GETTING STARTED

INTRODUCTION

Welcome to the College of Design!

This document is intended to ease the transition into your new position, to the College of Design, and to Iowa State University. It is also a good resource for existing faculty and staff members.

You will encounter situations that are unfamiliar to you, that are ambiguous and counter-intuitive. The best advice: ask before acting. Ask your department chair, your departmental administrative assistant, or your mentor.

It is intended that this handbook not replicate information that is available elsewhere, so in many cases, links to appropriate sites, information resources, etc. are listed.
STARTING YOUR EMPLOYMENT

In addition to the items listed on the ISU Onboard system through AcessPlus, please take some time, on or before your first day of employment to complete the following items:

1. Finalize your payroll sign-up.
   - [http://www.hrs.iastate.edu/hrs/node/100](http://www.hrs.iastate.edu/hrs/node/100)
   - 3810 Beardshear Hall ([map to Beardshear](http://www.hrs.iastate.edu/hrs/node/100))
   - 515-294-4800 or Toll Free 1-877-477-7485

2. Get your ISU ID card.
   - [http://www.hrs.iastate.edu/hrs/node/206](http://www.hrs.iastate.edu/hrs/node/206)
   - ISU Card Office
   - 0530 Beardshear Hall ([map to Beardshear](http://www.hrs.iastate.edu/hrs/node/206))
   - 515-294-2727

3. Become acquainted with the Administrative Services Office (146 Design) and your primary departmental support staff person.
   - Meet with Jean Holt, Linda Galvin, or Mandy Youngquist who will add any additional department specific information. (See the Administrative Services Office section of this document for departmental contacts).

4. Determine your parking options.
   - [http://www.hrs.iastate.edu/hrs/node/97](http://www.hrs.iastate.edu/hrs/node/97)
   - Department of Public Safety
   - Room 27 Armory ([map to Armory](http://www.hrs.iastate.edu/hrs/node/97))
   - 515-294-3388
ABOUT THE UNIVERSITY

“Iowa State is an international university with a friendly welcoming personality. Students from all 50 states and more than 100 countries come to Ames, Iowa, to choose from 100 majors, study with world-class scholars and hone their leadership skills in 800-plus student organizations. Iowa State offers a great environment where students can enjoy reaching their potential and discovering their passions.”

- ISU Fact Book
- Peer Institutions

ABOUT THE COLLEGE OF DESIGN

The Iowa State University College of Design is home to about 150 faculty members, 34 staff members, approximately 1,800 undergraduate students, and 160 graduate students. We’re a small college at a big university, and you can enjoy the best that both have to offer.

All undergraduate students entering the College of Design enroll in the Core Design Program, a first-year foundation curriculum that prepares students for application to any of our Departments or Programs in the college: Architecture, Art and Visual Cultures, Community and Regional Planning, Design, Graphic Design, Industrial Design, Interior Design, and Landscape Architecture.

OUR MISSION IS TO:

Educate students to become successful designers, planners, artists and scholars who enhance human experience and improve the natural, social and built environment.

Serve as a resource for Iowa and beyond through research, creative endeavors, extension and outreach.

WE VALUE:

Innovation, curiosity, collaboration, open exchange of ideas, diverse perspectives, environmental and social responsibility.

OUR VISION FOR THE FUTURE

Faculty, staff, students, alumni and partners will be leaders who imagine and respond to challenges and opportunities in a sustainable manner using innovative, interdisciplinary approaches and technologies.

This vision will be accomplished through progress on eight interrelated goals:
1. Cultivate internal and external interdisciplinary partnerships to generate ideas and solutions—designs, plans, artworks, concepts—that address pressing challenges and opportunities and increase our understanding of the world.
2. Promote the value of design in society.
3. Continue to improve the quality of educational, research/creative extension and outreach programs.
4. Promote a collegiate culture that nurtures the success and well-being of students, faculty and staff.
5. Enhance opportunities for students to celebrate many peoples, cultures and places.
6. Support and increase the diversity of backgrounds and perspectives represented in the college.
7. Broaden access to the college's knowledge, educational offerings and outreach programs.
8. Develop the college's resources—human, fiscal, physical—to maximize their impact by achieving a balance between enrollment, faculty, staff and program offerings.

