dean will establish and appoint faculty members to SOA committees on an annual basis. A roster of the committee members is updated at the beginning of each academic year and available from the Dean's Administrative Assistant. The roster is also available at the SOA website. Each faculty member is expected to participate actively in the academic and student affairs of their respective department. In addition, faculty members are expected to serve on SOA Committees. Faculty should consult with their Program Director or with committee members to learn about the work of these committees and which committee you might wish to serve on in coming years.

Table No. 1 SCHOOL OF ARCHITECTURE STANDING COMMITTEES

Committee	Assignment
Risk Management Committee:	This committee oversees the operational aspects of the SOA and monitors all aspects of academic procedures to ensure that the quality of education is maintained at the highest level.

Assessment Committee:	This committee serves as the evaluation committee for the SOA working with the Assessment Office of the University.
Study Abroad Committee:	This committee oversees the submission and approval of all study abroad courses. It may also be charged with evaluation of any off-campus courses.
Curriculum Development Committee:	This committee advises the Dean, the Directors and the faculty about school-wide policies affecting graduate and undergraduate education. This committee coordinates course offerings each semester to facilitate student access to courses in other departments and programs.
Research and Development Committee:	This committee is responsible for encouraging and monitoring research and program development. This committee serves as the voice of the faculty and plays a key role in offering training and learning opportunities, in developing the annual budget request priorities, and communicating with the faculty about information technology as it relates to teaching and research.
Publication Committee:	This committee makes recommendations on all programs related to the SOA, publishing and general communications. Official PVAMU Press releases are handled by the Office of Public Relations which serves as the official media relations contact for Prairie View A&M University (936 261 2121).
Lecture Series Committee:	This committee organizes and manages the fall and spring semester lecture series at the SOA.
Job Fair Committee:	This committee oversees the annual career fairs held each year at the SOA.
Promotion, Tenure and Reappointment Committee:	This committee works with and advises the Dean on matters involving SOA recommendations about candidates for promotion, tenure and reappointment. The committee also proposes changes to the School's policies and procedures regarding these decisions. The committee consists of appointed tenured members of the SOA and the university's faculty. The Dean appoints the Chair of this committee. Faculty should refer to the School's and the University's Tenure and Promotion Policies. Both documents are available by accessing the SOA and university websites.
Policy and Strategic Management Committee:	This committee develops the overall vision and strategic plan for SOA and for external relations beyond the school.
Building Committee:	This committee reviews and comments on all proposed uses of the SOA building that are not part of the SOA's regular basis. It also prepares guidelines for use of public space within the building.
Task Forces, Other Committees and Student Organizations:	In addition to these Standing Committees, short term Task Forces are appointed from time to time to advise the Dean on specific questions of policy, procedure or curriculum. There are as well a number of student organizations with officers and Boards. A list of these student organizations and their officers is maintained by the Dean.

CUSTOMER SERVICE TO OUR STUDENTS

Our students are our clients. As such, it is imperative that all faculty and staff work to create and maintain an environment that is supportive of the students as they "educate to graduate." [iii] While this area has traditionally not received the attention it deserves in higher education, attending to our

students' needs does not erode the process of higher learning; in fact it enhances it. The collaboration of educators and students, who each bring varied insights and experience to the educational process, is unique to the learning environment.

Within professor and student dynamic lies the prime opportunity for faculty to a wield significant influence in students' perception that they are truly cared for by an institution that is responsive to their needs. The School of Architecture customer service objectives for our faculty and staff as related to the student while on campus, in the classroom or engaged in the community at large are outlined below:

1. Take responsibility for the continuous improvement of the learning .environment at PVAMU
2. Interact with others respectfully and courteously at all times.
3. Listen carefully in an effort to understand others' points of view.
4. Be knowledgeable problem solvers.

All members of the faculty and staff community of the School of Architecture are to be committed to ensuring that higher learning is a collaborative endeavor between the student and the professional. This relationship must be built on a foundation of respect, trust, and shared commitment to the values of education in architecture, construction science, art and community development.

While much of students' customer service experience takes place in areas outside of the classroom through university services, all faculty and staff in our departments can provide good academic service through a variety of mechanisms, most of which are simple and fairly intuitive.

1. **Learning objectives:** Clearly outline the objectives of the course in a manner that students understand. Spending time at the beginning of the course explaining and outlining the context of the objectives provides a framework for the semester's activities, contributes to students' understanding of how the course material supports the learning objectives, and reinforces how the course itself relates to their field of study. Further, a clear explanation helps students understand what they need to do in order to have a successful academic experience.
2. **Office hours:** All faculty are to post and maintain their office hours. Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bring all applicable materials and information to the meeting. Dr. Bockhorn's Meeting Success Formula= Pen + Paper + Preparation + Punctuality
3. **Communications-Email:** All emails or discussion postings from students are to receive a response from the instructor within 48 hours.   Students can send email anytime that is convenient to them, but the instructors will check their email messages continuously during the day throughout the work-week (Monday through Friday) during normal office hours. Instructors should respond to email messages during the work-week by the close of business (5:00 pm) on the day following **their receipt** of them. Emails received on Friday will be responded to by the close of business on the following Monday.
4. **Communications-telephone:** All telephone calls are to be answered promptly. Voice mail messages should be listened to and responded in a timely manner.
5. **Mentoring:** All faculty and staff should actively support students in a mentoring capacity. Such support can be instrumental in the student's professional and personal development while enrolled at PVAMU.

A commitment to good customer service is not in opposition to the values of higher education in the School of Architecture.   We can provide good customer service without taking away from our primary mission of educating the students in our charge.

