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Academic Year 2019 - 2020

Graduate student appointments are offered by academic schools or departments to selected graduate students. The stipends attached to appointments are considered graduate student support and compensation for the academic duties assigned, and as such are considered to be taxable income. These student academic appointments are independent of other possible awards of financial aid.

Each year a number of Art History graduate students hold Associate Instructor (AI) or Graduate Assistant (GA) appointments from the Department of Art History. Notification of application deadlines will be sent via the graduate program list serve.

Criteria for AI/GA Positions
While academic merit is the prime consideration, the scarcity of positions forces the faculty to consider other criteria as well, e.g., timely completion of M.A. essay and language requirements, among others. Students are not assigned according to seniority, but rather according to the needs of the department.

Normally, no student except those who have been admitted with a special funding package will receive more than two years of AI/GA support at the M.A. level or five years of support at the Ph.D. level. Please note, however, that these periods are limits and not a guarantee. Masters students who have completed 30 credit hours are usually ineligible for further financial aid.

Equal Employment Opportunity Policy
Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University Handbook for Student Academic Appointees
This important resource can be found at:
https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page

Academic Appointment Agreement Form
Before the appointment commences, students should receive an agreement form that
specifies the period of appointment and the remuneration. This agreement will require
the student's signature to accept or decline the appointment in question.

Departmental Guidelines for Associate Instructors and Graduate Assistants
This document is intended to outline the responsibilities of Associate Instructors and
Graduate Assistants employed by the Department of Art History, and to explain the
responsibilities of the Instructors of Record to his or her Associate Instructors and
Graduate Assistants. Individual Art History faculty members may amend these
responsibilities, in writing, at the beginning of a term. While we have attempted to
make this document as complete as possible, you may still have questions. If so, please
contact the Director of Graduate Studies, Bret Rothstein.

Associate Instructors:

An Associate Instructor (AI) holds a 50% FTE appointment. In other words, an AI
should expect to work 20 hours per week, averaged over the term, for a total of 300
hours. An Associate Instructor is responsible for teaching a set group of around 75
students in sections scheduled separately from the class lecture. (From time to time, an
AI may in fact be the Instructor of Record for a course, usually at the lower-division
level.) The Associate Instructor will supervise these students in sections, and be the
primary grader of their written work, including exams. Associate Instructor
responsibilities may include, but are not limited to:

- Attending training as required by the department and university
- Meeting with the Instructor of Record before the beginning of the term to
  confirm duties
- Attending lectures
- Taking notes during lectures
- Preparing presentations for sections, in consultation with the Instructor of
  Record
- Taking attendance in sections
- Delivering section presentations
- Initiating discussion in sections
- Holding regular office hours or, when necessary, scheduling alternate meeting
times to accommodate student schedule conflicts
- Returning student emails within a reasonable time or referring students to the
  instructor of record
- Grading lecture and section exercises, exams, and papers, meeting with the
  Instructor of Record to evaluate graded materials, and returning them to the
  students, usually within two weeks of assignment due date/test day
• Liaising with other AIs assigned to the course to assure consistency in grading
• Providing the instructor with up-to-date attendance records and grades, when asked
• Compiling and submitting, where appropriate, final grades
• Administering end-of-term section evaluations

The Instructor of Record is responsible for the design and administration of the course, and for setting course policy. Thus, the Instructor of Record will design the syllabus, class assignments, and exams, as well as the grading scale with which to evaluate said assignments and exams. The Instructor of Record will decide course policy on extensions, make-up exams, and excused absences; they also may either delegate the implementation of this policy to the AIs, or ask that all requests for extensions, excused absences, etc. be referred back to them. The Instructor of Record will be responsible for submitting Athletic Department progress reports, mid-term grades, and final grades. Because the Instructor of Record is ultimately responsible for the content and conduct of the course, all significant events, including illness, injury or a death in the family, that may impact a student’s performance in a course should be brought to said instructor’s attention. In addition, all grading and attendance questions that are not specifically dealt with in course policy should also be referred to the Instructor of Record. AIs must remain on campus and in contact with the Instructor of Record until final grades for the course have been submitted. If an AI is unable to stay through the final submission of grades, they must inform the Instructor of Record and the Director of Graduate Studies well in advance.

