



OPERATIONS POLICIES

Tulane University School of Architecture

6823 Saint Charles Avenue

New Orleans, Louisiana 70118

Monday – Friday 8:30 am – 5:00 pm

P 504.865.5389

F 504.862.8798

Website: architecture.tulane.edu

OFFICE STAFFING

Dean's Office, Room 303

- Kenneth Schwartz, Dean
- Wendy Redfield, Associate Dean for Academics
- Christy Crosby, Director of Administration
- Stephanie Clough, Senior Program Coordinator

Main Administrative Office, Room 304

- Jill Stoll, Associate Dean of Students
- Patrice Scales, Senior Program Coordinator
- Megan Weyland, Director of Career Development
- Kentaro Tsubaki, Director of Graduate Architecture
- Tabitha Penton, Project Assistant
- Tiffany Frederick, Administrative Assistant

Additional Administrative Offices

- ROOM 105: Robin Stead, Dir. of Financial Services
- ROOM 115: David Armentor, Digital Imaging Specialist
- ROOM 110: Sam Richards, Building Manager and Shop Director
- ROOM 116B: Keyoka Nelson, Accounting Clerk III, and Student Worker
- ROOM 131: Victor Garcia, Architecture Computer Lab and Digital Technologies Consultant
- ROOM 202: Alan Velasquez, Architecture Library and Library Unit Coordinator, Josh Windham

Tulane City Center

1725 Baronne Street, New Orleans, LA

- Maggie Hansen, Interim Director
- Sue Mobley, Outreach Coordinator
- Emilie Taylor Welty, Design/Build Manager
- Dozenia Marshall, Accounting Clerk III

Faculty and Staff Utility/Break Room, Room 101

Use of this room is restricted to faculty and staff only.

Room 101 houses copy/fax machines, shredder, computers, faculty mailboxes and office materials for faculty and staff use. Faculty members are given card access to this room via their Tulane Splash Card, which can be obtained from Tulane Card Services located in the Lavin-Bernick Center. If your Splash Card does not open 101, please contact Card Services.

Copy/Fax Machine

Faculty members will be provided with an access code for the machines housed in room 101. See Dave Armentor to get a code.

Faculty will be responsible for handling their own copying and faxing.

Faculty members are required to adhere to copyright laws.

Students assisting with copying by professor must have approval to use the copy/fax machine from the Administrative Assistant.

Mail

Mail will be handled by the Administrative Assistant. Outgoing mail will be taken to the mailroom in Gibson Hall at 10:30 am every morning. Please drop your outgoing mail in the bin on the shelves by the faculty mailboxes in room 101. Incoming mail will be distributed to the faculty mailboxes in room 101. Packages will be placed on the shelves next to the mailboxes. Faculty members are required to keep their mailboxes cleared on a regular basis.

Food Storage

There is a refrigerator and coffee machine for faculty and staff use in room 101. Please note that the refrigerator is cleaned out each Friday and any items without a name and date will be thrown away. If you spill something anywhere in room 101, please clean it up.

EQUIPMENT POLICIES

Office Phones And Faxes

- Internal Calls: dial last 5 digits of phone number
- External Calls: dial 9, then phone number
- Long Distance Domestic Calls: dial 9, 1, then phone number, wait for tone and dial: 475-8071
- Voicemail Retrieval: dial 1400 from phone, then vm password
- Local Faxes: dial 9, then fax number
- Long Distance Domestic Faxes: dial 9, 1, fax number, Pause, Pause, Pause, Pause, Pause, 475-8071

Faculty members are required to keep their voicemail boxes and email accounts cleared on a regular basis.

Digital Equipment

All classrooms (Rooms 201, 204, 206, 305, 404 and 405) are equipped with a ceiling mounted data projector with computer inputs or a widescreen television with computer inputs. Professors are expected to use their own laptops.

A student worker may be appointed to operate visual aids. No other personnel other than faculty is allowed to operate these machines unless they have been issued permission by either the Dean or the Digital Imaging Specialist.

Faculty are encouraged to contact Dave Armentor, with any problems or questions about classroom technology at darmento@tulane.edu.

Storeroom And Other Supplies

The Administrative Assistant will be in charge of maintaining the office storeroom and ordering all supplies. Faculty and staff members may place orders for specific needs with the Administrative Assistant. Orders for supplies other than generic supplies must be approved by the Director of Administration.

Keys

The Administrative Assistant will be in charge of maintaining the office key box and key book. All keys must be issued by either the Administrative Assistant or a staff member. ALL KEYS MUST BE SIGNED OUT AND IN WITHIN THE OFFICE KEY BOOK for office record purposes. At no time are faculty members or students allowed to take keys without permission.

ROOM RESERVATIONS

Faculty members are required to make their own room reservations using the online room reservation service. Instructions for access may be obtained from the Project Assistant. Room reservations for special events in Thomson Hall must be approved by the Administrative Assistant. Specific instructions and guidelines for custodial employment and catering services may be obtained from the Administrative Assistant.

SERVICE WAVE & BUILDING ISSUES

Faculty, Staff and Students should report building maintenance issues through Tulane University's Service Wave, <http://servicewave.tulane.edu/>, and inform the Building/Shop Manager as appropriate. Any additional building concerns should be addressed to Sam Richards.