These objectives do not suggest that students are "always right," that their education is a commodity, or that faculty members are dedicated to pleasing them (and their parents). Instead, throughout the semester, providing timely answers to students' questions is an act of customer service.   In today's society this is a challenge in a 24/7 digital environment to keep up with the demands for communication.   However, nothing makes a student feel less valued than a significant delay in a response to questions. One way to manage the communication demands is to post clear policies on the syllabus, including a stand-alone FAQ page. Assisting our students find the information they need on their own is important, but if students have questions about the course material, it should be a priority to answer it as quickly as we can, even if we're directing the student back to a course resource.

Regular feedback is another important academic customer service point. It is important for students to know whether or not they are successfully meeting course objectives. Regular feedback not only contributes to improved learning, it also mitigates any potential misunderstandings regarding student performance that could emerge later in the semester.

Section III: Policies

Teaching Loads & Other Responsibilities

The yearly standard teaching load for the faculty of the School of Architecture is as follows:

Normal Teaching Load As Specified By The University
The normal teaching load is twelve (12) semester credit hours (typically 4 three-hour credit courses) per academic semester. For studio faculty, the normal teaching load is twelve (12) semester credit hours (typically 2 six-hour credit courses) per academic semester

In addition to teaching responsibilities, all full-time faculty members will be required to:
- Participate in or lead Departmental, SOA and University committees or other service assignments.
- Serve as academic advisor to undergraduate or graduate students.
- Serve as an advisor to one or more student organizations such as the AIAS, CSI, IDP, NOMAS, Tau Sigma Delta (honor society), NAHB, AWA, AGC, ABC or the CODE Graduate Organization. Advisors must approve all activities and when applicable accompany students to locations off campus for meetings, conventions and/or presentations**.**
- Report annually on research, development plans and publications.
- Update, or provide information to update, annually those sections of the school website that contain the faculty member's bio, list of publications, and as appropriate, images of important work.
- Participate, on a rotating basis, in the Faculty Research Symposium.

International Study

Faculty participating in or directing programs or studies involving international travel are required to comply with the policies and procedures of the University's International Studies Office and the University Office of Risk Management. Only faculty who comply with these policies and procedures are afforded the same legal protection and liability insurance in a foreign country as they would have on university property. Additional information is available on the university website.

Personal Relations

The University has adopted policies intended to avoid conflicts of interest including those related to dealings with students, sexual relationships or sexual overtures. In this case the term "faculty" includes all full-time and part-time university personnel who hold positions on the academic or general faculty, as well as all graduate teaching assistants, and visiting jurists. These policies are posted on the university's website and enforced by the appropriate authorities.

Outside Consulting

University policy permits faculty to consult for agencies outside of the university and, under exceptional circumstances, to receive supplemental compensation for responsibilities assumed on an overload basis within the University. Consulting shall be construed in the broad sense as outside professional activities in which faculty members engage for compensation. Permissible external consulting or internal overload responsibilities undertaken for supplemental compensation may not jeopardize the ability of the individual to fulfill their employment obligations which they have assumed by accepting an appointment to the faculty per University policy. Information is available on the university website.

For a full-time faculty member, the extent of external consulting and internal overload responsibilities undertaken for supplemental compensation may not exceed an average of one day in seven during the period of their academic appointment (e.g. 9 months or 12 months) except as modified by the provisions below. Faculty who also hold administrative assignments may undertake external consulting or internal overload responsibilities for supplemental compensation only with the prior approval of the Dean.

Exception to the University's Policy on Consulting

In certain circumstances, faculty members engage in consulting work or practice that is essential to their academic development and advances the mission of the School. When such consulting requires additional time above and beyond the university rules faculty members may receive a partial waiver to support their research and academic plan by professional practice. The academic plan and the requested exception to the Policy on Consulting are to be submitted to the Dean's Office for approval by the Dean and the Provost.

LEAVE

All employees at Prairie View A&M University are entitled to earn leave on a monthly basis. The University offers various paid and unpaid leave programs, such as Sick and Vacation Leave, Sick Leave Pool, Family Medical Leave (FMLA), and Military Leave, just to name a few.

The University Leave Administrator is available to assist employees with their leave questions or concerns if their departmental Leave Coordinator is unavailable to assist them. The Leave Administrator can be contacted via email at leaveteam@pvamu.edu or by telephone at (936) 261-1730. While employees are entitled to use their leave, a request for any type of leave must be submitted and approved in advance. This can be done through the University's LeaveTraq System, which is accessible through the "Single Sign On" program.

Leave Types

The A&M System provides many types of leaves to regular employees (those budgeted for at least 50% time for at least 4 1/2 months, except students employed in positions that require student status as a condition for employment). Eligible employees on paid status for at least part of a month earn vacation and sick leave hours on the first day of that month. The hours are credited to an employee's leave balance and are available to the employee only after the employee reports to work. Employees on leave without pay for an entire calendar month do not accrue vacation and sick leave for that month.

Employees must apply for leave using the Leave Traq System.
- Leave of Absence with and without Pay
- Sick Leave
- Sick Leave Pool
- Vacation
- FMLA

LEAVE PROCEDURES

Submitting a Leave Document

All employees must submit a leave form on LeaveTraq (prior to leaving the University), with the exception of employees traveling on university related business, where a paper leave form should be completed and submitted to the Travel Office. Employees must submit leave forms thru LeaveTraq. Employees must submit leave form for use of Vacation, Sick, Leave of Absence with Pay, Leave without pay, Jury Summons and all other leave following under any of the categories as stated above. Employees must have approval prior to leaving the University. If an immediate supervisor is not available for approval, the supervisor's delegate can approve documents. Log on at https://sso.tamus.edu/.

