Faculty Guidebook

New Jersey School of Architecture
2013 – 2014 Academic Year
# Table of Contents

**INTRODUCTION**  
1

**ADMINISTRATIVE PERSONNEL**  
2  
- Associate Dean for Administrative Affairs  
- Associate dean for Academic Affairs  
- Assistant to the Dean 1  
- Assistant to the Dean 2  
- Special Assistant to the Dean  
- Administrative Assistant to the Dean  
- Administrative Assistant 1  
- Administrative Assistant 2

**SECURITY**  
4  
- Access to Buildings  
- Access to Administrative Suite  
- Access to Studios  
- Access to Offices and Common Rooms

**FACILITIES**  
5  
- Maintenance  
- Projectors, laptops, and Media Services  
- Parking  
- Mailbox  
- Copy machine

**INFORMATION TECHNOLOGY**  
6  
- University Policies  
- Network Access, Email Accounts  
- Software Availability – Personal Computers  
- Software Availability – Desktop Workstations  
- Hardware Availability  
- Studio Computers  
- Digital Archiving of Student Work  
- Computer Teaching Lab  
- Printing  
- IT Support  
- Projectors, Laptops, and Media Services

**STUDENTS AND CURRICULUM**  
14  
- Syllabi  
- Syllabi: NJIT Requirements  
- Syllabi: NAAB Requirements  
- Student Attendance  
- Students with Disabilities  
- Scheduling  
- Field Trips  
- Grading Standards  
- Grading Standards: Undergraduate  
- Grading Standards: Graduate  
- Grade Submission and Deadlines  
- Grade Appeals  
- Textbooks and Library

**FACULTY ISSUES**  
20  
- Communications  
- Accreditation  
- Attendance  
- Meetings  
- NJSOA Curriculum Committee  
- Committees  
- Promotion and Tenure  
- Conferences and Travel  
- Intellectual Property

**SPECIAL EVENTS**  
25

**WHO’S WHO**  
26
INTRODUCTION

This Guidebook is intended to aid faculty with protocols and procedures related specifically to the New Jersey School of Architecture. There are multiple sources for other university-wide information, specifically in the *NJIT Faculty Handbook* which may be found online at:


Links to additional faculty information can be found at: http://www.njit.edu/facultystaff/.
ADMINISTRATIVE PERSONNEL

The following is a list of the College of Architecture and Design administrative personnel and their responsibilities.

Associate Dean for Administrative Affairs (Peggy Fitzpatrick)
Please speak to the Associate Dean for Administrative Affairs for all questions or comments relating to:

- Budget - overall College budget plus issues relating to reimbursable expense vouchers, conference budgets, special events budgets
- Special Events - planning, budgeting, and overseeing special events, catering
- Facilities - access and security
- Recruitment - planning, publications and events, tracking, admissions coordination
- General administrative issues
- Disciplinary actions

Associate Dean for Academic Affairs (John Cays)
Please speak to the Associate Dean for Academic Affairs for all questions or comments relating to:

- Academic planning
- Faculty assignments
- Curriculum development and implementation
- Academic outcomes assessment (including Kepler3)
- Faculty reviews
- General administrative issues

Assistant to the Dean 1 (Burcak Ozludil Altin)
Please speak to the Assistant to the Dean for all questions or comments relating to:

- Website design and updates
- Special projects as assigned by the Dean

Assistant to the Dean 2 (Fred Little)
Please speak to the Assistant to the Dean for all questions or comments relating to:

- Graduate recruitment and admissions
- Graduate School of Architecture academic advising
- Graduate graduation certification
- Facilities - Issues relating to HVAC, furnishings, repairs and maintenance
Assistant to the Dean 3 (Amada Belton)
Please speak to the Assistant to the Dean for all questions or comments relating to:

- Undergraduate School of Architecture academic advising
- Undergraduate School of Architecture graduation certification

Special Assistant to the Dean (Sasha Corchado)
Please speak to the Special Assistant to the Dean for all questions or comments relating to:

- School of Art + Design recruiting
- School of Art + Design academic advising
- Issues relating to the School of Art + Design

Administrative Assistant to the Dean (Hope Allen)
Please speak to the Administrative Assistant to the Dean for all questions or comments relating to:

- Dean's correspondence
- Room reservations
- Student grade appeals
- Recommendation requests
- Promotion and tenure submissions
- Time reporting for faculty, staff, and student workers
- Response to general inquiries
- H1B documentation and submission

Administrative Assistant (Samanthea Jones)
Please speak to the Administrative Assistant for all questions or comments relating to:

- The Dean’s calendar and scheduling
- Reception and phones
- Response to general inquiries
- Receipt and distribution of deliveries
- Reimbursement submissions
- Supplies
- Keys
- Key pad combinations
- Requests for business cards and stationary
- Group parking reservations
SECURITY

The Department of Public Safety is responsible for security on campus. Information regarding the Department of Public Safety can be found at: http://www.njit.edu/publicsafety.

Security, for both people and property, is one of the most challenging issues we face in the College. Faculty are advised to report any breach of security to the Associate Dean for Administrative Affairs and to encourage students in every way possible to observe security precautions at all times.

Students will often prop open locked doors for convenience. This practice compromises security and often damages the doors and latches. Faculty are asked to discourage this at every opportunity.

Access to buildings:
- Off hours access to Weston Hall, the Deck, and parts of Campbell Hall is via swipe card.
- Swipe cards are activated based on semester-based lists provided by the Administration.
- Swipe cards are issued to faculty, students, and to individuals with special access requirements.
- Swipe cards can be issued by semester or for any times, days, or periods.
- Email the Associate Dean for Administrative Affairs for any special swipe card requests.

Access to administrative suite:
- Access to the administrative suite is through a combination key pad.
- The combination to administrative suite is issued at the front desk.
- Check with the reception staff at the beginning of the semester to confirm the key pad combination and memorize it. Please do not expect to be buzzed in each time.
- The door to the administrative suite is open during regular business hours only. The second doors into the administrative suite are lockable and alarmed.

Access to studios:
- Access to all studios is through combination key pads.
- Combinations are issued at the beginning of each semester after studio assignments are made.
- Faculty must pick up the key pad combinations for their studio before the first class session.
- Faculty then distribute key pad combinations to their studio students during the first class session.
- Combinations are issued to faculty only by the staff at the front desk.
- Please do not ask the IT staff for combinations. The IT staff is not authorized to distribute combinations. Please do not email combinations.

Access to offices and some common rooms or spaces:
- All offices and some common rooms are key locked.
- Requests for keys for temporary use of a common room should be made at the reception desk.
- Requests for new or replacement office keys should be made at the reception desk.
FACILITIES

The College occupies space in a number of different buildings: Weston Hall, the Parking Deck, Colton Hall, The Guttenberg Information Technologies Center (GITC), Cypress Hall (Idea Factory) and Campbell Hall. These facilities are maintained by the Physical Plant Department.

Maintenance
There are four maintenance staff assigned to the College. They arrive at 5:00 am and leave at 1:00 pm. These individuals have a long history of service and they work very hard. Please cooperate with them by encouraging students to be respectful and considerate.