OFFICE OF THE DEAN

LUIS RICO-GUTIERREZ
- Dean
- Executive Officer of college, supervises associate deans, department chairs, and college directors. Reports to the Provost.

MARK CHIDISTER
- Senior Associate Dean, Planning and Academic Personnel
- Facilitate college wide strategic planning and assessment; support departments in matters pertaining to academic personnel and faculty development; oversee budgets and budget planning with the college’s fiscal officer; provide continuity in the daily operation of the Dean's Office and serve as the dean in his absence.

CAMERON CAMPBELL
- Associate Dean for Academic Programs
- Oversees the college's undergraduate and graduate academic programs, including international programs, interdisciplinary programs and the first-year Core Design Program
KEVIN KANE
- Associate Dean for Research
- Associate Director of the Institute for Design Research and Outreach (IDRO)
- Supports research/scholarly/creative activities of faculty. Consults on proposal development, oversees business practices associated with grant and contracts. Represents the college on University committees and councils pertaining to research. Promotes faculty research/scholarship/creative activities.
- Coordinates collegiate Extension programs and activities. Extension (a feature of Land Grant Universities) is fairly broadly distributed across colleges at ISU. Tim also directs Extension to Communities and Economic Development.

PAM BOEHM
- Director of Administration
- Coordinates financial and human resources activities at the collegiate level.
  Supervises the Administrative Services Office.

EMILY KRUSE
- Development Officer
- Works with Dean, Alumni, and Donors to build gift support for students/faculty/facilities.

VIRGENE MONTHEI
- Dean’s Executive Assistant
- Implements the Dean’s initiatives, manages the interface between department chairs, faculty, staff.

SARAH KLAHS
- Associate Dean’s Assistant and College Relations Administrator
- Alumni Coordinator for the College of Design
- Supports faculty and staff with access to the building (keys) and college room reservations.

JENN WIEDERIN
- Human Resource Liaison
- Assist with recruitment and retention, faculty advancement, performance management, leaves of absence, employment authorization request (Visas), and general employment questions.
College of Design Faculty Orientation

MICHAEL MILLER
• Director of Operations
• Coordinates/implements and supervises Communications, IT, shops and facilities owned or administered by the college.

COMMUNICATIONS STAFF
Produces: college wide communications, alumni news, program information, college web site, new releases and stories, etc.

• HEATHER SAUER
  o Written communications, press releases, etc.
    ▪ Submit news and event information to Heather for publication.
• ALISON WEIDEMANN
  o Graphic communications, faculty photos, submissions of images from classes, etc.

INFORMATION TECHNOLOGY STAFF
• DAN CARLISLE
  o Faculty and Staff support
• JENNIFER NIELAND
  o Lab and Output Center support
• MITCH VERSTEEG
  o Student support

STUDENT SERVICES/CAREER SERVICES/RECRUITING (2ND FLOOR COD)

MICHELLE RASMUSSEN
• Students Services and Programs Director and College Registrar – Student records

SHELLIE HOSCH
• Administrative assistant for Student Services

TIFFANY ATILANO
• Career Services – Job fair, resume and portfolio reviews, employment surveys.

MEREDITH FOLEY
• Graduate Recruitment and Student Services Coordinator

JENNIFER ANDERSON
• Undergraduate Recruitment Coordinator

JEN HOGAN
• International Programs Coordinator
The Administrative Services Office in the College of Design is your main source for academic support. The document College of Design Administrative Services Office Responsibility Descriptions provides a breakdown of who does what. When in doubt, consult the list, or check with the department chair, or check with your administrative specialist (Jean, Linda or Mandy):

JEAN HOLT
- Responsible for: Architecture and Industrial Design Departments.
- Departmental financial matters and accounting, course and classroom scheduling.

LINDA GALVIN
- Responsible for: Landscape Architecture, Graphic Design and Interior Design Departments.
- Departmental financial matters and accounting, course and classroom scheduling.

MANDY YOUNGQUIST
- Responsible for: Community and Regional Planning and Art & Visual Culture Departments.
- Departmental financial matters and accounting, course and classroom scheduling.

DEB HEARN
- Course fees, field trips, and book orders.