Canceling a Leave Document

In the event an employee needs to cancel a scheduled leave day/hour(s) the SOA Leave Coordinator may cancel the document as long as the employee's and his/her Primary Leave Manager signature are on the cancelation request (the cancellation request should be a print out of the employee's leave document confirming the date and time the employee submitted the leave and when it was approved.) If the Department Coordinator and his/her back up are unavailable the Central Leave Administrator will follow the steps below:

1. Visit the Single Sign On website at sso.tamus.edu and log in.
2. Click on Leave Traq and change the role to "Central Admin."
3. Select the employee requiring the cancelation.
4. Click the "Emp Doc" tab.
5. On the "Document ID" tab and write in a comment regarding the cancelation.
6. Click the "Cancel" button.
7. The employee/department should send via email a scanned copy of the of the request to leaveteam@pvamu.edu in the subject line of the email should read **Cancellation Request – Employee Name**, the request will then be placed into the employees leave file. Do not send paper forms to the Central Leave Coordinator.

Requesting Time From Sick Leave Pool

Employees or their immediate family members who have a catastrophic illness and/or injury may apply for time from the Sick Leave Pool by using the Sick Leave Pool Withdrawal Form, Sick Leave Pool Acknowledgement Form, and the Medical Certification Form. In order to be eligible for Sick Leave Pool an employee must:

1. Miss at least **160** hours due to the condition.
2. Exhaust **all** paid leave.
3. All documents are received and completed in its entirety. Sick Leave Pool hours **cannot** be granted retroactively.

All parts of the form must be completed in their entirety with strong emphasis on the date of return, a brief description of the illness and any other field offering as much detail information as possible. The Office of Human Resources will make a decision if this event is considered to be a catastrophic illness and/or injury. If the employee is approved, they will be notified via email, phone and mail.

Requesting Prior State Service

All employees wanting Prior Service Verification must complete the Prior Service Verification Form. This form is originally given to the employees during New Employee Orientation. Once the form is complete, the employee will submit to the Office of Human Resources Leave Administrator. The Leave Administrator will forward the information to the listed state agencies (Independent School Districts and Junior Colleges are not considered a state agency.) Once all of the information has been provided from the state agencies, the Leave Administrator will update the employee's months of service and leave

accruals if eligible. If any BRP money is due or back pay for longevity and hazardous duty, a letter will be sent to the employee's supervisor and the employee.

Leave Training

Training (Offered through HRConnect via Single Sign-On)

To access the training you will have to have your Unique Identification Number (UIN) and your password. If you cannot remember your UIN or your password, the Single Sign-On login screen offers you the options of either using a one time (temporary) password or using the "I forgot my password" option.

- Time Off Issues for Employees provides an overview of leave and comp time policies for A&M System employees.
- Time Off Issues for Supervisors provides in-depth information about leave and comp time policies. This course is designed for supervisors, but is also appropriate for leave coordinators at the departmental level.

Academic Leaves

Procedures:

1. All faculty/staff must submit a leave through LeaveTraq for sick, vacation, jury duty and personal leave.
2. LeaveTraq will send a notification to the SOA Leave Coordinator and to the Dean for approval. The SOA Leave Coordinator only receives notification that a faculty/staff will be out of the office and is not responsible for approval or disapproval of the request.
3. The Dean, or designated representative, will approve/disapprove leave request.
4. The approved leave will be submitted to the University Leave Coordinator in the Human Resource Office.
5. Disapproved leave forms will be rejected and forwarded back to the faculty/staff with a reason for the decision.

Any problems using the LeaveTraq System or requests for assistance should be brought to the attention of the SOA Leave Coordinator.

University Business Leaves

1. A copy of the form can be picked up from the Administrative Assistant Office in Room 105 of the Administration Building or from the SOA Leave Coordinator.
2. Faculty /Staff must submit their requests at least seventy-two (72) hours in advance of their absence in order to give proper notice for university leave approval and encumbrance of funds if required to support the travel.
3. All leave requests are forwarded to Dean for approval.
4. All approved leaves are then forwarded to Academic Affairs for review and approval.

Vacation

Eligible employees are entitled to vacation and should be allowed to take it when requested as long as the timing does not unduly disrupt their department's function. However, an employee must have six (6) months of continuous state service in either the present position or a previous state position, including a student employee position, before he/she can take vacation. Supervisors may require employees to use their accrued FLSA compensatory time, if any, before using vacation. System Policy 31.03.01. Leave requests are made through the Leave Traq system which is accessed through Single Sign-On.

Accrual & Maximum Carry-Forward

The amount of accrued vacation employees may carry over to a new fiscal year is limited based on years of service. No exceptions to these carryover limits are allowed. Eligible part-time employees earn and carry over amounts proportional to percent effort. The information below is for eligible full-time employees:

Total State Service	Vacation Earned each Month	Max. Carryover to Next Fiscal Year
Less than 2 years	8 hours	180 hours
2 – 4 years	9 hours	244 hours
5 – 9 years	10 hours	268 hours
10 – 14 years	11 hours	292 hours
15 – 19 years	13 hours	340 hours
20 – 24 years	15 hours	388 hours
25 – 29 years	17 hours	436 hours
30 – 34 years	19 hours	484 hours
35 or more years	21 hours	532 hours

Employee Responsibilities

1. Employee must submit leave documents in advance for planned vacation leave.
2. All leave documents must be submitted by employee through the Leave Traq System.
3. Employee must ensure their leave has been approved prior to the date of their expected leave date. The employee can ensure his/her leave document has been approved by logging into the Leave Traq System to review the routing of the leave document.
4. If the document has been rejected then the employee can make changes or cancel the leave request if they are not approved to take the leave.
5. If the manager chooses to reject the document because it would impose a hardship on the department to allow the employee to take off, then the employee can change the dates on the rejected document or cancel the leave.

