



FACULTY ONBOARDING HANDBOOK

COLLEGE OF BUILT ENVIRONMENTS

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UNIVERSITY *of* WASHINGTON

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Welcome to the University of Washington and the College of Built Environments (CBE). We are glad you are joining our faculty community.

CBE brings together disciplines that shape the physical world. Teaching here often involves studio-based learning, interdisciplinary collaboration, and engagement with real-world contexts. This handbook is designed to help you navigate your first weeks, your first quarter, and your ongoing work at UW.

You are not expected to figure everything out alone. Your department, college, and university partners are here to support you.

YOUR (FIRST) QUARTER AT A GLANCE

This section is your starting point. It outlines what to do and when.

Before Your First Day

- Activate your UW NetID and enroll in Duo (2FA)
- Complete Workday onboarding tasks (payroll, personal information)
- Schedule and complete your I-9 verification (within 3 days of start)
- Begin required training modules
- Obtain your Husky Card
- Connect with your department about workspace and access
- Your Husky card provides you access to Architecture & Gould Hall buildings and classrooms. To request a key to a specific room, contact cbe-admin@uw.edu for assistance.
- If you need assistance with Canvas set up, contact the following (contacts subject to change each academic year):
 - Architecture: Tyler Sprague, tyler2@uw.edu
 - Construction Management: Chris Lee, hyunwlee@uw.edu; or Ken-Yu Lin, kenyulin@uw.edu
 - Landscape Architecture: Julie Parrett, parretj@uw.edu; Vincent Javet, vjavet@uw.edu
 - Real Estate: Arthur Acolin, acolin@uw.edu
 - Urban Design & Planning: Branden Born, bborn@uw.edu

Your First Week

- Meet your Chair or Program Director
- Meet the administrators and key staff
- Confirm building and classroom access
- Become familiar with:
 - MyUW
 - Canvas
 - UW email and calendars
- Begin setting up your course in Canvas
- Review policies and expectations

Before Classes Begin

- Publish your syllabus in Canvas
- Ensure your Canvas course is visible to students
- Confirm classroom technology access

- Order course materials if needed

During the Quarter

- Hold regular office hours
- Communicate consistently with students via Canvas
- Monitor student engagement and progress
- Plan major assignments or reviews

End of Quarter

- Submit grades via GradePage by the deadline
- Complete course evaluations
- Archive course materials
- Complete any program-specific requirements

GETTING STARTED

Your onboarding begins before you arrive. Complete these steps early to ensure a smooth transition.

Set Up Your UW Identity

- Activate [UW NetID](#) + [Duo \(2FA\)](#) after your hire is active in Workday.
- Set up your UW email account and calendar.

These credentials provide secure access to certain university systems.

Complete Employment Requirements

In Workday, please complete:

- Payroll and tax forms
- Personal information
- [Direct deposit setup](#)

You will also need to complete the following:

- Complete an I-9 employment verification within your first three (3) days of employment.
 - Email be-hr@uw.edu to set up an appointment
 - [Acceptable forms of ID](#)
- Begin required online training modules (typically due within 30 days)
 - [Cultivating Community at UW: Anti-Racism and DEI&B in the Workplace](#)
 - [Husky Prevention & Response \(Title IX\)](#)
 - [Understanding Civil Rights](#)
 - [Violence Prevention and Response](#)
 - [Reporting Suspected Child Abuse or Neglect](#)
 - [Asbestos Awareness](#)
 - [Hazing Prevention](#) (*annual requirement*)

Outside Work for Compensation

Faculty must report all outside compensated work in accordance with UW Executive Order 57. Even if your UW is your secondary job.

- Submit to your department within 30 days of:
 - Hire
 - The start of the academic year

- Beginning a new outside work activity
- Completed [UW1460 form](#) should be submitted to be-admin@uw.edu for processing.

Husky Card

Obtain your [Husky Card](#) (ID, building access, and sometimes your [U-PASS](#))

- Bring your 9-digit UW Employee ID (EID) and a US state- or federally issued photo ID with you to an [ID location](#).
- Your Husky Card may also serve as a fully subsidized [U-PASS](#), which provides UW employees with unlimited rides on regional buses, commuter trains, light rail and water taxis, as well as full fare coverage on vanpools.