- Food should not be left in open containers in the studios to avoid rodent infestations.
- Trash and recyclables should be deposited in the proper receptacles so that maintenance staff knows what they may throw out.
- Furniture should not be removed from studios or review or seminar spaces.
- Studios should be left at the end of the semester in the same condition in which they were found at the beginning of the semester.

Driving & Parking
If driving to NJIT, the Security Identifications and Parking Systems office in Laurel Hall, 131 Summit Street will issue an automobile mirror hang tag, which will work, along with the work ID card (photo ID), to gain access to the Parking Deck.

Mail Box
CoAD assigns an alphabetical mailbox slot in the administrative suite on the third floor. This is your personal mailbox. It is the place where College information will be sent, and also a place where students can drop things off during business hours.

Copy Machine
The copy machine is available for limited use and is accessed through the staff at the front desk. Please request copies from the staff well in advance of need. Electronic transmission of information in lieu of hard copies is strongly encouraged.
INFORMATION TECHNOLOGY

University Policies
Faculty should familiarize themselves with the NJIT Guidelines for Responsible Use of Computing Resources (http://www.njit.edu/policies/policy_computingresources.php). Among the topics discussed are “University-Related Use Only”, “Abuse of Computer Time & Resources”, and “Account Security”. In general, information about NJIT Computer Resources for faculty can be found under the heading: “Computing & Technology” at http://www.njit.edu/facultystaff/

Off-campus access to some NJIT services may require the use of a Virtual Private Network (VPN). If use of a VPN is required, information and software is available at: http://ist.njit.edu/vpn/index.php

Network Access, Email Accounts, Highlander Pipeline
All faculty and members of the instructional staff are given an “njit.edu” email account and access to Highlander Pipeline via UCID.

There are multiple accounts to which you may have access. The UCID is a university-wide identification and is used for general administrative requirements. It will become the account used to access CoAD resources.

The College of Architecture and Design has joined the university-wide network with servers physically located outside of our building. The old NJSOA legacy no longer exists. While students may use the UCID for access, group permissions that allow access to COAD software or logon privileges in labs remain restricted. Please note that you are likely to see references to the Imaging Lab network or the licenses held by the Imaging Lab at NJIT. The Imaging Lab is a decentralized facility that includes all network and laboratory facilities within the College of Architecture and Design. It is the umbrella organization that establishes, monitors, and maintains some of the IT facilities at the College of Architecture and Design. There is no single Imaging Lab in a room – it is a college-wide facility. Personnel involved in the maintenance and management of these facilities still have offices on the sixth floor of Weston Hall.

Faculty must register with Human Resources (HR) upon employment at NJIT, receive a work ID, and set up a University Computing ID (UCID). This is not done at the College of Architecture and Design - it is a university system. To get more information about setting up a UCID please refer to: http://ist.njit.edu/accounts/ucid.php

Adjuncts are also required to set up a UCID and must complete the appropriate paperwork at HR. The UCID will allow adjuncts to log onto the Highlander Pipeline account (https://www.njit.edu/cp/login.php), where it is possible to access course information, view course roster(s), contact students and submit final grades via Banner.

Once a UCID is in hand, adjuncts will also receive an “njit.edu” email address. That address is needed to get official communication from the university and to obtain some educational discounts online. NJIT deems email as an official means of communication. This means that faculty absolutely must keep up with all NJIT email. Faculty must either check the njit.edu account, or make sure that it is forwarded
to another chosen account. (Many faculty also make use of free web-based accounts such as hotmail or
gmail for supplementary accounts set up for submission of student work. Attachment size in these
accounts may be larger than that provided by NJIT. This is based strictly on personal preference.)

Not all members of the instructional staff (including full-time faculty members) have access to all
machines in all labs. Faculty should be able to log onto a student’s machine (with permission only),
their own computer, open computers in the library, etc. Faculty will only be allowed to log onto a
computer in a laboratory if teaching a scheduled class in that laboratory and placed in the “group”
with appropriate permissions.

Software Availability - Personal Computers/Off-site Use/Laptops
Between NJIT and the College of Architecture and Design there are some software applications
available for “take-home” use by NJIT personnel. Some software, such as Microsoft Office 2007 and
2010, may be downloaded from the university download website:
http://ist.njit.edu/software/softlinks.php. There is another link that shows where to get “free” software
Once an njit.edu email address is obtained, faculty will be able to download a number of educational
version applications directly from Autodesk at no cost. The list of available applications includes
AutoCAD, AutoCAD Architecture, Inventor, Revit, Ecotect, SketchBook Pro, Maya, Mudbox, Alias
Design, and 3D Studio MAX Design. Faculty can join the Autodesk Design Community at
http://students.autodesk.com. Use of these downloaded educational versions for a professional purpose
is a violation of the End User License Agreement.

NOTE: DO NOT DOWNLOAD AUTODESK APPLICATIONS ON A COMPUTER USED ON THE
IMAGING LAB NETWORK AT SCHOOL. THESE APPLICATIONS ARE AVAILABLE AT SCHOOL. IF
YOU ADD A PERSONAL OR EDUCATIONAL VERSION ONTO YOUR WORKSTATION YOU RUN THE
RISK THAT NEITHER VERSION WILL WORK! Please caution your students who may be impatient
and want a newer version of software than they might have on an older image they are still
using that they run the risk of having more not work than work.

The College of Architecture and Design has also worked out an arrangement with Corel Corporation
for a very steep discount for their software applications: $10 (and another $10 +/- for two-year
download insurance if desired) per downloaded application – Corel Draw Graphics Suite x6, Corel
Painter x3, and Corel Paint Shop Pro x5. Please contact Glenn Goldman (glenn.goldman@njit.edu)
directly via email if interested in purchasing any of these applications to receive the links and discount
code. Please understand that Corel Corporation may terminate at any time and without notice this
particular agreement. All three Corel products are on the standard studio and lab image Fall 2013.

Adobe has changed its licensing policies to a subscription model based on individual users. Therefore,
at this point, we are unable to provide Adobe products on any computer not owned by NJIT (including
student machines in studios). However, if you have a desktop or laptop computer that is owned by
NJIT, we can provide you with Adobe Creative Suite (version CS6). At this point, we – and most
universities – are still navigating through the new licensing models for Adobe Creative Cloud (CC) and
negotiations have not been concluded.

The College does NOT image or provide software installation services for personal machines or laptops.
This is personal software on a personal computer. The College can offer advice on purchasing, but
Faculty are responsible for their own equipment and data. The College does not support Mac OS in any version or for any product.