Use of School Resources

The use of School of Architecture and university resources is defined by university policy. Faculty members who are engaged in consulting work or practice that is essential to their academic development and advances the mission of the School may make use of School resources above and beyond standard academic usage according to the following guidelines:

- The primary goal of the work is to advance scholarly or creative work, leading to publication or other public dissemination.
- The work must be consistent with the faculty member's development goals and criteria for academic advancement described in the performance review process.
- Faculty members who would like to use University resources for design or research that is funded through professional consulting fees must submit proposals on a project-by-project basis for

approval by the Dean. The proposal should document the nature of the academic work, resources required, intention for publication and its relationship to the academic Development Plan for the SOA. School resources covered by this policy include but are not limited to

1. Computer hardware and software (including academic software unless explicitly prohibited by licensing agreements1),
2. Office space,
3. Staff support,
4. Photocopying; and,
5. Telephones.

- In reviewing proposals, the Dean will determine whether the work is academic in nature and is in support of the School's mission with respect to teaching, research and service, or whether it is commercial in nature and would therefore be ineligible. In some cases, faculty members may be requested to reimburse the School for expenses and overhead as would be typical of grant-funded research.

Annual Performance Review

The Program Directors of academic departments will be responsible for reviewing every faculty member's performance each year. The Dean will likewise review the Program and Center Directors, and any other roles reporting to the Office of the Dean on an annual basis. The three-step process includes the submission of an "Annual Faculty Performance Expectations" report by each faculty member at the beginning of the academic year, the submission of an "Annual Faculty Performance Evaluation" in February and a meeting and discussion with the Director or Dean as appropriate.

Directors of programs are required to perform classroom observations of their faculty each semester. Such evaluations shall be scheduled with the faculty and use the "Teaching Peer Evaluation" form for recording their observations. Such information will be shared with the faculty member.

In addition, for tenure track faculty or in cases where performance issues have arisen, the submission of written comments by the Chair to the faculty member and the Dean's office.

Promotion, Tenure and Reappointment

Faculty should refer to the SOA's "Tenure and Promotion Policy" documents, adopted in 2009, posted on the School's website and as well as the Provost's Promotion and Tenure Policy posted on the university's website.

Part IV: Administrative Procedures

Purpose

The subsections below explain the major administrative workings of the School of Architecture by consolidating school procedures and norms into one source. If you have questions, please work closely with your department director or the Dean's office.

Contacts

The University has a strong tradition of decentralization. There are many benefits to this approach, but one drawback is that you may feel isolated if you have a question about administrative procedures. There are several people in the SOA's administrative offices that can answer your administrative, IT, budget, and advising questions such as the Dean, Directors, Assistants to the Dean, School Administrative Secretary, senior faculty, school senators, and student advisors. They are invaluable source of information and support as well.

Facilities and Equipment

The SOA has all of its offices and classrooms located in the Nathelyne Archie Kennedy Building.

Signing up for Classrooms or the Conference Rooms
Scheduling class locations and times is done by the department heads in coordination with the Assistant to the Dean and the university Registrar. Faculty should clear any special needs or requests, changes to the title, time, or room assignment through the department head, preferably a semester ahead. Last-minute changes are often difficult to accomplish. New courses and alterations to the Course Offering Directory are also reviewed by the School's Curriculum Committee and approved by the Dean.

Scheduling of classroom/jury space for ad hoc use, such as meetings, special lectures, juries or other events is done through the Dean's office.

The conference rooms in the Nathelyne Archie Kennedy Building are available for regularly scheduled meetings. The assembly hall (room 263) can also be reserved by contacting the Dean's office. The Dean's office has priority.

Building Use and Care
It is expected of faculty that an attitude of responsibility and care will be communicated to students in use of the building and its equipment. Faculty members who assign the use of "messy" materials must ensure that the studio areas are properly cleaned up afterward. Studio courtesy is extremely important, as we work in close proximity to each other, the faculty are critically important as role models in the disposition of trash and for controlling noise. For assistance with special materials, contact Barry Norwood in Room 251A.

Photography and Audio Visual Equipment
The school has cameras, tripods, video cameras, TVs, VCRs, slide projectors, carousel and overhead projectors for loan to faculty and students. These items are checked out for short-term use. Please see the IT Coordinator for more information.

Models
Faculty are encouraged to establish parameters which will allow students to reuse prepared model bases as soon as the constructions are photographed and archived as necessary, in the same way that photographic frames are reused. The studios contain a materials reuse section for similar purposes. Faculty who assign the construction of large-scale site models built by a particular studio should take into consideration the future disposition of these models, as the Nathelyne Archie Kennedy Building storage and archive space is extremely limited. Storage arrangements must be in advance with the Director of Students Services. Otherwise, models will be discarded at the end of each semester.

Labs and Workshops

Digital Classroom (Room 223)
This university maintained computer classroom is heavily used for instructional purposes by several departments. For regularly scheduled classes this room is assigned through the SOA. For occasional use outside regular class time, this room is reserved by request to the Dean's office.

Studio Computing Workshop (Entrance to Room 223)
Located in the 2nd floor outside of the Digital Classroom, this separate space contains work stations for student use. It is open even when the Digital Classroom is closed or being used for instruction

Computer Workshop (Room 234)
This room on the 2nd floor of Nathelyne Archie Kennedy Building contains printers, scanners and both PC and Mac computers and is heavily used by all students.

Digital Media Computing Workshop (Room 232)
Located on the 2nd floor this separate space contains work stations for student use that are enrolled in Digital Arts courses.

Imaging/Scanning Center (2nd Floor)
Scanners, both conventional and wide, and plotters are found in this area.

Wood Shop
The Wood Shop is managed by the shop Supervisor and open during the hours of 8:00 am-5:00 PM Monday through Friday. It is also staffed nights and weekends during the school year with a trained group of work-study students when budget funds are available. The Shop Supervisor must train students before they will be given access to the wood shop. If your class/studio will be using the woodshop, you need to arrange an orientation session with the Shop Supervisor as soon as possible (even before classes start). Students are not allowed to use the shop until they have had this orientation, for obvious safety and liability issues. Faculty should join their students in the orientation to learn about the resource.