HOPE KEPLER
- Office supplies, faculty travel, reimbursement paperwork, and course evaluations.
- Faculty phone coordinator.

MONA PETT
- Graduate Student records, administration.
Institute for Design Research and Outreach (IDRO - 126 COLLEGE OF DESIGN)

IDRO in the College of Design is your main source for research and outreach consultation (after your department chair and/or mentor) and support. The document Research and Outreach in the College of Design provides a summary of responsibilities and support for CoD researchers. When in doubt, check with Kevin Kane or Linda Doering.

LINDA DOERING
- Research and outreach-related paperwork including expense tracking, purchasing, travel, etc.

SANDRA NORVELL
- Support with locating research funding and proposal development.

SUSAN ERICKSON
- Support with locating outreach collaborators and funding.

NORA LADJAHASAN
- Research support services including analysis, IRB, etc.

ROBIN MCNEELY
- Geographic Information Systems research support.

GENERAL INFORMATION

The College maintains a web-based dashboard of everything going on within the college. In addition, weekly “This week in the College of Design” is sent as a brief update of happening which provides full-length articles within the dashboard. These are the primary sources of information sent from the college. They include current activities and events as well as important information from the university, college and departments. It is in your best interest to make sure you read “This week” and regularly check the dashboard as it may contain important information applicable to you. This information is also archived on the College of Design website.

MAIL

USPS, express mail, etc. is delivered by the college Administrative Services Office to your mailbox in Room 158 College of Design (CoD). Your “mailbox” is the slot BELOW your name. University business-related outgoing mail can be deposited in the metal basket in Room 158 or in the basket in Room 146. Sending or receiving personal mail or packages is not allowed. Please use other means.

OFFICES

Full time tenure-track/ tenured faculty will have an office with basic furniture (desk, chair, file cabinets, shelving, phone, network connections). Computers are typically provided as part of your startup package, and the college currently has a 4 year
replacement cycle for basic machines (subject to annual budgets). If you need a cart to help you move materials, please the Dean’s Office, 134 Design.

RECYCLING AND MATERIAL DISPOSAL
The university recycles white paper and cardboard. White paper can be placed in any of the blue bins in your offices and studios. Cardboard should be taken to the dock (on the lower level on the SW corner of the building). Please make sure that all packaging materials are removed from the boxes. Please do not put any flammable liquids or leave any broken appliances or furniture on the dock. Contact Mike Miller for information about disposal procedures.

BUILDING ACCESS AND KEYS
The building is typically open 24/7 through electronic key access points located at the King Pavilion Entrance. You will be authorized for a key to your office. Key requests are initiated through the College Dean’s Office (Room 134). You are expected to go to Facilities Planning and Management to pick up keys when they are ready. Your ISU ID Card also serves as an access key card. You will be authorized for after-hours access to the building and the mail room (158 CoD). Some of the studios in the building have electronic locks, and some use a realtor’s lock box. The Dean’s Office administers classroom access. If you need to reserve a room for a meeting or want to use another classroom for something – schedule this with the Dean’s Office.

PARKING
Parking is not included as a benefit. While there are many options, most faculty choose to purchase a parking permit. The parking division is located in the Armory.

It is common to offer visitors (lecturers, guest critics, etc.) one-day parking passes. The visitor must request a temporary parking pass through the Parking Division’s portal at http://www.parking.iastate.edu/visitor.

All guest passes are for the General Parking areas (Yellow).

TELEPHONES (LAND LINE AND CELLULAR)
Your office has a phone. The office phone is not to be used for personal calls. The University does have contracts with U.S. Cellular and Verizon, however the department will not provide for cellular service for your business use unless your position requires extensive travel (e.g. Extension faculty) or if you pay for it from contracts or other sources (assuming it is allowed). Any university paid-for phone is not intended for personal use.
VOICEMAIL

Each phone is set up to have one voicemail account. To set up access to retrieve voicemails:

1) Press “Voice Mail” button on top of display screen on the phone.
2) When prompted, enter the default passcode. Passcode 654321#
3) When prompted, change your passcode, followed by the “#”. For security reasons, there are certain sequences that will not be accepted. The passcode must be between 5 and 12 characters and cannot be:
   - One number repeated (ie. 333333)
   - Your own phone number or your phone number in reverse
   - Your previous passcode or your previous passcode reversed
4) When prompted, record your name.

