

Department of Art History  
Student Academic Appointee Handbook  
2023 – 2024



Helen Frankenthaler, *Mauve District*, 1966.  
Acrylic on canvas. Museum of Modern Art, New York.

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## **Academic Year 2023 – 2024**

Graduate Student Academic Appointments (SAAs) 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 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 are 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.

### **Expectations for AI/GA positions**

Faculty are expected to establish clear guidelines regarding SAA positions at the beginning of each semester. Duties depend upon the nature of the appointment (AI or GA), but may include, among other things, grading, exam monitoring, administration of the course Canvas site, and teaching of course sections. AIs/GAs are expected to work no more than 20 hours per week. Whatever the nature of the assignment, faculty should be clear about what work will be expected of the AI/GA with respect to grading, classroom teaching, proctoring of exams and the like. Further, all work should be appropriate to and fall within the scope of the position. If a course has multiple SAAs, it is the faculty member's responsibility to coordinate the AI/GA work. This information should be discussed with the AI/GA and a statement regarding roles and responsibilities should be included on the course syllabus.

Conversely, students holding SAAs are expected to complete their work in a timely manner in direct consultation with and according to the procedures established by the Instructor of Record. To this end, faculty should establish reasonable deadlines for completing grading and other tasks during the semester.

### **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>

### **Student Academic Appointment Contract**

Before the appointment commences, students will receive a 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 by the deadlines established by the department's Graduate Student Coordinator.

### **Training Requirements and Opportunities**

New Associate Instructors are required by action of the Bloomington Faculty Council to attend the Classroom Climate Workshops hosted by the Center for Innovative Teaching and Learning (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>

New and returning Associate Instructors are strongly encouraged to attend the annual Associate Instructor Orientation workshop series hosted by CITL. This orientation focuses on pedagogical techniques for both new and experienced instructors. More information about training dates and registration can be found at CITL's website:

<https://citl.indiana.edu/programs/ai-support/orientation/index.html>

The Department of Art History also hosts an annual SAA Q&A/discussion panel with all departmental SAAs, 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 event takes place the week before the fall semester begins and all current SAAs are expected to 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 to reserve the room 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 section 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 Instructor of Record to their Associate Instructors and Graduate Assistants. If you have any questions about your responsibilities or those of the faculty member for whom you are working, please contact the Director of Graduate Studies.

### ***Associate Instructors:***

An Associate Instructor (AI) holds a 50% FTE appointment. This means that an AI should expect to work no more than 20 hours per week, for a total of 300 hours over the semester. An Associate Instructor is typically 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

- Maintaining the course Canvas site
- Preparing course materials (photocopying, scanning, etc.)
- 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 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 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 (including illness, injury, or a death in the family) should be brought to the instructor's attention. In addition, all grading and attendance questions that are not specifically addressed in written 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 ("I" grades) should also be referred 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 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 of no more than 20 hours per week. AIs 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 no more than 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
- Maintaining the course Canvas site
- Preparing course materials (photocopying, scanning, etc.)
- 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 (including illness, injury, or a death in the family) should be brought to the 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 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.

### **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 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. GAs 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 GA Hours**

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

## **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](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](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 department's Graduate Student Coordinator.

### **Paychecks**

SAs are paid on the last weekday of the month, with the exception of the first fall paycheck (which is paid on the first Friday of September) and the final paychecks of the fall and spring semesters (which are paid on the last day of finals week each term). A full pay schedule is found on the Office of the University Controller's website at <https://controller.iu.edu/services/employees/pay-dates>. Please note that the stipend is taxable income.

### **Tuition Remission**

SAs come with a tuition remission for up to 12 credit hours each semester. If a student holds an SAA for both fall and spring semesters, they are also awarded a tuition remission for up to 6 credit hours for the following summer. Tuition remission is **not** considered taxable income.

Please note that, consistent with campus policy (BL-ACA-C6 Student Academic Appointees on the Bloomington Campus), the College of Arts and Sciences provides tuition remissions to its graduate students who hold SAAs at 37.5% FTE or higher. Students may use said remissions to enroll in any course within the College of Arts and Sciences on the Bloomington campus. At this time, this means that SAAs pursuing the dual Art History M.A./Library Science M.L.S. degree program will not have their Luddy coursework covered by the College's tuition remission.

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. Undergraduate or other remedial courses
2. Program or course fees
3. G901 credit hours and associated fee
4. Courses outside the College of Arts and Sciences

### **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 Student Academic Appointee their immediate supervisor (the Instructor of Record) 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 of Art History with their grievance. Further review will be undertaken if 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 department Chair, members of the department's Executive Committee, and/or the Director of Graduate Studies. These individuals will meet to consider 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 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. Specific information regarding the policy and coverage is distributed electronically to all eligible participants. Student Insurance Specialists may be contacted at (812) 855-4650 or [studenhc@iu.edu](mailto:studenhc@iu.edu). For plan details see <https://hr.iu.edu/benefits/GA-dental.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 IU's Worker's Compensation Department (812) 855-4847, [workcomp@iu.edu](mailto:workcomp@iu.edu). It is important that all on-the-job injuries be reported to the department's Graduate Student Coordinator 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.