Lazer Cutter Lab (room 126)
Located within the Wood Shop area this separate room contains a number of pieces of numerically controlled cutting and fabrication equipment for student models. Students must be trained before being allowed to use this room and its equipment. For safety reasons the room is closed after hours, unless a staff, faculty or work study student, who completed safety training is present.

Storage
There are flat files and cupboards for use by departments to store drawings for accreditation purposes. Each faculty member may use one drawer. All items to be stored should be labeled with appropriate name, date, and course information. Assignments of drawers and cupboards are made through the department heads. Flat files should be cleaned out at the end of each academic year -otherwise, the contents may be discarded.

Library Resources

University
The John B. Coleman Library is located across the street from the SOA facility. It holds over 350,000 volumes, including over 800 print periodical titles with access to several thousand electronic full-text scholarly journals. The library is also a participating member of a statewide database-sharing program known as TexShare, and a member of the Houston Area Research Libraries Consortium (HARLIC).

SOA
The SOA maintains a small library on the 2nd floor of the building. While receiving support from the main University Library system, having access to topical editions offers benefits to the students allowing for a quiet place to study and do research.

Building Security

The School of Architecture with the support of Campus Security will make every effort to ensure the security and safety of its faculty, staff, students, and other users of the Nathelyne Archie Kennedy Building. The normal operating hours for the Nathelyne Archie Kennedy Building are 8:00 A. M. to 8:00 P. M. Monday-Friday when classes are in session. Hours for holiday periods or the summer term are posted in accordance with university directives.

Purpose
To maintain a safe and secure working environment, to prevent damage to and thefts from the Nathelyne Archie Kennedy Building, and to provide a customer-friendly service and a positive learning atmosphere the following security measures are applicable to the SOA.

Procedure
After hours, access to the Nathelyne Archie Kennedy Building will be by means of keys/access cards. All keys/cards are the property of Prairie View A&M University. The School of Architecture is responsible for the issuance of keys, maintenance of keys and locks, and inventory of keys. Those issued keys/ key cards in the School of Architecture are responsible for adhering to all regulations recording keys/key cards (*See below).

RESPONSIBILITY OF OCCUPANTS
Faculty are responsible:
1. for checking and securing their respective classrooms, conference rooms, faculty lounge etc. upon entry and departure.
2. for reporting and correcting violations (such as doors propped opened or left ajar). Violations should be reported to the main office, building proctor, or other authorized personnel. Major violations such as theft, break-in, and damage to property must also be reported to campus security.
3. for informing students to secure their working area, laptops, and other valuables.
4. Faculty will only have access (after hours) to the building using their key cards. Only faculty and authorized personnel will have access to the faculty lounge and conference rooms.

Students will:
1. Not share their key cards with anyone.
2. Only have access (after hours) to the building using their key cards.
3. Must not prop doors by any means (stools, rugs, etc.) or leave doors ajar.
4. Architecture, Construction Science, and Community Development students should not allow non-majors access to the building (after hours). This includes individuals as well as student organizations.
5. Are responsible for reporting and correcting violations (such as the removal of props in doors and the closure of doors left ajar). Violations should be reported to the main office, building proctor, or other authorized personnel. Major violations such as theft, break-in, and damage to property must also be reported to Campus Security.

The faculty lounge and conference rooms are off limits to students unless accompanied by faculty. At no time are students to be left unsupervised in the faculty lounge or conference rooms.

Staff and Administrators will be responsible for:
1. Securing the administrative suite Room 100.
2. Staff and student workers are responsible for reporting and correcting violations (such as the removal of props in doors and the closure of doors left ajar). Violations should be reported to the main office, building proctor, or other authorized personnel. Major violations such as theft, break-in, and damage to property must also be reported to Campus Security.

In addition to faculty, students, and staff, Maintenance Personnel and Campus Security are key units that will assist in the security of the Nathelyne Archie Kennedy Building.

Maintenance workers are asked to report any security violations they may come across in the process of maintaining the building.

Campus Security, whose duty is to secure the entire campus, will be provided a list of the names of Architecture, Construction Science, Community Development and Digital Media Art students who have been issued key cards. In case the electronic security system is down and the building was locked manually (see "Failure of Electronic System" below), or in case a student has lost or misplaced their key card, campus security is authorized to allow them access to the building provided the student presents proper ID. Identification will consist of a valid university ID and an active security access card issued by the School of Architecture. Failure to have both ID's will result in the immediate removal from the building. Also a bi-weekly report will be requested from Campus security showing what students are using their key cards to enter the building.

VIOLATIONS AND PENALITIES
Faculty found in violation of this policy will be reported to the Dean and the Director in their program and the appropriate disciplinary action will be taken.
School of Architecture students (those enrolled in Architecture, Construction Science and Community Development), who do not comply with building security policy will be reported to the Dean. The Dean and Director of the student's program will take the appropriate disciplinary action for violation of this policy.
Others students, who are not majors in the School of Architecture, found to be in violation of this policy shall be reported to Campus Security, the appropriate Dean, and Judicial Services.

FAILURE OF ELECTRONIC SECURITY SYSTEM
If the electronic security system is not operational for more than four (4) consecutive hours due to extenuating circumstances (weather, computer/electronic failure, etc.), the Nathelyne Archie Kennedy Building will go to a normal manual "lock and unlock" procedure in accordance with the normal operating hours as noted above. This manual procedure will require notification and assistance in securing the building by university personnel. Campus security will be notified to begin physical checks of the Nathelyne Archie Kennedy Building until the online system is restored.

KEY CARD REGULATION
Faculty, students, and staff are not to:
Loan keys without authorization, duplicate of keys, alter of keys, locks, or mechanisms, admit unauthorized persons into building, promptly return key(s) when requested, promptly report stolen, lost, or damaged key(s) / key card.