Software Availability - Desktop Workstations
If you are in possession of a currently supported workstation (Dell Precision T7500, T3600, T3500, and/or Lenovo S30 and D30) and it is on campus and connected to the CoAD Imaging Laboratory Network, then Imaging Laboratory/IT personnel will image your computer in your office. (You must be present during this process to set passwords, etc.) IT staff will image and give you access to the software on our network only if you have one of the computers specified for studio or laboratory use (see “Studio Computers” section below). Furthermore, while we may be able to image computers as they get older, we only actively maintain images for machines for five years, based on the semester they were specified for placement in service (not from the time of purchase). This corresponds to Dell’s end-of-life upgrade and support policy as well as the duration of our longest undergraduate (B. Arch.) program. In other words, if you purchase a Dell Precision T3600 this year (the current specified model), CoAD should be able to update the image through September 2017 for the 2017-2018 academic year. This does not mean we or you cannot keep the computer running after that, but we will no longer be able to provide the same level of service we did at the beginning. This is natural and we should all realize that over the next four years there will be developments and new technology that current generation equipment will not run, or run well. Also, current end-of-life support cycles for Dell is based on five years of ownership after which there are (usually) no hardware or software (including firmware) upgrades or parts available to maintain the computer in a reliable manner. Please keep track of warranty dates for any computer you purchase as the College of Architecture and Design usually cannot provide parts for out-of-warranty repairs.

Desktops that are NOT the specified studio computer will not be supported on the network and faculty will be responsible for all software and maintenance as if these machines and laptops were off campus.

NJIT does not upgrade every piece of software when a new version becomes available. Upgrades depend on grants, contracts, budgets, and network compatibilities (including methods of “counting” limited numbers of copy that are centrally managed). As a rule, the University does not install software that requires serialized locks or physical hardware locks (“dongles”) although there may be exceptions for particular, limited-use applications. While there may be a pedagogical justification for a particular application, there may not be the resources to get it, or there may be technical reasons preventing acquisition. There will be times when the network deploys an application that offers some, albeit not all, of the capabilities of other applications as a means of maximizing the resources available.

Preparation of images takes time. IT personnel start working on the fall disk image by the end of the previous spring semester. The spring image is started during the fall semester. Given the number of workstations served it is not possible to constantly add software at the last minute. Nor is it possible to prepare “special” images for a faculty member or a studio.

**WARNING:** Do NOT distribute or facilitate distribution of illegal, “bootleg”, or “pirated” software. **FACULTY** are responsible for the actions of the students in studio. **Students in the College are preparing for a lifelong career in the creation of intellectual property. It is inconsistent, inappropriate, and illegal to steal the intellectual property of others.**
Hardware Availability

The College of Architecture and Design does not have a budget to purchase computers for individual faculty. Other than entirely self-funded personal purchases, there are typically four common sources to get a computer at NJIT:

(1) Use start-up funds provided to newly hired tenure-track faculty. If this route is taken, faculty are strongly urged to consult IT/Imaging Lab personnel to receive assistance with specifications and pricing, and to assure the greatest level of compatibility possible. In general, it is recommended that a “freshman” computer be purchased (with upgrades as needed and within your budget) for use in on-campus offices that will also provide access to software on the network. For those with adequate budgets or specific digital needs, a workstation matching the computers in the animation lab which can still be imaged may be purchased. (NOTE: The College of Architecture and Design is PC-based and all images are based on Windows 7/64. The College does not now, nor does it anticipate in the near future, the provision of any support for Apple computer products or Mac OS.)

(2) The university has a laptop distribution program that provides full-time faculty (tenured, tenure-track, and university lecturers) a computer once every four years (subject to availability of funds) for use in the classroom. These laptops tend to be underpowered for serious graphic use. The intent of the laptop is less to provide a viable workstation and more to relieve the University of providing in-classroom technology for lectures and demonstrations, thereby reducing the demand on University Media Services. The College of Architecture and Design has had, on some occasions, been successful in securing upgrades (particularly amount of RAM and the inclusion of a discrete/dedicated graphics card) supplied with these laptops. Additional upgrades, where possible, must be self-funded. As with the case of desktops at CoAD, support and connectivity is provided only for explicitly supported Windows-based personal computers.

(3) Include the cost of workstations, laptops, peripherals, etc. in a research proposal to an external agency or institution. Successful proposals have resulted in grants that provide faculty (and students) with much needed, state-of-the-art equipment.

(4) Wait for available “down-streamed” equipment. Laboratory equipment gets upgraded and moved periodically within the College of Architecture and Design. Equipment may, at times, be made available to faculty anywhere from three to six years after it has been placed in service. Clearly this is not new equipment and it has been deemed to be underpowered or obsolete for advanced applications typically needed in various laboratories. However, the equipment remains serviceable and may be adequate for office use. It may not run all of the features on the latest graphic applications on the currently deployed operating system, but still could provide utility. Because this down-streamed equipment comes from labs, it is almost always a desktop system. People who have laptops tend to use them till they have little or no value left.

Access is currently given to the College of Architecture and Design Teaching Lab (Room 650 Weston) upon faculty request for software learning and exploration but access privileges are restricted to individuals (not his/her students) and only for times when classes are not being held in the room.

The various labs in the College of Architecture and Design are booked with classes and must be available for students to work. The use of these facilities by other students – especially those working
on studio projects – inhibits (and often intimidates) properly scheduled use. These laboratories are NOT to be used as supplemental workstations for rendering or other tasks to complete studio work.

Instructors may use the computers in the Littman Library and in the back of the main office. The library computers are fairly robust and were replaced in Spring 2010. The back-of-office CoAD computers are tentatively scheduled for replacement with down-streamed computers prior to the start of the Fall 2012 semester.

**Studio Computers**

Students are required to purchase a specific computer for use in the design studio. The selection of the specified computers is based on a variety of factors that include capabilities available and needed for current generation design and analysis software applications, price, warranty and service, reliability of vendor and commitment to maintain parts and components for expected five-year life of computer, etc. Architecture students purchase the computer upon matriculation while Art and Design students purchase them in later years. In order to facilitate service and imaging, students do not have a choice in computers – only in predetermined upgrades.

Links to various FAQ pages dealing with the computer purchase may be found at [http://ist.njit.edu/compreq/current_fall/index.php](http://ist.njit.edu/compreq/current_fall/index.php) and include specific links for general questions, architecture program questions, and art + design program questions.

**Digital Archiving of Student Work**

The Kepler3 System is a new internally-developed and proprietary application of Microsoft SharePoint that serves as a communication tool, classroom management system, and archive of student work. An NJITDM account for faculty (and an ACADEMIC account for students) is required to log on to Kepler3. You may find Kepler3 at [http://kepler3.njit.edu/SitePages/Home.aspx](http://kepler3.njit.edu/SitePages/Home.aspx) or just type kepler3.njit.edu in Internet Explorer. Please note that this is a Microsoft product optimized for a Microsoft platform; it will work best on Internet Explorer. You will NOT be able to access all screens or features if you use Mozilla Firefox, Google Chrome, or Apple Safari.

All students are required to submit and archive work digitally – even work created with traditional media. This means that physical models must be photographed and traditional media compositions must be scanned or photographed. Students shall be instructed as to format and submission requirements in each class. If low-resolution files are submitted for general visual archiving (typically 1920 in the widest direction), high-resolution files must be submitted via DVD or a specified online/network share in order to maintain full documentation.

The submission and placement of all work for archiving is a separate requirement of ALL courses in the College and course requirements are not considered fulfilled without the submission, regardless of other course submissions. Failure to upload or properly submit work may result in a grade of “F” until such time as the work is uploaded or submitted, at which point the grade will be changed appropriately.