NOTE: the passcode will be revoked after 5 failed login attempts.

ADVANCED PHONE FEATURES

Numerous advanced features are available for office phone and can be accessed by:

1) Log into the Aastra portal Web portal at: http://phone.iastate.edu
   Enter your User ID. Your user ID is ""@voice.iastate.edu, where
   "" is your full ten-digit Iowa State phone number with area code, prefix, and no hyphens. For example: 515294###@voice.iastate.edu.
2) Enter the default passcode - !Cyclone5
3) Change the default password to your personal password. Your password must have 6-60 characters including one number, one uppercase letter, one lowercase letter, and one non-alphanumeric symbol. Your password can’t be:
   - Your login ID
   - A previous password
   - A previous password in reverse.
4) You will be taken to a profile page, where you can configure many of your own settings.

DIRECTORIES AND PERSONAL INFORMATION

The college maintains an electronic directory of faculty and staff. The directory and faculty activity database are populated from information mostly provided by you. This information is entered using the college intranet (D-TRAK). Login using your Net ID and password. The category “Update Your Info” provides links to update your information (education, current research, etc.), add faculty activities (grants, publications, exhibitions, classes, etc.), upload a vita, etc. You are required to maintain your faculty info and activity.

Current directories can always be printed by accessing the college intranet.
COLLEGE WEBSITE
The College of Design maintains a comprehensive website at www.design.iastate.edu.

ISU INFORMATION TECHNOLOGY
Much of the campus information technology services are handled by the Office of Information Technology. Their website has many subareas of information and how-tos. The College also has an IT unit headed by Mike Miller. The College IT Team will work with you to get the right equipment ordered and set up with the software you might need. The team can be contacted through the support help line, 294-1774.

EMERGENCY AND SAFETY INFORMATION

IN CASE OF FIRE
In case of a fire alarm in the building, all faculty and staff are expected to leave their offices and evacuate classrooms and studios. Please proceed to the main level using the staircases (not the elevators). Staff will be positioned at the stairways to direct you and your students to a safe place.

IN CASE OF TORNADO
If the tornado sirens sound on campus, all faculty and staff are expected to leave their office and evacuate classrooms and studios. Please proceed to the basement level of the building. Follow the signs directing you to the designated tornado shelter area.

OTHER EMERGENCIES
If there is an emergency on campus that requires a building evacuation or lockdown, please check the college or Iowa State web sites first for additional information. Depending on the situation it may be necessary to evacuate the building or barricade you and your students in a studio or classroom. The administration and the ISU alert system will help keep you informed.

IN CASE OF STUDENT CRises
Make sure that you are familiar with the policies and procedures outline on the Dean of Students website.

In the event of a crisis requiring emergency response, please call 911 or contact the Iowa State Police Department at 515-294-4428. When an emergency occurs, the Dean of Students Office will typically be notified. If a critical campus-wide situation occurs, the ISU Alert emergency notification system may also be activated. For further information on understanding students in distress, ISU additional resources and contacting emergency responders, please consult the "911 Guide for Faculty and Staff."
The Faculty Handbook is your go to guide for all university policy regarding your professional life (and even some of your personal life). It includes the following general categories:

- THE FACULTY HANDBOOK
- THE UNIVERSITY
- APPOINTMENT POLICIES AND PROCEDURES
- SALARIES AND BENEFITS
- EVALUATION AND REVIEW
- FACULTY RECOGNITION AND DEVELOPMENT
- FACULTY CONDUCT POLICY
- UNIVERSITY COMMUNITY POLICIES
- FACULTY GRIEVANCE PROCEDURES
- INSTRUCTION

For all policies the ISU Policy Library is a one-stop shopping location.

**ACADEMIC**
Admission, Attendance, Academic Conduct, Faculty, Grades, Grievances, Instruction, Performance, Records, Transfers, Withdrawals, and more.

**BUSINESS & ADMINISTRATION**
Business Conduct, Gifts, Payroll, Procurement (Purchases), Sales, Travel, Vehicles, and more.