Offices and Administrative Support
Faculty Offices and Computers
Standard set-up for faculty offices includes a desk, telephone with voice mail , file cabinets and bookshelves. The SOA will provide a computer, either desktop or laptop, along with a standard platform of software and a network link. Computers are typically updated on a three year cycle. Shared laser printers are available at several locations around the buildings where offices are located. Faculty owned equipment or software may be brought into the school but SOA IT staff will not take responsibility for supporting individual equipment or software not owned by the School. All computers checked out must be returned upon completion of the faculty's contract.

Keys
Faculty are entitled to keys to their office and a building access card. These are to be obtained from the Assistant to the Dean. You will be asked to reimburse the School should you not return your keys when you leave.   Access to the building is limited after hours due to security concerns. You and your students have access at any time through one of four electronic doors. Your faculty ID will open the door.

Per the directive of the Dean in September 2013 no students even if they are working for the SOA, such as doing inventory or organizing areas in the building, are to be given the master key to open any offices, rooms or storage areas. If anyone needs to open a locked space, the Assistant to the Dean or the Academic Advisor will do that in person.

Business Cards
New permanent full-time faculty should see the Assistant to the Dean, to arrange the printing of their business cards. The School shall provide your first set (500 cards).

University ID
It is advisable to obtain a University ID as soon as you arrive. It will give you access to the libraries, recreational facilities, parking, etc. It may also entitle you to "state government" rates at hotels or other venues. You will be given a form and directions at your orientation session set up by the Benefits Office. There is no charge for the original card. There is a fee to replace a lost card.

Administrative Support
The SOA has staff members and student workers who can assist faculty with a variety of services, such as photocopying course materials, filing, mailings, arranging travel, and working with the business office in the processing invoices and reimbursable expenses. Due to the limited number of staff and student worker, all faculty members are responsible for their own word processing. The School provides each faculty member with a computer and access to printers for this purpose. We also require that you submit your course syllabi and handouts with the dean's administrative assistant for filing purposes required for accreditation, etc.

Photocopying
The primary photocopier is located in room 245. Copy access codes are issued to each faculty member. All copying in support of funded research, private consulting or professional practice should be paid for privately. Faculty members are encouraged to use electronic distribution of all materials to fellow members and to students to the greatest extent possible.

Long Distance Phone Calls
An access code will be issued to authorized faculty and staff members to make university related long distance phone calls.

Email Protocol
All faculty members are encouraged to use email to the greatest extent possible. Not only does is save on resources such as printers and ink, it also creates a record of the communications that can be useful in future meetings and discussion. The standard format for all signature blocks is shown below. Please adjust the room number and the direct telephone line and the

First Name/Last Name
Offfical Title/Postion
Prairie View A&M University
Nathelyne Archie Kennedy Architecture Building, Room XXX
P. O. Box 519, Mail Stop 2100
Prairie View, Texas 77446
(936) 261-XXXX Direct (936) 261-9826 Facsimile

Important/Confidential: This communication and any files or documents attached to it are intended only for the use of the person or entity to which it is addressed. It contains information that may be privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient of this communication, you are hereby notified that the copying, distribution or other use of this communication is

strictly prohibited. If you have received this communication by mistake, please notify the sender immediately by electronic mail and destroy all forms of this communication (electronic or paper). Thank you.

Please consider the environment before printing this message

Computing Resources and Support

Documents detailing the School's extensive computing resources, usage policies and how to apply for a computer/electronic mail account available at http://www.arch.pvamu.edu/computing/. Printers are networked to office computers. Faculty members are reminded that it is a violation of University and School policy to divulge one's password to anyone, including student assistants.

Reimbursable Expenses

All travel using departmental or School funds must be approved in advance by your program director and the dean. Faculty should submit their request in writing using the appropriate university form/s, indicating the purpose of the trip, dates, and all anticipated costs for which you are seeking reimbursement. Expenses are approved at the discretion of the dean.   Once authorized, see your departmental assistant for the appropriate travel reimbursement form available at http://www.pvamu.edu.   A list of acceptable charges and rates are also to be found at this website.

Purchasing

The purchasing of supplies on behalf of the SOA shall be done in the following manner:
1. Faculty/Staff e-mail request to Administrative Assistant or Administrative Secretary (purchasing agent). All requests must be in accordance with PVAMU and TAMUS regulations including the use of preferred and/or HUB vendors.
2. Administrative Assistant or Administrative Secretary review request and schedule appointment with dean to review.
3. Dean review request with Administrative Assistant or Administrative Secretary for approval/disapproval. At this time you will be notified by the purchasing agent of the status of your request.
4. Administrative Assistant in FAMIS will input approved request.
5. FAMIS will send request to dean for approval/disapproval.
6. Once approved by dean FAMIS will send request to purchasing office to issue a PO number and place order to vendor. (Hard copies of PO's will be mailed through campus mail.)
7. If dean disapproves request she will make a not on FAMIS screen for her reason, and then it would go back to Administrative Assistant for correction
8. Once Administrative Assistant makes correction it is forward back to the dean for review and approval. As directed and whenever applicable, payment will by use of the individual's ProCard.
9. Once purchasing submits order to vender they will ship order to central stores.
10. Central Stores will delivery order to department
11. Administrative Assistant with the help of the Administrative Secretary or Graduate Assistant will review order to make sure everything is received and correct.

Inventory Acquisition

Upon receipt of equipment purchases for the SOA the transaction and taking possession shall be noted in the following manner:
1. Equipment is delivered to the School of Architecture. A copy of the purchase order is signed by the Dean's Assistant, or in her absence, the departmental inventory manager or a designated faculty or staff member.
2. A representative of the Fixed Assets Department tags equipment costing $500.00 or more with a PV

Inventory Number.