The student archives on Kepler3 and succeeding systems allow the College to have evidence of student outcomes for accreditation visits by NAAB, NASAD and CIDA, and they provide a record of student
accomplishment for the student and faculty alike. They also allow faculty and administration to transparently see what is going on in any given course with the idea that open dialog can improve programmatic offerings.

Regardless of the digital archive being used, each instructor has the responsibility to collect digital files at full resolution. Based on past history, it is not unreasonable to anticipate a requirement for reduced size of files for the general collection. However, in order to leverage the work for publicity, publication, exhibition, and accreditation HIGH RESOLUTION files from the students are needed. Please keep in mind that it is possible to print at 300 dpi. That means when a student provides a 640 x 480 file, it will have an optimal print of 2.13” x 1.6” - hardly big enough for a poster! Collect high resolution uncompressed TIF files of visualizations and PDF files of drawings as appropriate. If unsure about file type and resolution to require for your particular course PLEASE ASK! The method of file collection may vary from term to term. Past options have included network temporary drives, flash drives, submission of DVDs by students, etc. While faculty may require submission of presentation files or boards or posters, the individual image files at the highest resolution the students can provide should be gotten as well. If students are presenting work in a projected review (e.g. PowerPoint), ensure that they ALSO render their better images at a higher resolution such as 4000 x 3000 in addition to the 96 dpi screen resolution files used for the review. High resolution files may be required after the review, but must be collected by the last day of class and should not bleed into the final exam period for production.

Computer Teaching Lab
While there are a number of computer labs at NJIT, within the College of Architecture and Design, the Teaching Labs typically used by SOA are in 650 and 140 Weston Hall (140 will be available early in the fall semester). Please be aware that these are a college-wide facility in and is available for scheduling up to five classes per semester where courses (1) are not restricted to studio enrollment; (2) have limited enrollment; and (3) REQUIRE the use of computers during the course time.

Students are cautioned not to bring in any food or drink to the laboratories. This restriction absolutely extends to instructional personnel and any guests/visiting critics attending reviews or events in the space(s). It is also imperative that any lab never be left unattended. Please make sure that the door is closed and locked when leaving. (The door in Weston 650 will not lock unless an effort is made to pull it shut.) Do NOT let guests come in and log on. It may be tempting to be “nice” and let students in, but they are not supposed to be there. Even students who have classes in a lab are not supposed to be present in the space when another class is being run. Do not expect students to have “ownership” over any computer. Students (and faculty) should not commandeer multiple machines for rendering or other work. Do NOT send studio students into the labs to work. If you have a student in a class or studio whose computer needs repair, the labs do NOT represent a back-up. If you notice a problem with any machine or projector, please file a HelpDesk report online and be as specific as possible. Faculty who do not comply with the lab requirements and rules will forfeit the opportunity to teach classes in those facilities.

The lab facilities are monitored remotely by camera. Any attempt to cover up the cameras shall be deemed a violation of CoAD policy. Students caught trying to cover up a camera will have their
account privileges suspended and be referred to the Dean of Students for additional discipline. We are relying on you to make sure that this message gets through to all of your students in all of your classes.

Printing
Faculty members do not have direct access to photocopy equipment at the College of Architecture and Design. Examinations as well as syllabi and initial material for class distribution may be submitted to the office staff for photocopying several days in advance. The College encourages faculty to provide materials electronically with care taken not to violate intellectual property laws. NJIT maintains a Canon Photocopy Center in Collomore Hall that is open during business hours. (All other materials should be distributed electronically with care taken not to violate intellectual property laws.)

Student organizations at The College of Architecture and Design organizations have historically operated a print room located in room 561 Weston Hall. It is currently operated by the College’s chapter of AIAS according to a schedule posted close to the beginning of each semester. It is the responsibility of each student to allow sufficient time to print for presentations and to run test prints on a regular basis. They should check conflicts and schedules of other programs or classes to see if there will, or will not, be a high demand for the facilities when they expect to use them. Complications with printing cannot be used as an excuse.

Students or faculty may not provide media (ink or paper) to be used in the print room as problems have occurred in the past with privately supplied materials. Student volunteers have been instructed to use ONLY material stocked by the print room.

As a volunteer operation, run by students who have the same (approximately) due dates for projects as the students trying to print, it is inevitable that the facilities will not be available whenever a student or faculty member wants. Keep in mind that if everyone waits to print until the last minute, some (and often many) students will not have their work printed in time for presentations. Therefore, it is absolutely necessary to tell students who are expecting to print (especially in a studio situation) that it is THEIR responsibility to make sure that their work is printed and ready for presentation. This means that they need to print in advance.

The Print Room is NOT an all-night 24/7 operation. These facilities, if provided at all, are provided as a courtesy and convenience. Faculty and students may take files and print them at any commercial facility they choose. The schedule of operations and printing costs are posted at the Print Room.

Faculty members have no special privileges at the print room facility – including but not limited to extension of credit, special payment arrangements, or placement in printing queue.

IT Support
NJIT has a general help desk and a significant amount of online information. A good source to check for general university-level information is: http://ist.njit.edu/.

Continuing the policy established in Spring 2011, the College of Architecture and Design IST Support has been absorbed by, and made consistent with, the rest of the university. Therefore, the first place to get information or submit requests for assistance is through the NJIT HelpDesk at http://ist.njit.edu/support/helpdesk.php. HelpDesk support is NOT available 24/7 and results are NOT going to be instantaneous. HelpDesk may be contacted either by phone or email. A UCID is required
to send in a request and the more specific the request, the more likely it will be routed to the appropriate persons. Assistance with viruses, logins/passwords, accounts, software malfunctions, computer imaging requirements, hardware malfunction, etc. must ALL go to HelpDesk before anyone can help. Requests for use of specific facilities, installation of software, questions about software version ALL go to HelpDesk.

Individual student machines often need different levels of care. Ultimately, if one of a student has a computer with hardware problems and parts need to be obtained, the warranty work must be arranged between Dell and the computer owner (the student). IT staff may assist in diagnosis of some problems but students must make arrangements to bring their computer to the sixth floor of Weston Hall and drop it off if so instructed AFTER a request has been made to HelpDesk. If parts need to be ordered, IT staff may, at its discretion, assist a student in ordering the appropriate component from Dell. Please note that the School cannot provide any type of support for out-of-warranty Dell equipment owned by the students. The default warranty is three years. Note that individuals who purchase computers directly from Dell may extend their warranty from the default 3 years to 5 years. Warranties are NOT transferrable. If a student chooses to purchase a studio computer from another (past) student, that computer is no longer under warranty and any parts needed for that computer in the course of repairs must be paid for by the student directly to Dell.

IT staff will not assist students or faculty with the installation of personal software on computers. There are no computer-related services provided for equipment or issues not related to the College of Architecture and Design or NJIT. IT staff will provide support for the appropriate faculty desktop computers in offices in the form of imaging and hardware repair. Individual software applications purchased or used by faculty are the responsibility of the individual faculty member, even for office located computers.