UW Systems

You will use three primary systems:

- [My UW](#) – teaching and administrative dashboard
- [Canvas](#) – course management and communication
- [GradePage](#) – official grade submission

Take time to explore these systems before your teaching begins.

PREPARING FOR TEACHING

Course Budget

Confirm a course budget with your Department Chair **before making any purchases**, including:

- Transportation
- Materials
- Equipment
- Food or beverages

MyUW

MyUW is your personal portal to the University of Washington. Signing in with your UW NetID displays an overview of personal content and gives you access to Web resources you need to start your work at the University. Based on your affiliations with the University, MyUW provides a personalized set of resources. The MyUW dashboard provides you with a shortcut to Canvas, GradePage, and Workday.

Canvas

[Canvas](#) is the official learning management system of the UW and is [FERPA-compliant](#).

Faculty are expected to:

- Publish the course before the first day of class
- Use Canvas for assignments and communication
- Maintain it as the official record of the course

All assignments must be submitted through Canvas.

For studio courses, final work must be submitted digitally in Canvas.

Syllabus

A clear syllabus sets expectations and supports student success.

Required Elements Include

- Course title, schedule, and location
- Instructor contact information and office hours
- Course description and learning objectives
- Assignment descriptions and grading criteria

- Course schedule
- Required materials
- Course policies

Optional Syllabus Language

For optional language around the following topics, please visit [UW Syllabus Guidelines and Resources](#):

- Academic Integrity
- Conduct
- Disability Resources
- Excused Absence from Class
- Face Coverings in the Classroom
- Guidance to Students Taking Courses Outside the US
- Medical Excuse Notes
- Religious Accommodations
- Safety
- Civil Rights Compliance

CBE-Specific Syllabus Language

Archiving + Documenting Student Studio Work

Copies of all completed assignments should be uploaded to the course Canvas site as assignments are finished. Students are required to submit all work from the term digitally on Canvas BEFORE final grades will be distributed.

Health + Wellness

- [CBE Suggested Syllabi/Canvas Language](#)
- [Mental Health Resources](#)

Land Acknowledgement [DO NOT AMEND]

“The University of Washington acknowledges the Coast Salish peoples of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip and Muckleshoot nations.”

More info here <https://www.washington.edu/diversity/tribal-relations/>

Need assistance with your syllabus?

- [UW Office of the Registrar: Syllabus Guidelines & Resources](#)

- [UW Center for Teaching & Learning: Creating Your Syllabus](#)

Upload your syllabus to [Canvas](#) before the first day of class.

Class Lists

Instructors can access their class list in [MyUW](#) or [Canvas](#).

Accessibility for Course Materials

Course materials must comply with UW accessibility standards. Faculty should:

- Use accessible documents and media
- Add captions to video content
- Use Canvas accessibility tools (e.g., Ally)
- Prioritize improvements to high-impact materials

Resources can be found here - <https://teaching.washington.edu/inclusive-accessible/making-course-materials-accessible/>

Add Codes

Request add codes via email at be-admin@uw.edu. Please include the course number and SLN in your request. Use discretion when issuing codes, as they override enrollment restrictions.

TEACHING DURING THE QUARTER

Communication and Engagement

- Post updates regularly in Canvas
- Respond to student inquiries in a timely manner
- Clear assignment expectations with timely feedback
- [UW Grading System](#)

Office Hours

Faculty are expected to provide at least one hour per week of student availability outside of class. Office hours should be communicated clearly in the syllabus.

Mid-Quarter Responsibilities

- Schedule any major reviews or critiques (if applicable) using [Mazevo](#)
- Order course evaluations (required)
 - Instructors responsible for ordering own evaluations
 - Online assessments encouraged to reduce costs and increase sustainability
- Set aside time in class for students to complete evaluations
 - 15 minutes at the beginning of class while you step out

Studio-Specific Notes

- Final studio reviews are typically Monday to Wednesday of final exam week
- Departments will coordinate schedules
- Invite guest reviewers when appropriate. Reviews are an important opportunity for students to receive a diversity of outside opinions about their work.
- Studio evaluations (where applicable)
 - Undergraduate and graduate studio instructors must also provide studio evaluations for each student and upload them into Canvas.
 - Emailing studio evaluations is not FERPA compliant
 - For department specific templates, email be-admin@uw.edu.