3. The School of Architecture inventory manager logs the equipment serial number, PV Inventory Number, and location of the equipment into the inventory database.
4. Equipment is disbursed to the appropriate location within the School of Architecture.
5. Portable equipment, such as digital cameras, projectors, and laptop PCs are checked out to faculty, staff, or students as necessary.
6. Equipment is delivered to the School of Architecture. A copy of the purchase order is signed by the Dean's Assistant, or in her absence, the departmental inventory manager or a designated faculty or staff member.
7. A representative of the Fixed Assets Department tags equipment costing $500.00 or more with a PV Inventory Number.
8. The School of Architecture inventory manager logs the equipment serial number, PV Inventory Number, and location of the equipment into the inventory database.
9. Equipment is disbursed to the appropriate location within the School of Architecture.
10. Portable equipment, such as digital cameras, projectors, and laptop PCs are checked out to faculty, staff, or students as necessary.
11. Administrative Assistant will sign for merchandise.
12. Administrative Assistant with the help of the Administrative Secretary or Graduate Assistant will put supplies in storage closet.
13. If merchandise is computer supplies then the Administrative Assistant and the Academic Computer Technician will review supplies.
14. Administrative Assistant will sign for supplies and Academic Computer Technician will store supplies.

Salary and Other Compensation

Paychecks

University employees are paid once a month on the first day of the month following the pay period worked. Example, your September salary is paid to you on October 1. The University requires all employees to use direct deposit. or may sign up for direct deposit at your benefits orientation session. Forms as also available in downloadable from the university website. The University does not distribute paper copies of earning statements. Pay slips documenting amount of pay and withholdings are available on-line. Information can be found on the university's website.

Benefits

When appointment paperwork has been completed, new faculty must also sign the necessary tax and INS forms, such as the W-4 and I-9 forms. At this time, you will also need to provide proper documentation, either a passport or a driver's license and a social security card as proof of eligibility to work in the United States. For full-time faculty, the Benefits Office arrange for you to attend an orientation session where you will sign up for your retirement package, health insurance, paycheck direct deposit, application for University ID, etc. New full-time faculty will be contacted directly by the Benefits Office to schedule your benefits appointment.

Please refer to the University Human Resources website to view a listing of benefits for full-time permanent faculty

Additional Compensation

Full-time faculty members may receive up to three months additional compensation in the summer semester from any combination of: research activities which have brought in external funding, teaching in the summer session, teaching in the Summer Programs Abroad; or similar sources. Additional compensation through an overload procedure during the nine-month academic year is also possible in accordance with university's policies and must be approved in advance by the Department head, the Dean and the Provost.

Full-time faculty members may receive release time in a semester to equal the amount of funds they acquire from their research with the approval of the administration.

Grant Proposal Processing

Before a proposal may be submitted to a granting agency, the faculty member must first obtain signatory authority from their Academic Department Director, the Office of the Dean and from the University's Office of Sponsored Programs. Faculty should generally allow a forty-eight (48) hour turnaround time. It is not our intention to bog down the faculty with additional restrictions, only to help the researcher create and submit a proposal that meets School, University and sponsor requirements. We encourage faculty to contact us early in the pre-award process so we may assist with the development of an appropriate budget and offer advice on any requirements imposed by sponsoring agencies.

Once an award has been made, correspondence with the sponsoring agency concerning the terms and conditions of a grant are to be coordinated with the Dean's office. This is necessary to confirm that any arrangements made to alter the terms and conditions of an award (e.g. no-cost extensions, reallocation of budget, award supplements, etc.) are legal and binding and in accordance with School and University policy.

University Amenities

Faculty Dining Room

The Faculty Dining Room has been bee relocated to the new retail center at the front of the campus. If you would like to have a guest dine at the Pardus you will either need to have the approval of the Dean's office to cover the meal or sponsor your guest from your personal funds.

Parking

Parking: Faculty are responsible for making their own parking arrangements through the University's Office of Parking and Transportation (telephone #:936-261-1701). Information can be found on the university's website.

Handicap Parking: Handicap parking is available for those holding a valid permit in either lot assigned to the SOA.

Guest Parking: Special guest parking passes are available from the Information Center at the entrance to the university for a specified day and time period. There is a minimal charge for the permit.

Parking Tickets: Cars without the proper pass during restricted times will result in a parking ticket. The parking lots bordering the SOA building all require permits as posted.

Academic Life

Supportive Learning and Professional Work Environment

The faculty and staff of the School of Architecture encourage a supportive learning and professional work environment for everyone. New faculty are expected to contribute to such an environment and to enjoy the benefits of being in such an environment. Harassment (sexual, gender, racial, religious, or other harassment) of current students, staff, and faculty is not tolerated, nor will such treatment be tolerated toward new faculty. If concerns develop about conduct that seems inappropriate, you may contact any or all of the following for discussion about how the situation should be handled: Dean, Associate Deans, Department Chairs, senior faculty, and the Equal Opportunity Program office.

School Committees

Each faculty member is expected to participate actively in the academic and student affairs of your department. In addition, faculty members are expected to serve on School Committees as noted in

Section II of this handbook. You should consult with your Department Chair or with committee members to learn about the work of these committees and which committee you might wish to serve on in coming years.

Faculty Vitas and Biographical Information

Brief biographies and statements of academic interests and areas of research are posted on the SOA website. The School does not maintain individual web pages for faculty. We do include hyperlinks to individual faculty pages in the School's home page. If you maintain a web page and wish to be linked to the School's home page, please notify the SOA IT Director.

