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Section I: Introduction

Overview

This School of Architecture (SOA) Faculty Handbook (SOAFH) is intended as a supplement to the Prairie View A&M University Faculty Handbook and contains the School’s policies which have been established by the Dean with the advice of the Program Directors and the Center Directors. 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 administrative procedures followed in the School. These are updated periodically by the Dean and Program Directors.

This faculty handbook is primarily addressed to the teaching faculty of the School. 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 pvamu.edu/architecture under “SOA/Policy and Procedures.”

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 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.

**Mission, Programs and Philosophy**

The mission of the programs in the School of Architecture is to combine and fulfill the responsibilities in teaching, research and service and to the missions of the State of Texas and Prairie View A&M University by being proactively involved with the development and nurturing of problem solving solutions to address the needs of our society. Graduates of the School of Architecture will participate in the contemporary milieu, encourage and anticipate changes, and respond to change in the local, national and international communities.

The programs in the School of Architecture (Architecture, Construction Science, and Community Development) are dedicated to accomplishing their mission through excellence in teaching, research and service by preparing students to play a leadership role 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.

**Architecture Programs**

The architecture programs are dedicated to preparing students to play a leadership role 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 (or 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.

**Philosophy**

We teach our students to learn from the past, glean the excellence, and use that knowledge to create, to construct, to manage their new buildings/streets/cities/regions and cultures. At our School, we do empower them to construct new horizons for themselves and their families. They learn how we have built, how they can build, and how they can create new ways, new futures using new technology such as BIM. Our faculty teach our students the tools for a positive future to design and construct the buildings that no longer waste energy, but create it, through courses such as sustainable building and alternative energy design. Our graduates will create places for working, learning, playing, contemplating, and socializing that have never before been experienced. Our philosophy is simple – we teach students how to learn.
Section II: Organization

Academic Programs

ARCHITECTURE:

BACHELOR OF SCIENCE 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, 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.

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 bachelors degree in Construction Science can be obtained by architecture majors with completion of 30 credit hours. A minor in Construction Science can be obtained by completing 18 credit hours.

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 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:
The Bachelor of Science in Construction Science comprises of a total of 121 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:
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.
Program Directors
The Dean of the School of Architecture is responsible for appointing Program Directors.

Standing Committees
The Office of the Dean will establish and appoint faculty members to SOA committees. A roster of the members of these committees is updated annually and available from the Dean’s 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 your department. In addition, faculty are expected to serve on School Committees. You should consult with your 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.

- 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 assessment 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 and/or 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 January in 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.

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 12 semester credit hours (typically 4 three-hour credit courses) per academic semester.

Studio Faculty
For studio faculty, the normal teaching load is 12 semester credits (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.

**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.

**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 review 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 March and a meeting and discussion with the Director or Dean as appropriate. 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.

**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 department leave coordinator and to the dean for approval. The SOA Leave Coordinator only receive notification that a faculty/staff will be out of the office and not for approval.
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 (Ms. Evans).

**University Business Leaves**

1. A copy of the form can be picked up from the Administrative Assistant Office in room 106 of the Administration Building or from the SOA Leave Coordinator (Ms. Evans).
2. Faculty /Staff must submit their requests at least 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. The leave request is forwarded to Dean for approval.
4. All approved leaves are then forwarded to Academic Affairs for review and approval.

**Part IV: Administrative Procedures**

**Purpose**

The purpose of this part of the document is to 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 head 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 Matters
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 Yunsik Song in Room 213 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.

**Computer Workshop (226)**
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.

**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

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

**Woodshop**
The woodshop, supervised by Sam Smith under the direction of Barry Norwood, is 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. Mr. Smith 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 Mr. Smith 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. You should join your 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, and Community Development 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.

**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.

**Copying**
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

<table>
<thead>
<tr>
<th>First Name/Last Name</th>
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<tr>
<td>Official title/Position</td>
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<tr>
<td>Prairie View A&amp;M University</td>
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<tr>
<td>Nathelyne Archie Kennedy Architecture Building, Room XXX</td>
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<tr>
<td>P. O. Box 519, Mail Stop 2100</td>
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<tr>
<td>Prairie View, Texas 77446</td>
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</tbody>
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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 note 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 forwarded 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 vendor they will ship order to central stores.
10. Central Stores will deliver 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:

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.

1. A representative of the Fixed Assets Department tags equipment costing $500.00 or more with a PV Inventory Number.
2. The School of Architecture inventory manager logs the equipment serial number, PV Inventory Number, and location of the equipment into the inventory database.
3. Equipment is disbursed to the appropriate location within the School of Architecture.
4. Portable equipment, such as digital cameras, projectors, and laptop PCs are checked out to faculty, staff, or students as necessary.
5. 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.
6. A representative of the Fixed Assets Department tags equipment costing $500.00 or more with a PV Inventory Number.
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8. Equipment is disbursed to the appropriate location within the School of Architecture.
9. Portable equipment, such as digital cameras, projectors, and laptop PCs are checked out to faculty, staff, or students as necessary.
10. Administrative Assistant will sign for merchandise.
11. Administrative Assistant with the help of the Administrative Secretary or Graduate Assistant will put supplies in storage closet.
12. If merchandise is computer supplies then the Administrative Assistant and the Academic Computer Technician will review supplies.
13. 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 direct deposit at your benefits appointment.

**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 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 Pardus Faculty Dining Room is located in the Drew Memorial Complex building next to the Memorial Student Center. 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 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.

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, Mr. Yunsik Song.

**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 in 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.

Golf Cart Operating Procedures

1. Only authorized personnel may use the golf cart.
2. Only the dean of the school of architecture may authorize individuals to use the golf cart.
3. Once individuals have been authorized to use the golf cart they must be trained by an authorized individual in the department as to how to drive the golf cart. The training includes but not limited to: visually checking the air pressure in the tires, how to charge the golf cart, how to protect the golf cart when taking trips back and forth across campus, and how to check the water level in the batteries to make sure that the batteries at all times have the proper water level. How to store the golf cart is also very important and individuals picking up the golf cart will be expected to return the golf cart on the same day.
4. All authorized users of the golf cart must complete this training.
5. Under no circumstances should the golf cart be left out at the school of architecture overnight. Violation of this rule will result in all privileges taken away from this authorized user.

6. All authorized users of the golf cart must maintain a 20 minute departure and return of the golf cart so that other authorized personnel may use it.

7. If an authorized user of the golf cart is going to a meeting across campus they must be dropped off and picked up so that the golf cart will not be idle for more than 20 minutes away from the school of architecture at any given time.

8. Privileges may be taken away if authorized personnel show negligence in any of the above mention procedures.

9. If any department head, coordinator or director has a meeting and is running late they may request from an authorized user of the golf cart is available to drive them across campus. Otherwise, all department heads, coordinators, faculty, staff and directors are asked to walk tall offense and not use the golf cart.

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\(^i\) 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.

\(^ii\) Photo by: Randy Hickey, NCARB