Rosters
Rosters are available to associate instructors and graduate assistants online through one.iu.edu. Near the end of the semester, grades will be entered electronically through One.

Change of Grades, Incompletes, etc.
Grade changes can be made only at the discretion of the Instructor of Record for a course. These changes are processed through one.iu.edu.

Incompletes are available only for medical reasons, psychological reasons, personal trauma of severe proportions, etc. Any student requesting an incomplete must be in good standing in the course, including having completed the bulk of course assignments. Should an incomplete be required, be sure to document completely the course work to date for the student and provide that information to the Instructor of Record.
Graduate Assistants:

A Graduate Assistant (GA) holds a 50% FTE appointment. In other words, a GA should expect to work 20 hours per week, averaged over the term, for a total of 300 hours. A Graduate Assistant is primarily responsible for grading the written work, including exams, of a set group of students within a class. Graduate Assistant responsibilities may include, but are not limited to:

- Attending training as required by the department and university
- Meeting with the Instructor of Record before the beginning of the term to confirm duties
- Attending lectures
- Taking notes during lectures
- Taking attendance in lectures
- Holding a review session before exams, if asked by the Instructor of Record
- Holding regular office hours or, when necessary, scheduling alternate meeting times to accommodate student schedule conflicts
- Returning student emails within a reasonable time or referring students to the Instructor of Record
- Grading the lecture exercises, exams, and papers, meeting with the Instructor of Record to evaluate graded materials, and returning said materials to students, usually within two weeks of assignment due date/test day
- Liaising with other GA’s assigned to the course to assure consistency in grading.
- Providing the instructor with up-to-date attendance records and grades, when asked
- Compiling final grades

The Instructor of Record is responsible for the design and administration of the course, and for setting course policy. Thus, the Instructor of Record will generate the syllabus, class assignments, exams, as well as the grading scale with which to evaluate said assignments and exams.

The Instructor of Record will decide course policy on extensions, make-up exams, and excused absences; they also may either delegate the implementation of this policy to the GAs, or ask that all requests for extensions, excused absences, etc. be referred back to them. The Instructor of Record will be responsible for submitting Athletics Department progress reports, mid-term grades, and final grades. Because the Instructor of Record is ultimately responsible for the content and conduct of the course, all significant events, including illness, injury or a death in the family, that may impact a student’s performance in a course should be brought to said instructor’s attention. In addition, all
grading and attendance questions that are not specifically dealt with in course policy should be referred to the Instructor of Record. GAs must remain on campus and in contact with the Instructor of Record until final grades for the course have been submitted. If a GA is unable to stay through the final submission of grades, they must inform the Instructor of Record and the Director of Graduate Studies well in advance.

**Rosters**

Rosters are available to associate instructors and graduate assistants online, through one.iu.edu. Near the end of the semester, grades will be entered electronically through One.

**Change of Grades, Incompletes, etc.**

Grade changes can be made only at the discretion of the Instructor of Record for a course. These changes are processed through one.iu.edu.

Incompletes are available only for medical reasons, psychological reasons, personal trauma of severe proportions, etc. Any student requesting an incomplete must be in good standing in the course, including having completed the bulk of course assignments. Should an incomplete be required, be sure to document completely the course work to date for the student and provide that information to the Instructor of Record.

**Documenting AI/GA Hours**

By agreement with the College of Arts and Sciences, AIs and GAs hold a 50% FTE appointment. In other words, they should expect to work 20 hours per week, averaged over the term, a total of 300 hours. Instructors of Record in the Department of Art History should ensure that an AI or GA is not assigned duties which exceed this total.