Student and Teaching Concerns

Site Visits and other Field Trips

Faculty often have their students participate in various site visits and other field trips off School grounds, as part of their academic course work. Faculty who wish for their students to participate in such trips are to complete a Release of Liability Form, available from the Leave Coordinator for the SOA before the trip is taken. Students who do not sign may not attend the trip. It is the responsibility of the faculty member to secure the needed signatures and submit completed forms to the SOA Leave Coordinator. This form also includes language that releases the property holder from liability so faculty may provide a copy to the property owner (if touring private property) if they request it. Unless approved in advance by the university administration, all trips by students must be accompanied by a faculty member and/or organizational advisor.

Projects and Activities that Impose Heavy Demands on Facilities

Classes and other school activities sometimes involve heavy use of facilities or locations. When this is anticipated, the faculty member should confer with their department head and with the person responsible for managing the resource in question. This should be done as far in advance as possible. This will make it more likely that the resource can be made available and that it will be fair to others who may also need that resource.

Design/Build Projects

Faculty may have their students participate in various design/build projects, both on and off School grounds, as part of their studio assignment. The first step in developing a design build project is to confer with the department head and, as appropriate, then to submit the proposed project for review by the SOA Building Committee. Once approved, faculty members are to obtain from each student participant a Release of Liability Form. Students who do not sign may not participate in the project. It is the responsibility of the faculty member to secure the needed signatures and submit completed forms to the office of the Dean.

University Course Procedures

Course procedures established by the University are followed by School of Architecture faculty. These are described on the University website.

Course Evaluations

Course evaluation is conducted on-line at the end of each semester. Students respond to a standard set of questions in a "Student Opinion Survey." Results of the standard questions are available to faculty members. Instructors should encourage and remind students about the need to complete the on-line evaluations. Faculty submit copies of their course evaluation results as part of their annual Faculty Performance Expectations report completed each spring. Course evaluations are retained by the University for later reference by the School administration, the Promotions and Tenure Committee or others with authorized access.

Grade Policy

Different passing grades apply to graduate and undergraduate students. For graduate students, 'B' is the lowest passing grade. For undergraduate students, 'C' is the lowest passing grade, but to remain in academic good standing, students must maintain a grade point average of 2.0 (the equivalent of a C average) or better. A 'D' in their Core Requirements is acceptable. The School of Architecture does not use '+' or '-'grades.

Incomplete (I) and In Progress (IP)

Faculty members are referred to the university catalogue and handbooks regarding the use of 'I' or 'IP" grades.

Equipment Checkout

Faculty, staff, and students often check out portable equipment, such as projectors, VCRs, digital still cameras, and digital video cameras. The check out procedures are as follows:
1. A University Custody Card is required for digital cameras and equipment costing $500.00 or more.
2. A University Custody Card, provided by the Fixed Assets Department, is filled out by the borrower or the departmental property manager and then signed by the borrower, departmental property manager, and the university property manager in the Fixed Assets Department.
3. The Equipment Terms and Conditions Agreement for Faculty and Staff outlines the borrower's responsibility when checking out equipment.

An Equipment Terms and Conditions Agreement for Faculty and Staff form is initialed and signed by the borrower for all checked out equipment.

Lost or Stolen Equipment

The procedures for lost or stolen equipment checked out by faculty and staff is outlined in the Equipment Terms and Conditions Agreement for Faculty and Staff that is signed by employees. The recipient of lost or stolen equipment must first report the incident to the campus police – within 24 hours of loss – so that a police report can be written and an investigation can take place. The borrower of lost or stolen equipment must then report the incident to the Dean of the School of Architecture. If the borrower informs the School of Architecture that the equipment was stolen from the C.L. Wilson Building, individuals appointed by the Dean will view digital recordings from the surveillance cameras to identify the incident and suspect(s). If the equipment is not immediately recovered by these means, steps 3 – 4 will commence.

The inventory manager within the School of Architecture will file a report with the local law enforcement agency where the equipment was reported stolen. The borrower of lost or stolen equipment – as outlined in the Equipment Terms and Conditions Agreement for Faculty and Staff as well as the University Custody Card must replace the lost or stolen equipment with an identical or superior product along with all accessories included with the lost or stolen equipment; or the borrower must pay the replacement costs

TRAVEL POLICY

The School of Architecture continues to support the growth of its faculty and students through various travel opportunities. Faculty and student travel plays an important role in enhancing the growth of our students as it provides experiential learning activities that become a part of their life- long lessons.

Traveling for both faculty and students enhances the overall educational experiences through the development of, exposure to and participation in social, cultural, intellectual, community service, leadership abilities and scientific involvements. It further prepares our students for the intricacies of

business travel when entering the workforce. In keeping with PVAMU travel policy, the School of Architecture shall require the completion and submission of the following documents:

1) Faculty travel itinerary with accurate travel information;
2) Travel passenger list with one emergency contact person, but two is suggested, and a working telephone number for each;
3) Travel guideline and agreement form should be read and signed by student and turned in to the School of Architecture Administration.

These travel procedures follows the PVAMU Office of Travel Services, Travel Procedures Manual (updated 2013) and TAMUS policy (13.04). Please use link below for further information regarding TAMUS policy: http://policies.tamus.edu/13-04.pdf

The following procedures apply to faculty, staff, students, and volunteers who engage in transporting students off campus in a University owned, rented, or chartered vehicle on any University business or related travel activities. Travel in personal automobiles is specifically exempted from the requirements of these procedures. Failure to comply with these procedures may result in the suspension of student travel for the director/department responsible for arranging the trip. The President or his/her designee may authorize exceptions to these procedures on a case-by-case basis.

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[i] Previous edition was first adopted in Fall Semester 2005 by a vote of the faculty. Revised version updated in January 2011 and presented to the faculty for vote/approval in Spring Semester 2011. The handbook was distributed for review and comments in February 2016. This document was then reviewed at the faculty and staff meeting in April 2016 and approved by voice vote.

[ii] Photo by: Randy Hickey, NCARB

[iii] Dr. Bockhorn