Projectors, Laptops, and Media Services
Rooms with built-in projectors for NJSOA use are Weston Lecture Hall 1, Weston Lecture Hall 2, Weston 650, and 2nd Floor Weston Gallery Seminar Room. Seminar and review rooms equipped with flat-panel plasma screens (Weston 251, 252, 258, 260 551 and 751) can also be used for presentation. The Art and Design Foundation Labs (Campbell 236C, 236D, 236G) are reserved for those students. Please reserve rooms in advance of scheduled use through the CoAD main office. You will need a laptop and VGA cable to use all spaces except labs. A designated computer in Room 650 connects to the projector and the network to run any of the software applications on our image.

If you need to use a projector for a review or lecture in a space that does not have one, you must reserve and get one in advance either from the Littman Library (4th Floor) or directly from Media Services in the basement of GITC Building. You can also reserve a laptop along with the projector. Public laptops and are OK for PowerPoint. They may not be set up or powered to run graphics software and to use as demonstration machines for many of the applications we use. If you are giving a lecture about a particular software application, and will be relying on a library or Media Services laptop, you should pre-package the lecture with screen shots rather than rely on a live demo. If you have your own laptop, and have the software installed, you may run your demonstration live. (NOTE: the cables supplied with the projector and those available for signing out are PC-compatible VGA cables only; if you are using a Macbook or other Apple product, you must provide YOUR OWN adaptor.) Please instruct students that they are NOT permitted to use the projectors in any of the labs and are
subject to disciplinary action (including suspension of their network access privileges) for violating this rule.

STUDENTS AND CURRICULUM

Syllabi
Faculty **MUST** provide a course syllabus to students on the first day of class. The provision and distribution of a complete and appropriate syllabus by the instructor for any class is not optional and a lack of compliance may lead to non-renewal of contract for a faculty member or member of instructional staff as well as affect any merit-based salary increments for tenured/tenure-track faculty. In addition, **All syllabi must be posted to Kepler3.** NAAB requires NJSOA to archive all syllabi for accreditation. Faculty may post additional copies to, Moodle and/or distributed in printed hard copy. Syllabi posted for multi-section coordinated classes may use a common syllabus posted or distributed by the course coordinator.

The syllabus is an essential component of higher education pedagogy. It is a social contract between two parties: faculty and students. Both parties agree to its terms regarding requirements, expectations, performance and outcomes. It provides the code for how faculty and students proceed forward in a common endeavor.

Please note that dates of all reviews and midterm or intermediate examinations must be on the schedule. Only final exams may be listed as “TBD” (to be determined) since those are scheduled and located university-wide by the Registrar. If an instructor modifies or deviates from the syllabus during the course of the semester, he or she must apprise the coordinator(s) and the director, and make students aware in a timely fashion. All NJSOA syllabi should incorporate the items below supplemental to those required by NJIT and NAAB further in this document. Faculty should describe these as clearly and concisely as possible:

- Additional information regarding texts
- Archiving instructions
- Attendance requirements
- Cell phone policy

All NJSOA syllabi must also take into account the following NJIT and NAAB requirements:

**Syllabi: NJIT Requirements**
The NJIT Provost asks that your course syllabus include the following:

- Course number, title and prerequisites.
- A course description and outline.
- A description of the course assessment criteria, methodology for final grade determination, and the weight of each course component (test assignments, class participation, etc.) in determining the final grade.
- A weekly listing of course topics and assignments/projects with due dates, and that includes expected test dates.
• The instructor’s contact information, office hours during which the instructor will be available, and office location (full-time faculty only).
• The title, author, publisher, ISBN number and edition of all required texts, and similar information for non-text required readings.
• A statement indicating that academic integrity and honesty are of paramount importance to you. Clearly indicate that the NJIT Honor Code will be upheld, and that any violations will be brought to the immediate attention of the Dean of Students.

College faculty should familiarize themselves with the NJIT’s “University Code on Academic Integrity” at http://www.njit.edu/academics/pdf/academic-integrity-code.pdf. Faculty should also refer to the “Best Practices” regarding Academic Integrity at www.njit.edu/provost/docs/Best_Practices_related_to_Academic_Integrity.pdf.

**Syllabi: NAAB Requirements**
The National Architectural Accrediting Board (NAAB) accredits schools of architecture in the United States and requires extensive documentation in advance of a visit by an accrediting team. Faculty must list the NAAB code number requirement (ie: A.4, B.2, C.7) that a specific course addresses. Faculty can find current (2010) NAAB requirement at http://www.naab.org/documents/

**Student Attendance**
NJIT requires attendance for all students. After three absences students may be docked one-half grade for each subsequent unexcused absence. (For example, if the final grade would have been an “A”, four unexcused absences will result in a B+, five unexcused absences will result in a B, and so on.)

Class participation MAY be a factor in grading any course at any level. Class participation may include in-class discussions and contribution as well as asynchronous participation in electronically mediated forums. Participation requirements must be made clear in the class syllabus.

Absences will be excused for two reasons:
• illness and
• religious observation.

Documentation of an illness may be accomplished through personal observation or via written excuse by a medical professional/practitioner who is not a member of the student’s family.

**BE AWARE:** there are internet sites that provide, for a relatively small fee, fake doctor’s notes (e.g. http://www.bestfakedoctornotes.com/Medical_Excuses.html). These sites have a disclaimer stating “All of our products are for entertainment use only.” If you are not confident of the veracity of a note, call and check! Use discretion when assessing the validity of an excuse.

With respect to religious excuses, students should be told, and notified in the syllabus, that they:
• must inform instructors at the beginning of a course if they will miss time due to religious observance, and
• are permitted to observe the religious holidays of one, and only one, religion per semester.
The New Jersey State Board of Education lists religious holidays that may cause absence at the beginning of every school year at [http://www.state.nj.us/education/genfo/holidays.htm](http://www.state.nj.us/education/genfo/holidays.htm). Instructors are urged to assess the demographic and religious make-up of enrolled students when determining due dates, examinations, and critical lectures.

**Students with Disabilities**

The Americans with Disabilities Act (ADA) and moral obligations require us to provide appropriate accommodations for all students with either physical or learning disabilities. Temporary disabilities that are obvious, such as a broken arm, flu or pneumonia may be handled directly between the instructor and the student. Faculty should be reasonable when providing accommodations to those students who have temporary disabilities.

Permanent disabilities may be more difficult to accommodate. Faculty may not diagnose disabilities and may not provide accommodations for a permanent disability based on a student’s undocumented request. Students seeking accommodations due to permanent disabilities should be directed to the Director of Disability in the Disability Office in 205 Campbell Hall (973-596-3420). Information and instructions may be found at [http://www.njit.edu/counseling/services/disabilities.php](http://www.njit.edu/counseling/services/disabilities.php).

**Scheduling**

The NJSOA schedules all midterm and final reviews and endeavors to stagger these with major deliverables in required courses. Projects or papers in non-studio courses may be due at the time scheduled for the final examination or in lieu of the final examination.

**Field Trips**

Faculty are encouraged to arrange site visits and field trips with students. A Field Trip Form, detailing the trip and available at the reception desk, should be provided to the Associate Dean for Administration in advance of the trip.

While trips may extend beyond regularly scheduled class times, faculty may not require attendance for any time that requires a student to miss another regularly scheduled class. At times it may be possible to make informal ad hoc arrangements with other faculty to extend the time needed for a trip. Other instances may require an instructor to allow students to leave the group early. Faculty may schedule field trips outside of normal class hours and, depending on the circumstance, may also alter class start times to accommodate field trips.