It is the Student Academic Appointee’s responsibility to keep a log of hours worked, including class attendance, office hours, section preparation, etc., and notify the Instructor of Record promptly if it appears the workload will exceed the agreed-upon hours.

**Student Academic Appointee Paperwork**

**Form I-9**

Federal law requires the completion of the Form I-9 in order for both U.S. citizens and non-citizens to work in the United States at Indiana University. Students must complete Section I of the Form I-9 before or on the first day of the semester the appointment begins. The department will complete Section II within three

Background Check
Students will receive a link sent to their IU email from GIS eQuest+ prompting them to fill out a general form which will initiate the background check process. The final decision regarding eligibility for appointment depends upon the verification conferred through the background check.

E-Verify Documentation
In accordance with state law, Indiana University participates in the U.S. Department of Homeland Security’s E-Verify program to confirm a new employee’s eligibility to work in the United States. The E-Verify system first requires the new employee and the University to complete the Form I-9, a requirement that has been in place for many years.

Contracts
Please sign and return all contracts before the first day of classes. AI/GA contracts stipulate the course you will be assigned to teach, the pay you will receive, and the duration of your employment (among other things).

Paychecks
IU automatically deposits paychecks into your personal checking account. However, you will have to sign up for direct deposit through the Employee Center in one.iu.edu. Also, please note that the stipend is taxable income.

Fee Scholarships/Remissions
Fee scholarships are normally attached to the award of an assistantship. Fee remissions and fee scholarships are not considered taxable income.

Please note that, consistent with campus policy, the College of Arts and Sciences provides fee remissions to its graduate students who hold student academic...
appointments (SAAs) at 37.5% FTE or higher. Students may use said remissions to enroll in College of Arts and Sciences courses on the Bloomington campus or, if said courses fall outside of the College, any that are demonstrably required for the student’s degree program. Students may also use fee remissions for occasional specialty courses that are relevant to graduate students’ training and research. Students who are in dual or joint degree programs may not apply their College fee remissions to their non-College school courses.

Appointees with a fee scholarship/remission for 2 semesters in the same academic year are usually eligible for 6 credit hours for the 2 summer sessions, not to exceed a total of 30 credit hours in the fee scholarship for the entire academic year. Appointees holding appointments of 37.5% FTE or higher must register for at least 6 credit hours in each term in which such an appointment is held. An appointee who teaches a summer course only is entitled to a fee scholarship/fee remission of 3 credits during the summer terms. However, registration is not required during the summer terms.

The College fee remission DOES NOT cover:

1. Courses that are required for a second degree outside of the College even when students are enrolled in formal dual or joint degree programs

2. Undergraduate or other remedial courses

3. Program or course fees

4. G901 credit hours

For doctoral students from qualifying non-College units (i.e., units with which the College has a reciprocal agreement) who hold SAAs, the fee remission:

1. Will be provided at the Arts and Sciences rate. Please note that some schools have higher tuition rates than the College and the student will be expected to pay the difference in fees.

2. Can be applied to courses that are required for the student’s graduate major or minor regardless of the unit in which the courses are offered
**Procedures for Reviewing Grievances and Complaints from Graduate Student Academic Appointees**

These procedures apply to graduate student grievances and complaints related to the terms and conditions of their academic appointments, e.g., workload and scope of responsibilities.

In most cases, difficulties can be resolved either through mutual agreement by the graduate student academic appointee and his or her immediate supervisor or through consultation with the Director of Graduate Studies. If the case is a complaint directly against or in relation to the Director of Graduate Studies, the student should approach the Chair of the Department with their grievance. Further review will be undertaken only when these measures fail to reach a satisfactory conclusion.

A student who wishes to pursue a grievance beyond that initial level of inquiry should inform the Chair of the Department, members of the Department’s Executive Committee, and/or the Director of Graduate Studies. These individuals will meet to consider the merits of the complaint and to suggest an appropriate remedy. (No person named in the grievance may participate in administration of the review process.)

During investigation and resolution of graduate student complaints, all parties involved will maintain strict confidentiality consistent with reaching a just and equitable solution.