**FACILITIES & PROPERTY**
Animals, Disposal, Grounds, Inventory, Liability, Naming, Parking, Solicitation, Smoking, Weddings, and more.

**INFORMATION TECHNOLOGY**

**PERSONNEL & HUMAN RELATIONS**
Conflict of Interest, Benefits, Discrimination, Faculty, Merit, Non-Supervisory Merit, P&S, Payroll, Privacy, Student Employees, and more.
College of Design Faculty Orientation

RESEARCH & INTELLECTUAL PROPERTY
Animal Subjects, Compliance, Copyrights, Cost Share, Effort Reporting, Human Subjects, Patents, Scientific Misconduct, and more.

SAFETY AND HEALTH
Accidents, Biosafety, Drugs, Environment, Hazards, Injuries, Radiation, Smoking, Waste, and more.

STUDENT LIFE
Alcohol, Conduct, Residency, Student Organizations, and more.

GRADUATE COLLEGE HANDBOOK
For dealing with policies regarding graduate students including committees, “programs of study”, thesis vs. creative component, deadlines, etc. see the following:

GRADUATE COLLEGE HANDBOOK
LIST OF TOP 9 FREQUENTLY ASKED ABOUT GRADUATE POLICIES

COLLEGE AND DEPARTMENTAL GOVERNANCE DOCUMENT
The college governance document defines the organization of the college, and policies and procedures that supplement the university policies and procedures (with regarding to hiring, promotion and tenure review, roles and responsibilities of college committees (called councils and boards), etc.

Each department also has a governance document that outlines membership, organization, promotion and tenure policies (that supplement the college and university policies), etc.

Other governance and related information is found on the college’s website.
FACULTY MEMBER INFORMATION

POSITION RESPONSIBILITY STATEMENT

Faculty at Iowa State University work under a general contract (Letter of Intent) and a Position Responsibility Statement (PRS). The PRS defines in relatively general terms, the expectations of the position. It is an important document in that it is used in the context of annual reviews and promotion and tenure review. The policies and guidance for PRS’s are documented in the Faculty Handbook. The process is that the department chair will meet with you in your first semester to discuss and draft a PRS. The PRS is defined by mutual agreement.

PROMOTION AND TENURE REVIEW

The process and standards for promotion and tenure as well as other important information related to faculty advancement and review can be found on the Provost’s web site. In addition the college governance document and departmental governance documents may have supplemental standards and procedures. Additional college resources can be found on the college’s website.

ADMINISTRATIVE SERVICES OFFICE PROCEDURES

ORDERING OFFICE AND CLASS SUPPLIES

Basic office supplies (staplers, tape, file folders, etc.) can be ordered. When purchasing supplies on your own, it is a good idea to check with the Administrative Services Office first to ensure that you can be reimbursed.

If there is a question about who is responsible for payment, it is brought to the department chair who may choose to approve the purchase from departmental accounts.

If you are ordering supplies for a specific course for which course fees have been assessed to students, the primary point of contact is Deb Hearn.

For a general guide to buying materials through the university, the Purchasing Office has a web page called “How do I buy…”

PHOTOCOPYING/PRINTING

Faculty are allocated a monthly allowance for general copying/printing on the college printer/copiers in room 158. It is expected that most documents (course syllabi, assignments, readings, etc.) will be made available on-line. Large print jobs (necessary class handouts, report production, etc. are to be done through ISU Copy/Print Services.

Updated March 2017
The copiers also serve as scanners which email you the final scans. ISU Copy/Print Services has large format printing as well, but you can also use the College of Design Output Center on the 4th floor of the College of Design. If this is a reimbursable expense, you will have to set up an account and get access to use that account in the College Output Center. Please see your departmental admin. to request an account.

Larger copying jobs may be sent to the ISU Print Services/Copy Center. You must work with the receptionist in 146 CoD to arrange outsourced copy or printing jobs. They will need to know what it is for (course, course paid with course fees, professional development, etc.). Any expense involving department/college funds will require approval by the chair.

BOOK ORDERS
Textbooks for classes are typically ordered early in the semester before the class is offered. Deb Hearn (146 CoD) will send out notices and reminders.