Field trips are self-funded and discretion is advised. While there have been field trips to locales far afield in the past, the expense of such trips precludes required attendance. In contrast, shorter trips, such as to New York City, are not unreasonable requirements.

Faculty may not require any trip that prevents a student who does not have a car from attending. The destination must either be reachable via public transportation or through students with cars who can provide transportation for those without cars.
Grading Standards: General
NJIT maintains independent grading standards for undergraduate and graduate courses. Information on university policy on grading may be found at:


Because of inconsistencies encounter at NJSOA when averaging grades using the 100-point system, the NJSOA strongly encourage both graduate and undergraduate faculty to use the University standard 4 - point system described below throughout the semester. The use of additional digits to the right of the decimal point (from example: 3.75) is permissible. Faculty should note that there are subtle yet significant differences between undergraduate and graduate grading scales. Faculty should be aware of this when grading classes with students from both groups although assigned grades must be consistent with the level of the course and not the matriculation level of the student in the course.

At both the graduate and undergraduate level, a grade of I (Incomplete) is given when courses cannot be completed because of special circumstances. Required course work may be finished at the discretion of the instructor, no later than the end of the subsequent semester. A letter grade must be assigned by then or a grade of F will be automatically assigned. Students nominated for financial awards must have I grades resolved by the fourth week of the subsequent semester to allow a determination of their eligibility for the award.

Grading Standards: Undergraduate

Listed below are the standard UNDERGRADUATE university grades:

- **A** 4.0 Superior
- **B+** 3.5 Excellent
- **B** 3.0 Very Good
- **C+** 2.5 Good
- **C** 2.0 Acceptable
- **D** 1.0 Minimum
- **F** 0.0 Inadequate

Note: that there are no minus grades and there is no grade of $D+$.

The University has established certain UNDERGRADUATE academic thresholds:

- Undergraduate students receive course credit with a grade of $D$.
- Undergraduate students must maintain a minimum cumulative GPA (grade point average) of 2.0 to avoid academic probation.
- Undergraduate students must earn a cumulative GPA of 2.0 in all courses listed in the catalog as REQUIRED to graduate.
Grading Standards: Graduate

Listed below are the standard GRADUATE university grades:

- A  4.0  Excellent
- B+  3.5  Good
- B  3.0  Acceptable
- C+  2.5  Marginal Performance
- C  2.0  Minimum Performance
- F  0.0  Failure
- I  Incomplete

The University has established certain GRADUATE academic thresholds:

- Graduate students must maintain a minimum cumulative GPA (grade point average) of 3.0 to avoid academic probation.
- Financial awards for graduate students vary. Students are responsible for checking regularly with the Office of Graduate Studies to determine these requirements.

Grade Submission and Deadlines
Grades are submitted electronically via Highlander Pipeline. Click on the “My NJIT” tab near the top of the University homepage access Pipeline or go directly to: https://www.njit.edu/cp/login.php.

Any project or work, including exams, turned in for a grade should be returned to the student with a grade following these guidelines.

- The grading period should be within two weeks of the submission deadline.
- Early submissions do not require early returns.
- Grades may be returned in batches, or in a single block.
- Work submitted late, if accepted by the instructor, may be graded at the convenience of the instructor unless such delay in submission is due to either an excused absence (illness or religious holiday) or an accommodation for a documented disability.

Grade Appeals
Students have the right to appeal semester grades. The appeals process is as follows:

The student should prepare a letter to the Dean that states succinctly, accurately and completely the cause for the appeal. The letter should also include: the name and number of the course; the grade given; the name of the instructor who taught the course; and whether the grade given prevents a student from advancing. The student should include a syllabus and any correspondence (to and from the instructor) that supports the appeal as attachments. The student should know that the administration will distribute the letter and all attachments to the Director, the panel and the student’s instructor. The student maintains the option to invite a faculty member of their choosing to hear their case.
The Dean will forward the appeal and all materials to the NJSOA Director. The Director will convene a panel of three faculty members to hear the appeal and include a student’s designee as a fourth panelist if the student elects to choose one. Students should know that their panel designees attend of their own choosing and may be unavailable for whatever reason they choose. A student can invite another faculty member if their first choice cannot attend.

The NJSOA schedules appeals at the beginning of the fall, spring and summer semesters. Because the panel typically hears multiple appeals, the NJSOA limits the entire appeal process for one student to one hour.

The Directors office will inform the student in advance of the hearing date. Three days prior, the office will inform the student of the place, the specific time the hearing will take place, and the names of the panelists.

Once the panel begins at the prearranged time, the student will have approximately twenty minutes in private to summarize the contents of their submission to present their case and respond to questions from the panel. The NJSOA provides a student with a computer and projector to help in their presentations.

The panel then excuses the student to hear the instructor’s remarks in private and to review the same work shown previously, also for approximately twenty minutes. The appeal process never obliges either the student or the instructor to encounter or respond to one another during the hearing. An instructor unable to attend may offer comments by phone.

The panel reserves the rights to ask the student to return immediately after hearing the faculty member’s comments to respond to any further questions.

The panel will reach a decision, which they will forward to the Dean. The Dean’s ruling on the appeal is final. When the result impacts registration, the Dean or Director may inform the student sooner so that they can register for the appropriate courses. Otherwise, the Dean informs the student via email within 15 days.

**Textbooks and Library**

Faculty may elect to place books on reserve for a specific course. A copy of any required text used should also be placed on reserve. When teaching multiple coordinated sections of a single course, the Coordinator is responsible for placing orders with the bookstore and placing books on reserve.

Textbooks may be ordered at the bookstore or students may purchase books online. Books may be ordered from the NJIT bookstore by emailing Frank Murphy, Textbook Manager at 0584txt@fheg.follett.com.

If a faculty member requires a textbook, it should be used by that faculty. Students become justifiably upset when required to purchase expensive texts that are not used - or used very little - in class. If the text is only marginally used it should be recommended rather than required. Any book that is desirable in a student’s own library, or is critical to the student’s field, and/or is a classic in the field, can be required. A special point should be made in class to explain the reasoning behind the requirement. Examination or desk copies of books must be obtained by the class instructor directly from the publisher.
FACULTY ISSUES

Communications
The NJIT assigned email address, in the format xxxx@njit.edu, is the email address of record. Providing an email sent to this address does not bounce, the sender has the right to expect receipt. While some individuals may find this inconvenient, it is a condition of employment. Please use this address. If preferable, however, there are mechanisms that make it possible to have an NJIT email address automatically forwarded to another address. This also works.

Attendance
All faculty responsible for a given course, including tenure and tenure track faculty, university lecturers, and adjuncts, are expected to attend and be prepared for every scheduled class. On the rare instance when an instructor may be unable to attend class, notice must be given to the Associate Dean of Academic Affairs as early as possible.

Scheduled absences, such as religious holidays or conferences, should be planned in advance and arrangements made for either an alternative meeting time or a substitute instructor. The College has a long and successful history of faculty members taking on extra, short-term loads to help one another cover absences, especially in studios.

