

Associate Instructor – Graduate Assistant Handbook
2009 - 2010

Each year a number of Art History graduate students hold AI or GA appointments from the Department of the History of Art or from the Indiana University Art Museum. Applications for these positions should be made early in the spring semester. Notification of application deadlines will be sent via the Department of the History of Art 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 four 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.

Indiana University Academic Handbook

The Indiana University Academic Handbook summarizes information, policies and procedures applying to all academic appointees, including Associate Instructors (<http://www.indiana.edu/~vpue/policies.shtml>). Of particular relevance to Student Academic appointees are the following Faculty Council Actions (<http://www.indiana.edu/~deanfac/acadguid/c.html#aibr>).

“The Bloomington Faculty Council has specified that graduate student instructors (Associate Instructors) shall:

- be employed under a written agreement,
- be provided copies of the Faculty (Academic) Handbook,
- be provided (by supervising faculty or departmental chairperson) a written set of guidelines dealing with the teaching objectives and administrative responsibilities established by the supervisor for the course in which the AI is to function,
- be tested to ensure adequate proficiency in English [foreign graduate students whose native language is not English],
- be provided parking privileges similar to those provided full-time appointees,
- be included on appropriate departmental committees (at least one AI per committee where possible),
- be assigned at an FTE which is commensurate with the amount of work performed, taking into consideration preparation time and office hours,
- be provided a minimum 50% stipend as established by the Budgetary Affairs Committee of the BFC, but preferably a stipend comparable to or better than students in peer units at other institutions,*
- be terminated in mid-appointment only by the procedures specified by the Faculty Council,
- be selected according to the procedures and using the criteria specified by the BFC.”

*Please note, GA appointments in History of Art, as negotiated with the College, carry a 37% stipend.

Academic Appointment Agreement Form

Before your appointment commences, you should receive an agreement form that specifies the period of appointment, the remuneration, and a general statement of the duties.

A copy of this form can be viewed online at <http://www.indiana.edu/~deanfac/acadguid/c20.pdf>

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 History of Art, and to explain the responsibilities of the Instructors of Record to his or her Associate Instructors and Graduate Assistants. Individual History of Art 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, Diane Reilly (dreilly@indiana.edu or 812 855-5247) with any questions or concerns.

Associate Instructors:

An Associate Instructor holds a .5 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 2 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 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.

Graduate Assistants:

A Graduate Assistant holds a .5 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.

Documenting Your Hours

By agreement with the College of Arts and Sciences, an Associate Instructor holds a .5 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. A Graduate Assistant also holds a .5 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. 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.

ASSOCIATE INSTRUCTOR PAPERWORK

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 first paycheck will be available September 15. Your 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.

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 students degree (i.e. course in HPER or Music, for instance, will not be covered by a fee remission or scholarship). Appointees holding

appointments of .375 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.

Rosters

Rosters are available to associate instructors and graduate assistants online, through the OnCourse system.

After the first day or so of the semester, the Registrar also prints out class rosters, with the names, class standings, and identification numbers of each of your students. If you are the instructor of record, they will be distributed in your AI mailbox, located in the History of Art office. After drop/add, another roster will be placed in your file with the most up-to-date records, including any drop/add transactions. You may access your roster online at any time during the semester for updates.

Near the end of the semester, grades will be entered electronically through Oncourse. To better assist you, the Office of the Registrar is available to answer grade issues and specific questions. Telephone: 812-855-0121

Visit their website at <http://registrar.indiana.edu/finalgrades.shtml>

Change of Grades, Incomplete, etc.

A student may make up an Incomplete from a previous semester by attending your class. This may be done with your permission only after you discuss the request with the instructor in charge of the course. Or, a student may have received an incomplete from you during a previous semester, and wishes to finish it up while you are still here. In either case, when the coursework has been completed, you may fill out a Removal of Incomplete form, available from the Departmental Graduate Secretary in the History of Art office.

Be sure to have the student's name, student I.D. number, the course section number (the original course in which the student received the incomplete), and the semester of the original course. Due to University policy, you must fill this form out in the office; we cannot let you take it with you. You should be aware, however, that because graduate associate instructors are transitory, the use of incompletes is discouraged!

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. This form is used when a student received an actual letter grade that was inappropriate for some reason.

These forms are available in the Art History office 132, and must get the approval of the Chair of the department, and the Dean of the College of Arts and Sciences. Once again, be sure to have

the student and course information with you. If you are not the instructor of record, you should refer the student to the person who is for a change of grade.

GRADUATE ASSISTANT PAPERWORK

Contracts

Contracts must be signed no later than the first day of classes. Your contract stipulates your duties as a graduate assistant, the number of hours per week that you are expected to work, your pay rate, the length of your appointment, etc.

Paychecks

Paychecks are automatically deposited into your personal checking account. Your first paycheck will be available September 15. Your 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.

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. See the Departmental Graduate Secretary. These credit hours may not be applied to courses that are NOT relevant to the students degree (i.e. course in HPER or Music, for instance, will not be covered by a fee remission or scholarship). Appointees holding appointments of .375 FTE or higher must register for at least 6 credit hours in each term in which such an appointment is held.

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.

Campus Resources for Student Academic Appointees

(from *Associate Instructor Preparation for Teaching*, 2007)

Instructional Support Services

Under the Office of Academic Affairs and Dean of the Faculties, Instructional Support Services provides Associate Instructors and faculty members with assistance through workshops and one-on-one consultations on teaching-related topics such as course design, writing, grading, service-learning, and testing.

Bloomington Evaluation Services and Testing – BEST consults with individual instructors concerning assessment of student learning and evaluation of teaching. BEST consultants help faculty design multiple choice and essay exams as well as surveys to assess instructional outcomes (<http://www.indiana.edu/~best>; best@indiana.edu).

Campus Instructional Consulting – <http://www.indiana.edu/~teaching>; teaching@indiana.edu

Campus Writing Program – CWP assists AIs and faculty in designing writing assignments and conducts grade norming sessions for AIs (<http://www.indiana.edu/~cwp>; joepeter@indiana.edu).

Community Outreach and Partnerships in Service-Learning – COPSL assists AIs and faculty in combining community engagement with course based learning (<http://www.indiana.edu/~copsl>; copsl@indiana.edu).

Graphics and Publications – This office provides visuals designed for classroom instruction, research, and administrative support(<http://www.indiana.edu/~issgraph>; issgraph@indiana.edu).

Teaching Resources Center – TRC is a walk-in, self-service office in Ballantine Hall 132 where AIs and faculty scan and edit images and print or photocopy overhead transparencies in black & white and color(<http://www.indiana.edu/~trcenter>; trcenter@indiana.edu).

Other Campus Offices Supporting Instruction by AIs

Classroom Technology Services – CTS provides training and support to AIs and faculty using installed classroom technology. (<http://www.indiana.edu/~cts>; issmedia@indiana.edu).

Teaching and Learning Technologies Center – TLTC assists AIs and faculty to incorporate digital technologies, including Oncourse, into their classes through workshops and individual consultations (<http://www.indiana.edu/~tltc>; tltc@indiana.edu).