

Department of Art History
Associate Instructor & Graduate Assistant Handbook
2021 – 2022



Paul Klee, *Landscape with Yellow Birds*, 1923.
Private Collection.

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Academic Year 2021 – 2022

Graduate student appointments are offered by academic divisions or departments to selected graduate students. The stipends attached to these 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 in the Department of Art History. Notification of application deadlines will be sent via the graduate program listserv during the spring semester.

Criteria for AI/GA Positions

All appointments are made according to the pedagogical needs of the department. First in line for AI and GA positions are those students who have been guaranteed departmental support as part of an admissions offer. Even so, academic merit is the primary benchmark for anyone seeking an SAA. In gauging merit, the department may consider not only GPA, but also the timely completion of coursework, successful language acquisition, etc.

Normally, only students 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. Incoming Ph.D. students may be guaranteed up to five years of SAA support. M.A. students who have completed 30 credit hours within the Department of Art History are usually ineligible for further financial aid.

Equal Employment Opportunity Policy

Indiana University remains committed to pursuing equal opportunity within this institution. In this regard, it 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://vpfaa.indiana.edu/doc/graduate-student-academic-appointees-guide.pdf>

Academic Appointment Contract

Before the appointment commences, students should receive an agreement form/contract that specifies the period of appointment and the remuneration. Students must sign and return the agreement to accept or decline the appointment in question before the first day of classes.

Training Requirements and Opportunities

New Associate Instructors are required to attend the annual Associate Instructor Orientation workshop series hosted by the Center for Innovative Teaching and Learning (CITL). For the 2021-2022 year, the training will be offered as a series of webinars that will be recorded for those who cannot attend at the scheduled time. This orientation focuses on pedagogical techniques for new instructors, and attendance is required by the Department of Art History. More information about training dates and registration can be found at CITL's website: <https://citl.indiana.edu/programs/ai-support/orientation/index.html>

New Associate Instructors and Graduate Assistants are required by the 1990 Bloomington Faculty Council to attend the Classroom Climate Workshops hosted by CITL before serving as an SAA for the first time. These workshops focus on IU policies regarding SAAs, as well as inclusive and equitable classroom practices. More information about training dates and registration can be found at CITL's website: <https://citl.indiana.edu/programs/ai-support/classroom-climate-workshop.html>

The Department of Art History also hosts an annual SAA Q&A session with an experienced SAA from the department, the Director of Graduate Studies, and the Director of Undergraduate Studies as an opportunity to explore how the department puts the University's SAA policies and guidelines into practice. This session was created with first-time departmental SAAs in mind, but any student holding an SAA position in the department may attend.

Graduate Student Lounge, R/TV 322

In addition to serving as a general graduate student lounge, R/TV 322 is also available as a space where Associate Instructors and Graduate Assistants may host office hours. Departmental staff will take requests for office-hour appointments before each semester begins.

SAA Supplemental Print Allotment

Departmental SAAs receive an additional print allotment and can take advantage of printing from the printer located in R/TV 322 for small-scale teaching- or grading-

related tasks. They may also send files to departmental staff for course-related printing, especially for large-scale print jobs for classes such as handouts, quizzes, tests, etc.

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, Margaret Graves.

Associate Instructors:

An Associate Instructor (AI) holds a 50% FTE appointment. This means that an AI should expect to work an average of 20 hours per week, for a total of 300 hours over the term. An Associate Instructor is responsible for teaching a group of around 75 students in sections scheduled separately from the primary class lecture. The Associate Instructor will supervise the students in these sections and be the primary grader of their written work, including exams.

Standard 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 course materials (photocopying, scanning, etc.) at the direction of the Instructor of Record
- 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 ensure consistency in grading
- Providing the instructor with up-to-date attendance records and grades when requested
- Compiling final grades for the Instructor of Record to submit[§]

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 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 also 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 that may impact a student's performance in a course (e.g., including illness, injury or a death in the family) 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. Occasionally, an AI may in serve as the Instructor of Record for a course. In that case, the AI/Instructor of Record will take on the above responsibilities.

IU and departmental policies specify that 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.

Change of Grades, Incompletes, etc.

Changes to final grades can be made only at the discretion of the Instructor of Record for a course. Requests for Incompletes should also be referred immediately to the Instructor of Record.