Faculty should be available to meet with students outside of class time. Full-time faculty should schedule office hours for drop-in visitors.

Whether meeting in an office or conference room, it is suggested that no faculty member meet behind closed doors with a single student. Public visibility protects everyone.

Accreditation
The National Architectural Accrediting Board (NAAB) will visit us this spring. The NAAB accredits schools of architecture in the United States and requires extensive documentation in advance of a visit by an accrediting team. During their visit, the team reviews two years of work, carefully examining both exemplary and minimal examples. The window for work reviewed will be four semesters: Spring 2012, Fall 2012, Spring 2013 and Fall 2013. The NAAB has already designated our committee chair. The Dean’s office will announce dates of the visit as soon as we know them. Please do your part by familiarizing yourselves with the current (2010) available at http://www.naab.org/documents/ and especially SECTION 3. PROCEDURES FOR CONTINUING ACCREDITATION.

Please also know that our sister school, the School of Art and Design (A+D), will be receiving an accreditation visit October 19-22 from CIDA (Council for Interior Design Accreditation). This represents A+D’s initial effort for accreditation for the Interior Design program.

Please mark in your calendar both the CIDA dates above and once announced, the NAAB dates. During those periods, we ask that you make sure that the physical appearance of our facilities bespeaks who we are. And if you notice someone wandering the halls who looks like they might be part of the team, don’t be shy, go up and introduce yourself!
The NAAB expressly requests that we include the following Statement on NAAB-Accredited Degrees in all our guidebooks:

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

New Jersey Institute of Technology, New Jersey School of Architecture offers the following NAAB-accredited degree programs:

- B. Arch. (164 undergraduate credits)
- M. Arch. (non-pre-professional degree + 102 credits)

Next accreditation visit for all programs: 2014

Meetings
For the first time this year, CoAD will schedule Faculty Meetings in advance for the 2013-2014 AY according to the same week of the semester each year. Meetings will be held on the following Wednesday afternoons, from 2:30 PM - 4:30 PM:

- September 11, 2013 (2nd week; second Wednesday after school starts)
- November 20, 2013 (12th week; (or) Wednesday of last full week before Thanksgiving)
- January 22, 2014 (2nd week; second Wednesday after school starts)
- April 23, 2014 (14th week; second Wednesday before reading day)

The CoAD administration will announce an agenda in advance of each meeting.

NJSOA Curriculum Committee
At the end of the 2012 Spring Semester, the CoAD faculty voted for the creation of a new NJSOA Curriculum Committee to address relevant issues involving pedagogical structure and educational goals, as well as the content and method of required courses and electives. The Committee's purpose is to work cooperatively with the administration regarding the curriculum and other academic matters. The committee will include elected faculty as well as those serving as coordinators of studio years and degree programs.
Since 2008, the NJSOA has maintained an ad-hoc Coordinator’s Committee, which met with the Director of the School of Architecture on a monthly basis to discuss the coordination of design studios with allied courses. The committee helped the faculty enact changes to the B. Arch and B.S. Arch curricula. While this group had de-facto addressed certain curricular concerns as they arose, the NJSOA has not had an elected curriculum committee for some time. The creation of the committee responded to the request of faculty members, both from within and outside of the Coordinator’s Committee, who called for the creation of a new NJSOA Curriculum Committee to address relevant issues involving pedagogical structure and educational goals, as well as the content and method of required courses and electives.

The structure of the Curriculum Committee is as follows. It will be made up of 13 voting faculty members. Of these, the faculty will elect seven (7) and six (6) will be made up of studio and degree coordinators responsible for more than fifty students. The NJSOA Director will be an ex officio, non-voting member of the committee. Elected members will serve a two (2) year term. Coordinators will serve for the duration of their coordinator position. Decisions would be by a simple majority vote of committee members, whether or not present at a meeting. A Committee Chair will be elected annually by the committee. Meetings of the Committee will be open and a monthly agenda is to be announced two weeks before scheduled meetings. The committee will determine in advance when to hold closed sessions. The committee is bound to invite faculty members not on the committee to participate in deliberations that pertain to their areas of academic responsibility. When referring to the Committee, the term ‘faculty’ refers to all CoAD instructional staff including tenure, tenure track, university lecturers and adjuncts.

To ensure the proper representation of academic areas within the School, Committee membership is as follows:
1. Five (5) At-Large Members elected by faculty.
2. Two (2) Discipline Representatives one from History/Theory and one from Technology elected by faculty.
3. Six (6) Coordinators; each of the five undergrad B. Arch studio years and a graduate representative of all graduate programs.

Candidates interested in serving on the Committee can offer their names or be nominated for election by the faculty. Candidate CVs will be circulated ten (10) working days before the meeting. Elections will occur on a biannual basis beginning in the Fall of 2012.

Committees
Full time faculty are required to serve on various committees. All members of the teaching staff, including adjunct faculty, are eligible to serve. Both the University and the College have a wide variety of standing committees that have a combination of faculty and administration representation. Some University committees require representation from each college, others do not. When a University committee requires college representation, the Dean will assign a representative to the committee.
Promotion and Tenure
The College of Architecture and Design Promotion and Tenure Committee consists of the Dean and all full professors.

All tenured and tenure-track faculty are required, beginning in the second year of employment, to submit the Faculty Annual Report. This report becomes part of the promotion & tenure record and is used, in part, to determine merit-based compensation. A link to the log-on page for the report is found at https://www.njit.edu/faculty report/.

ACSA, in collaboration with the University of Wisconsin-Milwaukee School of Architecture & Urban Planning, has published the second edition of The Junior Faculty Handbook on Tenure and Promotion with expanded content and in a free downloadable digital format. Former ACSA Presidents, Marvin Malecha and Bob Greenstreet launched the “Junior Faculty Initiative” in 1995 and this handbook is the culmination of over 12 years of workshops and other material offering guidance to faculty working their way toward tenure and seeking to excel in teaching, research and service. The 77 page guide is an excellent introduction to the concept of tenure and advancement in the over one hundred and thirty architectural programs in the United States, both private and public, covering topics such as strategies for success, balancing teaching, research and service, and making the pitch for tenure. The Handbook can be found at https://www.acsa-arch.org/faculty.

Conferences and Travel
Limited travel funds are dispersed by the College of Architecture and Design, not by the individual school or program, or by the university as a whole. As such, application for such funds must go directly to the COAD Associate Dean for Administration. If a trip is pre-approved, then eighty percent of all expenses are reimbursed.

Funding may be provided for travel in the service of scholarly work, fundraising, or recruitment. Scholarly work is considered a conference or event at which the traveler is a speaker or presenter or an officer of the organization holding the event. Funds are not provided for continuing education, professional development, or for participation in non-academic conferences. Funds are limited and not all eligible trips can be funded either in whole or in part. Funding preference is given in this order:

- non-tenured tenured track faculty
- tenured faculty
- non-tenure track

Intellectual Property, Digital Millennium Copyright Act (DMCA), and Fair Use
As producers of intellectual property, designers, artists, and architects are acutely aware of the value held by products created by personal effort and ability. It is the joint responsibility of the administration and faculty to make students aware of the value of intellectual property and the respect it should be accorded. Neither IT personnel nor College of Architecture and Design faculty should illegally distribute software applications in studio or assist students to copy or distribute software to which they do not have rights.
Faculty and graduate/teaching/research assistants should not place online any PDFs of PowerPoint slides that contain copyrighted images. This includes course postings on Kepler3. This does not appear to pass the “fair use” standard of (1) limited use and (2) not causing financial harm to copyright holder. While faculty appear to have the right to scan images for lectures, it does not follow that faculty may disseminate this in a format that would enable others to distribute the material.

