

Department of Art History



Associate Instructor and Graduate Assistant Handbook

2016 – 2017

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Academic Year 2016- 2017

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, along with similar questions of academic progress. Students are not assigned according to seniority, but rather according to the best interests and needs of the department.

Normally, no student except those who have been admitted with a special package of awards will be awarded more than two years of AI/GA support at the M.A. level, and 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 the 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 based on arbitrary considerations of such characteristic age, color, disability, ethnicity, gender identity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

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 your appointment commences, you should receive an agreement form that specifies the period of appointment and the remuneration. This agreement will require your signature for accept/decline.

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 it as complete as possible, you may still have questions. Please feel free to contact the Director of Graduate Studies, Sarah Bassett (e-mail sebasset@indiana.edu) with any questions or concerns.

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. 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 the section presentations
- Initiating discussion in sections

- Holding regular office hours & scheduling alternate meeting times to accommodate student schedule conflicts, when necessary
- Returning student emails within a reasonable time or referring them to the instructor of record
- Grading the 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, exams and the grading scale by which they will be evaluated. The Instructor of Record will decide course policy on extensions, make-up exams, and excused absences and may either delegate the implementation of this policy to the AIs, or ask that all requests for extensions, excused absences, etc. be referred to him or her. 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 the success of a student in a course should be brought to his or her 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. You must remain on campus and in contact with the Instructor of Record until final grades for the course have been submitted.

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 office hours at an announced time after returning graded assignments or exams
- Returning student emails within a reasonable time or referring them to the Instructor of Record
- Grading the lecture 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 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 design the syllabus, class assignments, exams and the grading scale by which they will be evaluated.

The Instructor of Record will decide course policy on extensions, make-up exams, and excused absences and may either delegate the implementation of this policy to the GAs, or ask that all requests for extensions, excused absences, etc. be referred to him or her. 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 the success of a student in a course should be brought to his or her 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. You must remain on campus and in contact with the Instructor of Record until final grades for the course have been submitted.

Documenting Your Hours

By agreement with the College of Arts and Sciences, an Associate Instructor holds a 50% FTE appointment. In other words, an AI should expect to work 20 hours per week, averaged over the term, a total of 300 hours. A Graduate Assistant also holds a 50% FTE appointment. A GA should also expect to work 20 hours per week, averaged over the term, for a total of 300 hours. Instructors of Record in the Department of History of Art will do their utmost to 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 agreed hours will be exceeded.

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. You must complete Section I of the Form I-9 before or on the first day of the semester your appointment begins. The department will complete Section II within three business days of the beginning of your appointment. Federal law requires that the employee stop working if either section of the Form I-9 is not completed within the specified time limits. Please bring either one document from list A: <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents> OR one document from list B: https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents?topic_id=1&t=b in combination with one document from list C: https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents?topic_id=1&t=c to the main office, Fine Arts 132 and discuss this with Alexandra.

E-Verify Documentation

As a result of a State of Indiana 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

Contracts must be signed before your first day of classes. Stipulated in your contract is the course you will be assigned to teach, your pay amount, the length of the contract, etc.

Paychecks

Paychecks are automatically deposited into your personal checking account. Your stipend is taxable income. You will sign up for direct deposit through one.iu.edu: <https://one.iu.edu/task/iu/direct-deposit>

Fee Scholarships/Remissions

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

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. These credit hours may not be applied to courses that are NOT relevant to the student's degree (i.e. course in HPER or Music, for instance, will not be covered by a fee remission or scholarship). 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 fee scholarship/remission does not cover G901 credits.

Please note that, consistent with campus policy, fee remissions may be used to enroll in College of Arts and Sciences courses on the Bloomington campus or, if outside the College, that are required for students' College degree programs. Fee remissions may also be used for occasionally 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 professional school courses.

The College fee remission covers the following for College graduate students:

1. Courses that are required for College Students' graduate majors
2. Courses that are required for College students' graduate minors or certificates whether inside or outside of the College
3. The occasional specialty course that is relevant to the student's thesis or dissertation research

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

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
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

Rosters

Rosters are available to associate instructors and graduate assistants online, through the Canvas system. Near the end of the semester, grades will be entered electronically through Canvas.

Change of Grades, Incomplete, etc.

Incompletes should be given only for medical reasons, psychological reasons, personal trauma of severe proportions, etc. Should an incomplete be required, be sure to document completely the course work to date for the student, and give it to the faculty head for the course.

Change of grades can be made at your discretion only if you are the instructor of record for a course. These changes are processed through One.iu.edu.

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 through mutual agreement by the graduate student academic appointee and his or her immediate supervisor or through consultation with the Director of Graduate Studies. Further review will be undertaken only when these measures fail to reach a satisfactory conclusion.

A student who wishes to pursue a grievance further should inform the Chair of the Department and/or members of the Department's Advisory 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.

(If the Chair, Graduate Advisor, or any member of the Advisory Committee is named in the grievance, that person will not be involved in the review process.)

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

All those 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:

https://www.indiana.edu/~vpfaa/saahandbook/index.php/Grievance_Procedures

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, same sex domestic partner, 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 participation 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 is expected to 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 or 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/>