

Dear School of Art + Art History + Design Instructors,

Welcome to Autumn Quarter 2021. We've included some helpful resources to get you off to a strong start.

Face coverings are required indoors regardless of vaccination status. Please familiarize yourself with the current COVID precautions on campus:

<https://www.washington.edu/coronavirus/employees/>

Teaching Resources

- UW and School of Art + Art History + Design teaching resources are available through our intranet on the School website:
<https://depts.washington.edu/artfac/teaching-resources/>
- Please pay particular attention to the following:
 - SoA+AH+D Syllabus Guidelines
 - SoA+AH+D Policies
 - Teaching @ the UW
 - CANVAS

First Day Policy/Adding Students on the First Day of Class

- *Studio Art Classes ONLY:* Students are expected to be present on the first day of class. Unless they have pre approval from the instructor, students who are not present are required to drop the class.
- If enrolled students are not present on the first day, instructors may give permission to add students who show up on the first day of class. **Permission to Add Art Class** sign up sheets are available in instructor mailboxes, on the table in the mailroom, or from the Advising office, Art 104.
 - Instructors - please record the name and student number of each student you want to add, and return the sign-up sheet to the Advising Office or Advising mailbox **at the end of the first day of class**. Advisers will add the class to student schedules.

Building Access + Key Box Codes

- The Art Building is open from 8 AM to 6:20 PM on Monday through Friday.
- After Hours building access for students via Husky Card may be requested by completing a form available on the school website
<https://art.washington.edu/general-policies>
- **Key Box Codes:** The Administrative Services Coordinator will email the key box codes before the start of the quarter. The codes may only be shared with students enrolled in the assigned classrooms.

Lockers

- Student can rent lockers for \$12/ quarter in Room 102 (Admin)
- With the small size of the Admin office and COVID precautions, locker rentals will be located in the first floor foyer for the first couple weeks of class (after that rentals and purchases will be moved back to the Admin Office, 102).

Quarterly Instructors (part-time lecturers, affiliate faculty)

- Set up your email. Your UW Net ID gives you access to University resources. Students need to contact you, so you can either use your UW email account, or forward your UW email to your personal email
- Please share your UW email address through the UW Directory by going to: MYUW > Employee Self Service > Green Box > Edit > (Last) "Campus Address with Email"
- To forward your UW email to your personal email address, please see:
<https://uwnetid.washington.edu/manage/?forward>

Crisis Resources:

SafeCampus is dedicated to supporting anyone at the UW dealing with potentially difficult or dangerous situations including, but not limited to:

- Resolving conflict
- Addressing concerning & prohibited behaviors
- Suicide / Self harm
- Relationship violence

Contact SafeCampus with any issues of concern at: 206-685-SAFE or
www.washington.edu/safecampus

SoA+AH+D Employee Information

Please visit the Employee Resources web page at

<http://depts.washington.edu/artfac/downloads-forms> for information on:

- Employee Health & Safety
- SoA+AH+D Safety Manual
- Payroll/purchasing/reimbursement forms
- Field trip consent form

List of contacts to answer your frequently asked questions:

- Katie Twiss (ktwiss@uw.edu) for scheduling rooms for one time events & meetings
- Ruth Kazmerzak (askartadmin@uw.edu) for questions regarding key box codes, course evaluations, facilities, building access, and mailroom and copy resources
- Greg Ruffing (gdr9@uw.edu) for questions regarding appointments, and contracts
- The Academic Advisers in Art 104, uaskart@uw.edu, or 206.543.0646 for questions regarding teaching and classroom policy, questions or issues concerning students, grading policy and submission
- The Fiscal Office (soafiscal@uw.edu) for questions regarding payroll, funding for faculty fellowships and professorships, reimbursements, procard, travel arrangements, and honoraria for hosted guests.
- The Integrated Service Center is available to support you with benefits questions. Additionally, their website (isc.uw.edu) has helpful user guides about using Workday for a variety of issues including imputing tax information, benefit enrollment, shared leave and more.
- Transportation Services for questions about parking and commuting: 206.221.3701 or <http://www.washington.edu/facilities/transportation>

We wish you a great quarter!