Although such images are protected via password on Kepler3 or its successor system, the fact that they can be copied and distributed by students or other faculty means that the use is not limited. Furthermore, a reason for students to purchase the book or source material used to obtain the image has been eliminated. In the past, students purchased packages of prints, or copiously illustrated texts. If images are online and free to the students, the incentive to purchase the reference material has been eliminated and another clause in the fair use doctrine has been violated.

Do not place copyrighted material, including scanned articles, on Kepler3 for student use. Only if ALL of the images in a given file are created or owned by the faculty member, or if all copyrighted material is eliminated, may the file be placed online in Kepler3.

Student work may, in general, be placed online. Consistent with many schools of architecture, art, and design, it is the policy of the College that any work created using university facilities or used for degree or certificate credit is jointly owned by the university and the student. NJIT holds non-exclusive copyright to the material and may use it for public relations or in articles written by faculty. Wherever possible, credit should be given to the student who produced the work. When work is derived or based on copyrighted material under fair use doctrine, only works in the public domain may be placed publicly online without control on dissemination. All student work may be displayed locally in print/hard copy form at the College.
SPECIAL EVENTS

The College sponsors a number of special events throughout the year. These are intended to establish an esprit-de-corps, to enable faculty, administration, and students to get to know one another, and for various other specific purposes. Faculty are expected to attend these events whenever possible and to contribute to their success. The following is a list of annual events which faculty are strongly encouraged to attend.

- **Annual Student Awards Program**: students and patrons are recognized and rewarded on September 23, 2012 starting at 6 PM.
- **Fall Faculty Reception**: an open reception for all faculty held in the Loft on September 9, 2012 starting at 6 PM.
- **Gallery Shows**: a variety of art, architecture and design shows are mounted during the academic year in the second floor gallery.
- **Lecture Series**: The College holds five to eight public lectures per semester. Most lectures are presented following Monday studio, at 5:45 PM, in Weston Lecture Hall 1. Faculty are strongly encouraged to attend and to encourage their students to attend. Licensed architects earn continuing education units (CEUs) for attending these lectures.
- **Fall and Winter Open Houses**: NJIT holds open house recruitment events for prospective high school students interested in NJIT degree programs. Students and their families come for a presentation in Weston Lecture Hall, tours of the building, and light refreshment. All faculty are welcome. (held on Sundays in October and February; the Fall Open House is scheduled for October 20, 2012 starting at 10 AM)
- **Design Showcase**: This is a fund raising event organized by the College of Architecture and Design in conjunction with the Office of Development and alumni. Alumni practicing in the area and outstanding students are invited to display their work alongside vendors of architectural products. This year the event will include lectures and events celebrating the 40th anniversary of the founding of the school. Architects may earn continuing education units (CEUs) for lectures that are part of the showcase.
- **Experience NJIT Day**: This is similar to the Open House days but intended for accepted high school students. Held on a Sunday in April, this date coincides with the Spring Brick-build.
- **Commencement and Graduation Celebration**: Diplomas are awarded at the Commencement Ceremony held in the Prudential Center in Newark. The ceremony is followed with a champagne reception on the lawn at the College and very brief award ceremony. This is an affair intended to encourage a strong College affiliation and faculty are strongly encouraged to attend.
WHO’S WHO AND IMPORTANT NAMES AT NJIT

Please note that this list does not represent a particular hierarchy and is not an indicator of who reports to whom. It is simply a listing of individuals and the de facto units in which they reside.

- Joel Bloom, President of NJIT
- Fadi Deek, Provost and Senior Executive Vice President for Academic Affairs
  - Judith D. Redling, Associate Provost
  - Dr. Ziavras, Interim Associate Provost for Graduate Studies
  - Peggy Kenrick, Assistant to the Provost for Academic Affairs
  - Rose Federici, Assistant to the Provost for Finance and Budget
  - Isabel Bracero, Administrative Assistant
- Henry A. Mauermeyer, Senior Vice President for Administration and Treasurer
- Donald H. Sebastian, Senior Vice President for Research and Development
- Charlie Fey, Vice President for Academic Support and Student Affairs
- Charles R. Dees, Vice President for Advancement
- Theodore Johnson, Vice President for Human Resources and Executive Director of Compliance, Training and Community Relations
- Henry J. Ross, Chief of Staff, Office of the President
- Holly Stern, General Counsel
- Stephen J. Tricamo, Associate Provost for Academic Affairs
- David F. Ullman, Associate Provost for Information Services & Technology and CIO
  - Peter Teklinski, Director Telecommunications & Networks
  - Robert D. Arms, Director Academic Computing Services
  - Phil Stickna, Interim Assistant Director Academic Computing Services (Laptop Distribution)
  - Priscilla Milne, Business Manager Jack Gentul, Dean of Students
- Jack Gentul, Dean of Students
- Phyllis Bolling, Director of the Student Counseling Center & Psychiatric Services
- Sharon Morgan, Associate Dean for First Year Students
- Stephen Eck, Director University Admissions
- Urs P. Gauchat, Dean of the College of Architecture and Design (CoAD)
  - John Cays, Associate Dean for Academics in the CoAD
  - Peggy Fitzpatrick, Associate Dean for Administration in the CoAD
  - Darius Sollohub, Director of the New Jersey School of Architecture (CoAD)
  - Amada Belton, Advisor to Undergraduate Architecture Students
  - Keith Krumwiede, Coordinator of the Graduate Architecture Program (CoAD)
  - Fred Little, Manager of Graduate Programs (CoAD)
  - Glenn Goldman, Director of the School of Art + Design and Director of Imaging Laboratory (CoAD)
  - Sasha Corchado, Special Assistant to the Dean and Advisor to Art + Design Students
  - Jim Wellen, Director of University Advancement for the CoAD
  - Maya Gervits, Director of the Littman Library
  - Michael Kehoe, Manager of the CoAD Computing Resources
  - Manny Rodriguez, PC Network Analyst
  - Richard O’ Brien, PC Network Analyst (Software Imaging)
  - Matt Gosser, Curator of CoAD Gallery
  - Don Menke, Model Shop Coordinator
  - Hope Allen, Secretary to the Dean
  - Samantha Jones, Secretary
- Basil C. Baltzis, Interim Dean of Newark College of Engineering (NCE)
- Jonathan H.C. Luke, Interim Dean of the College of Science and Liberal Arts (CSLA)
- Pius Egbelu, Dean of the School of Management (SOM)
- Marek Rusinkiewicz, Dean of the College of Computing Sciences (CCS)
- Katia Passerini, Interim Dean of the Albert Dorman Honors College (ADHC)