If you prepare readers for classes, those are handled through 3rd party commercial vendors. If you want to put materials on reserve, you can do so through the Design Reading Room (COD Web Site) which is a branch of the ISU library. Design Reading Room Course Reserve Information.

Digital course materials can be developed through on-line course management software such as Blackboard. Reader packages (Course Reserves) can be managed by the ISU Library. Instructor forms and information can be found here.

COURSE FEES
Course fees are charges above tuition that are used to cover “exceptional costs”. University Course Fee Policy.

Authorization to assess special course fees for exceptional costs will be granted on a case-by-case basis. Examples of costs that may be recovered by assessing a special course fee include:

• Required travel costs for students to visit off-campus sites as part of the course.
• Consumable supplies, such as art supplies.
• Non-inventoried instructional materials used as part of the course.
• Maintenance costs of instructional equipment.
• Amortized replacement costs of equipment with a typically expected usable life of less than five years.

The ISU Course Catalog and the schedule of classes must list course fees associated with a course, so fees must be initiated as part of the annual catalog revision process. All
course fees are fixed, while others (typically involving field trips) are variable, but the fee must be established before the October 1st for spring semester and March 1st for the fall semester. Deb Hearn (146 CoD) administers course fees, and expenses to be paid using course fees must be routed through Deb.

**TRAVEL**

Faculty engage in travel to present papers at conferences, to attend meetings, for professional development or as part of their teaching or research. In other words, travel is expected, but we need to be sure it doesn’t significantly interfere with your other responsibilities. In terms of travel expenses, the university considers travel to be a reimbursable personal expense. The following is the go-to web site for [general travel information and how-tos](#). Individual departments may also have departmental travel policies. Check with your Chair or Linda or Jean.

**University Policy – Authorization and Funding**

You must have permission to travel using university funds. The College has a [Travel Request Form](#) to use for all travel except field trips.

**University Policy – Reimbursement**

Reimbursement is intended to cover “extraordinary” expenses associated with travel, not expenses that you would incur whether you were traveling or not (haircuts, dry cleaning, etc). [Summary of Allowable Expenses](#)

It is preferred that expenses like air tickets are purchased through the Administrative Services Office. The receptionist (146 CoD) is the point of contact for travel arrangements and travel reimbursements. Some expenses are reimbursed post travel. AccessPlus contains an employee reimbursement section, along with a rather extensive [tutorial](#). Fortunately, however, the Administrative Services Office will submit reimbursements for you if you keep all your original receipts and if you use the Receipt Form (this works for any reimbursement, not just travel).

- [Travel Request Form](#)
- [Receipt Form](#)

[Transportation Services](#) offers a range of vehicles for rent for travel. You can make reservations on your own, or through one of the Administrative Services Office staff (Deb Hearn if for class field trips, or The receptionist if for other purposes). If you do it on your own, you will still need a university account number, so you will need a Travel Request Form and authorization. If you are paying from a research grant, you can do it, but please inform the person managing your grant account (likely Linda Doering, 126 CoD).
ISU also has agreements with Enterprise and National that apply to personal travel as well as business travel. Please note that those contracts will have to be paid by you personally then reimbursed by the university.

USE OF SPACE

CLASSROOM REQUESTS
Classrooms are assigned via a range of methods. Room scheduling typically starts about a year in advance. For classes scheduled outside of the College of Design, classes are assigned by university room scheduling. If you have specific requirements for classrooms (movable furniture, audio/visual, etc.) please inform the department chair as far in advance as possible. Please remember that if a class changes times or the maximum number of students allowed to register changes that the scheduling process will also have to start over. This can result in delays in the scheduling process. There are blackout periods prior to the beginning of the each semester when classroom changes CANNOT be made. For classes taught within the College of Design room assignments are made by the Associate Dean for Academic Programs.

COLLEGE SPACE REQUESTS
To request the use of Gallery 181, Room 181-1, the Lightfoot Forum (north, south, and wall), Kocimski Auditorium (101 Design) or Design on Main please complete the Space Reservation Request Form (PDF) and submit it to the Dean's Office for approval.

Finally
This document is not comprehensive. We have probably missed important items and questions along the way. However, the staff in the College of Design are always here to answer questions and provide support for you. Our goal is to make your transition to Iowa State and the College of Design as easy as possible.