Plagiarism

It is the responsibility of the Instructor of Record for the course to report all instances of misconduct to the Division of Student Affairs. AIs should never submit reports of

[§] N.B., IU policy bars AIs and GAs from submitting official final grades.

academic misconduct on behalf of the Instructor of Record. If you encounter a potential case of academic or personal misconduct, immediately contact the Instructor of Record.

Documenting AI and GA Hours

It is the Student Academic Appointee's responsibility to keep a log of hours worked, including class attendance, office hours, section preparation, etc., and to notify the Instructor of Record promptly if it appears the workload will exceed the institutional standard. AIs or GAs with additional questions about this should contact the Director of Graduate Studies.

Graduate Assistants:

A Graduate Assistant (GA) holds a 50% FTE appointment. This means that a GA should expect to work an average of 20 hours per week, for a total of 300 hours over the term. A Graduate Assistant is primarily responsible for grading the written work, including exams, of a 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
- Preparing course materials (photocopying, scanning, etc.) at the direction of the Instructor of Record
- Taking attendance in lectures
- Holding review sessions 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 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 GAs assigned to the course, in concert with the Instructor of Record, to ensure consistency in grading
- Providing the Instructor of Record with up-to-date attendance records and grades when requested

- Compiling final grades for the Instructor of Record to submit[§]

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 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 also 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 that may impact a student's performance in a course (e.g., including illness, injury or a death in the family) 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.

IU and Departmental policies specify that GAs must remain on campus and in contact with the Instructor of Record until final grades for the course have been submitted. If an 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.

Change of Grades, Incompletes, etc.

Changes to final grades can be made only at the discretion of the Instructor of Record for a course. Requests for Incompletes should also be referred immediately to the Instructor of Record.

Plagiarism

It is the responsibility of the Instructor of Record for the course to report all instances of misconduct to the Division of Student Affairs. AIs should never submit reports of academic misconduct on behalf of the Instructor of Record. If you encounter a potential case of academic or personal misconduct, immediately contact the Instructor of Record.

Documenting AI and GA Hours

It is the Student Academic Appointee's responsibility to keep a log of hours worked, including class attendance, office hours, section preparation, etc., and to notify the Instructor of Record promptly if it appears the workload will exceed the institutional standard. AIs or GAs with additional questions about this should contact the DGS.

[§] N.B., IU policy bars AIs and GAs from submitting official final grades.

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 the appointment begins. The department will complete Section II within three business days of the beginning of the student 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 department office, Radio/Television 316, to complete your Form I-9 with the Departmental Graduate Assistant.

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. Please note that the stipend is taxable income.

Tuition Remission

Tuition remissions are normally attached to the award of an assistantship. Tuition remissions **are not** considered taxable income.

Please note that, consistent with campus policy,¹ the College of Arts and Sciences provides tuition 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 and approved by the College. Students who are in dual-degree programs may not apply their College tuition remissions to their non-College courses.

SAAs with appointments in both the fall and spring term qualify for a tuition remission that covers 24 credit hours during the academic year and an additional 6 credit hours

¹ BL-ACA-C6 Student Academic Appointees on the Bloomington Campus

during the following summer term. Appointees must register for **at least** 6 credit hours in each term in which an SAA is held. An appointee who teaches a summer course is entitled to a tuition remission of 3 credit hours during the summer term. However, registration is not required during the summer terms.

The College tuition 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-degree programs
2. Undergraduate or other remedial courses
3. Program or course fees
4. G901 credit hours and associated fee

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.

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, as well as the potential for the pursuit of teaching-related grievances to negatively impact other aspects of their education and professional lives.

In the event that the department finds the grievance to be without merit or the remedy offered is not satisfactory to the graduate student, the graduate student academic appointee may pursue a form of appeal beyond the department or unit level, e.g., the Faculty Council AI Grievance Committee or AI Board of Review. For more information visit: <https://vpfaa.indiana.edu/policies/bl-aca-d24-saa-board-of-review/index.html>.

Health Insurance Plan

A mandatory Student Academic Appointees Health Insurance Plan is in effect for all SAAs 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, and it is retroactive to August 1 of the year in which the student is employed. Spouse and dependent coverage are also available. For more information, see <https://hr.iu.edu/benefits/students.html>.

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 the UHRS-Worker's Compensation Department (812) 855-4847, Poplars 735. It is important that all on-the-job injuries be reported to the Departmental Graduate Assistant immediately.

Early Termination of Student Academic Appointees

The termination of a student academic appointee prior to the normal expiration of their contract 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, dean, or 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 or 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.