It should also be noted that all parties involved in reviewing any graduate student grievance or complaint must be sensitive to the complexities of graduate student instructors’ dual status as teachers and students and the potential for the pursuit of teaching-related grievances to have negative ramifications on other aspects of their education and professional lives.

In the event that the department finds the grievance to be without merit, the graduate student academic appointee should be aware that avenues of appeal exist beyond the department or unit level, e.g. the Faculty Council AI Grievance committee or AI Board of Review.

For more information visit:  

**Health Insurance Plan**

A mandatory Student Academic Appointees Health Insurance Plan is in effect for all student academic appointees on appointment at or above 37.5% FTE for a full semester.
or longer. Appointee coverage becomes effective on the first day of active employment as an eligible appointee. The University or external granting agency pays 100% of the insurance premium for single coverage. Spouse and dependent coverage are also available.

**Dental Plan**  
For all SAAs appointed at 37.5% FTE or higher, the University will purchase dental benefits for the student. SAAs have the option of purchasing dental coverage for spouses and children. Eligibility for participating is certified by the Vice Provost for Faculty and Academic Affairs Office to appointing units. Specific information regarding the policy and coverage is distributed electronically to all eligible participants. A student insurance advisor is located on campus in Poplars E165 and may be contacted at (812) 855-4650 or studenhc@indiana.edu. For plan details see:  
http://www.indiana.edu/~uhrs/benefits/students.html

**Other Benefits for Student Academic Appointees**  
The University provides specific benefits for employees who are injured or incur an occupational disease while performing their duties. The benefits include medical attention, hospital care, compensation for time lost, and compensation for permanent disability. Detailed information covering these benefits is available in UHRS-Worker’s Compensation Department (812) 855-4847, Poplars 735. It is important that all on-the-job injuries be reported immediately.

**Other Types of Support**  
Graduate Fellowships are offered by departments, schools, or the University to selected graduate students. The stipends attached do not require specific duties and are excludable from taxable income to the extent that they are actually used to pay for tuition and course-related books and expenses. All fellowship recipients must be enrolled full-time. A full-time course load is defined by each school, but may in no case be less than 6 credit hours per semester without special permission.

**Early Termination of Student Academic Appointees**  
The termination of student academic appointees prior to the normal expiration will occur only under extraordinary circumstances. Accordingly, the causes and procedures associated with termination are uniformly defined for all schools. They are set forth below:

a. Termination by mutual agreement between the appointee and the department chairperson or dean may be effected at any time. The Bloomington Provost must
be advised of such an action by written notification signed by both the appointee and the department chairperson or dean.

b. An appointee may terminate the appointment at the end of a semester’s duties for reason of personal hardship. This should be effected by written notification to the department chairperson or dean and to the Provost at least four weeks prior to the end of the semester. Only in the case of the most severe personal hardship or in the case of unalleviated breach of agreement by the University should termination occur during a semester.

c. The appointment is subject to termination by the department chairperson or dean, if the enrollment of the appointee in his/her departmental graduate program ceases.

d. The appointment is subject to termination by the department chairperson or dean of by the Provost for serious failure in assigned duties or for conduct otherwise at severe variance with that normally expected of University appointees. This termination must be effected by written notification to the student appointee, and whenever possible, it will become effective at the conclusion of a semester’s duties. If, however, in the judgment of the person initiating termination, continuance of the student appointee in his/her position to the semester’s end would cause grave harm to a segment of the University community or a gross breach of the University’s educational obligation to students, termination can occur during the semester. In this case, the student appointee must first be placed under suspension from duties with pay for 14 days pending initiation of an appeal.

Campus Resources for Student Academic Appointees

*Center for Innovative Teaching and Learning* – citl.indiana.edu/

*Classroom Technology Services* – CTS provides training and support to AIs and faculty using installed classroom technology. http://indiana.edu/~cts/

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i BL-ACA-C6 Student Academic Appointees on the Bloomington Campus