Food and Equity Considerations

- Alcohol is not permitted in classrooms or studio spaces under any circumstances.
- Students should not be expected to bring food/drink to meetings/reviews
- Be mindful of financial equity and student circumstances

Academic Life

Faculty are encouraged to engage in:

- Department meetings
 - Each department has regularly scheduled meetings.
 - Faculty meetings are open to faculty, staff, students, and the general public. They are closed to voting faculty only when discussing and/or voting on confidential personnel matters.
- College events
- Governance and committee work

COMPLETING THE QUARTER

Studio Cleanup

Students must remove all materials from studios by 5 p.m. on the Monday following finals week. Items left behind will be discarded.

Faculty are responsible for ensuring compliance.

Final Grades

- Submit grades via [GradePage](#)
- Deadline: 5 p.m. on Tuesday after the last day of the quarter
- Canvas grades do not replace official submission

Course Closure

- Review course evaluations
- Complete any departmental assessment requirements
- Archive course materials for future use

RESOURCES

Facilities and Access

Your Husky Card provides access to assigned buildings and spaces. For classroom or facility issues, contact be-admin@uw.edu or the CBE Facility Manager.

Instructional Equipment

In Gould Hall, many classrooms are equipped with instructional equipment, as indicated in the room reservation page. Additionally, there are standing webcams in most classrooms, a rolling TV board in the Gould 100 closet, and Faculty can check out laptops and projectors through the college website: <https://be.uw.edu/spaces/room-reservations/equipment/>

Contact be-help@uw.edu or **206-543-8531**, should you have any technical difficulties. Students can check out computers and digital equipment through the BE Library. You might also be interested in the University's site relating to teaching and learning resources: <https://teaching.washington.edu/>.

Administrative Support

Contact the College Administrative Team via email at be-admin@uw.edu to get help with:

- Classroom logistics
- Mail and deliveries
- Scheduling and coordination

Incident Reporting

If you or any of our students get injured in-studio, on a site visit, or during a lab, report it **WITHIN 24 HOURS**: <https://oars.ehs.washington.edu/Oars/LoginUWashingtonShib>

Off-Campus Activities

If your course includes field trips or travel:

- Complete [UW Field Trip Risk Waivers](#) for all field trips that take place off the UW Seattle campus.
 - You may use one form per student to cover all field trips for the entire quarter.
- Follow university risk management guidelines.

Transportation

We encourage instructors to organize field trips that are accessible via Metro, however, if you do need to reserve a UW vehicle, the driver is required to have a valid WA Driver's License and complete the [UW On-Line Basic Driver Training](#) prior to reserving the vehicle. For information on available vehicles, click [here](#).

Reimbursement and Travel Policies

- CBE requires a completed [Travel Pre-Approval Form](#) prior to booking travel
- All travel must align with UW Travel Services Policies & Procedures:
<https://finance.uw.edu/travel/policies>
 - Faculty member(s) requesting special expenses must submit a brief summary of the request to their department Chair, including a budget of expenses, at least one quarter prior to the funding need, if possible. The application for support will be reviewed by the Chair and approval will be contingent on the availability of department funds.
- Refer to **CBE Finance + Travel**: <https://intranet.be.uw.edu/facultystaff/finance-travel-forms/>

As a general rule:

- Plan expenses conservatively
- Confirm allowability before spending

Helpful Links

- [Dates of Instruction](#)
- [University Holidays](#)
- [Grade Deadline](#)
- [CBE Dean's Office Directory](#)
- [UW Faculty Policy Primer](#)
- [MyUW Teaching Page Overview for Faculty & Instructors](#)
- [Computing Services Access for Part-Time Lecturers](#)
- [Teaching@UW / Course Design](#)

CBE Contacts

CBE Administrators	be-admin@uw.edu
CBE Computing/IT	be-help@uw.edu
CBE Facilities Manager	meegan@uw.edu
CBE Finance	be-finance@uw.edu
CBE HR	be-hr@uw.edu
CBE Husky Card Access	meegan@uw.edu
CBE Research Administration	be-grants@uw.edu

FINAL NOTE

Starting a new role is both exciting and complex. It's normal to have questions as you settle in. We encourage you to reach out early and often.

Your department, the college, and the university are here to support you.

We're glad you're here and look forward to the contributions you'll make to our community.