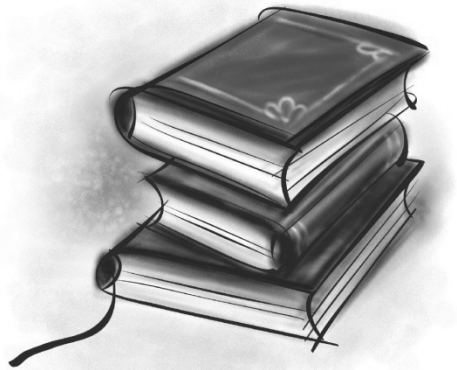


**Department of
East Asian Languages
and Cultures**



**Administrative Handbook for
Associate Instructors**

2009-2010

Welcome to East Asian Languages and Cultures!

We are very pleased that you have joined our teaching staff. This handbook includes basic information and policies that will be important and useful for AIs in EALC.

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AI Responsibilities and Rights

Associate Instructors are members of the Bloomington faculty. Although AIs are first and foremost graduate students, their impact on students is as immediate and important as that of permanent faculty, and they share the responsibility of teaching in a professional manner. AIs are expected to prepare conscientiously for teaching, arrive in class on time, and strive to make each class an effective learning experience for students.

While individuals will have different styles of teaching and of interacting with students, it is essential to bear in mind that AIs have important power over the academic success of their students; this means that AIs must relate to students primarily on a professional basis, maintain a degree of formality in all interactions, and ensure that no form of bias influences their teaching or grading. **If you encounter difficulties in classroom teaching or interactions with students, you should consult with the faculty director of your course.**

If personal circumstances or obligations related to your graduate career will prevent you from meeting your class, you should consult the guidelines of the “Interim EALC policy on AI absences, substitutions, and compensation.” A copy is attached as Appendix 1 of this handbook.

As both graduate students and members of the IU faculty, AIs have rights associated with both roles. It is the obligation of the faculty to provide assistance in training AIs for their course duties and to monitor and advise AIs in the performance of their teaching. If AIs encounter serious difficulties concerning the actions of supervising faculty members, they should consult the “EALC Policy on Student Academic Appointee Grievances.” A copy is attached as Appendix 2 of this handbook.

Your Contact Information

EALC will contact you about departmental business through e-mail, so please be sure to check your e-mail regularly.

Please be sure that the department always has a current address and phone number where you may be reached during the period of your appointment. This information is kept in the department office (GB 250).

We will not share your home address and telephone number with a student (or anyone else) who calls the department office. If you would like other AIs on your teaching team to have your contact information, please provide it to them directly.

Offices and Workspace

EALC Administrative Offices

The EALC Offices are located in Goodbody Hall, Rooms 250, 230 and 248.
Office hours are 8:00 – 12:00 & 1:00 - 5:00 Monday - Friday.
Please feel free to come by with any questions or needs.

For Emergency call 911 from a campus phone or cell phone
Indiana University Police (non-Emergency) Phone: 855-4111

Indiana University Official Campus Emergency Website:
<http://emergency.service.indiana.edu/>

EALC Staff:

Talia Anderson, Administrative Assistant
Office hours: 9:00–1:00, Monday-Friday
Goodbody 250
855-1992
thmander@indiana.edu

Lara Tokarski, Graduate Secretary
Office hours: 8:00–12:00 & 1:00–5:00, Monday-Friday
Goodbody 230
856-4959
ltokarsk@indiana.edu

Julia Mobley, Office Manager
Office hours: 7:00-12:00 & 1:00-4:00, Monday-Friday
Goodbody 248
855-5339
jmmobley@indiana.edu

In general, Talia will be your first contact when you have needs related to your teaching
Please see Lara if Talia is not in the office.

Julia handles most issues regarding your contracts, pay, insurance, etc.

If you have an urgent need (something that needs to be done with less than 24 hours notice),
please e-mail both Talia and Lara.

AI Offices

Office space for AIs is shared:

First Year Japanese	GB 003-1
Second and Third Year Japanese	GB 003-6
Korean and Area Studies	GB 003-2
Chinese – all	GB 003-5

Your office key is in your supply package. If you experience building problems (e.g., leaking ceilings), please let an EALC staff member know immediately so that it can be reported and corrected. We are aware that the AI offices are not ideal workspaces and we ask your patience in dealing with any problems that may arise.

Each AI office has one shared computer for use by all AIs using the office.

EALC Mail and Copy Room: Goodbody 232

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The copy machine, all faculty, AI, and graduate student mailboxes are located here, along with some basic office supplies, and the EALC network printer.

Goodbody Hall Lounge: Goodbody 201

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The lounge is an informal meeting place for students, AIs, Faculty and Staff that use Goodbody Hall. It includes a small kitchenette with a refrigerator and microwave oven. All EALC AIs are welcome to make use of the kitchen area, but please clean up after yourself. During the school year, the refrigerator will be cleaned out every other Friday.

Since it is not a private space, it is important that the lounge not be used for office hours. You should use your office space for these professional meetings with students.

EALC Reading Room: Goodbody 228

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The Reading Room houses a small, informal EALC library. As long as there is not a meeting or class scheduled in the Reading Room, you may use it for quiet study or grading. If you may schedule a group AI meeting or grading session, etc., by using the calendar on the door of the room. Space is first come- first served.

Computer Lab: Goodbody 334

Hours: 6:30 a.m. – 10:00 p.m.

EALC shares a computer lab with the Central Eurasian Studies Department. EALC computers are located on the right-hand side of the room as you enter. The lab has 2 PCs and 2 Macs for EALC student, AI and faculty use. Once you have signed the computer user agreement, you will be assigned an access code that will allow you to use the lab whenever Goodbody Hall is open.

Other Campus Offices:

For Emergency call 911 from a campus phone or cell phone
Indiana University Police (non-Emergency) Phone: 855-4111

Indiana University Official Campus Emergency Website:
<http://emergency.service.indiana.edu/>

IU Bloomington Directory Service
855-4848

Office of the Bursar Franklin Hall 011, 601 East Kirkwood Avenue
Phone: 855-2636 Fax: 855-7535 Email: bursar@indiana.edu
<http://bursar.indiana.edu/>

Center for Language Technology and Instructional Enrichment (CeLTIE)
Ballantine Hall 120
Phone: 855-8383 e-mail: celtie@indiana.edu

College of Arts and Sciences Graduate Office, Kirkwood Hall 207
Phone: 855-5132 e-mail coasgrad@indiana.edu
<http://www.indiana.edu/~college/graduate/>

Financial Management Services Tax Department Poplars Building 527
Phone: 855-5657 Email: taxpayer@indiana.edu
<http://www.fms.indiana.edu/tax/home.asp>

Graduate and Professional Student Organization: 803 E. 8th Street
<http://www.indiana.edu/~gpso/>

Health Center 600 North Jordan Avenue
Phone: 855-4011 Fax: 855-4628
<http://healthcenter.indiana.edu/>

International Services Franklin Hall 306
Phone: 855-9086 Fax: 855-4418 e-mail: intlserv@indiana.edu
<http://www.indiana.edu/~intlserv/>

Office of the Registrar: Franklin Hall, Room 100. 855-0121
<http://registrar.indiana.edu/>

Parking Operations, Henderson Parking Garage, 310 South Fess
Phone: 855-9848 Email: parking@indiana.edu
http://www.parking.indiana.edu/parking_operations/index.html

Student Health Insurance
IU Bloomington Campus Contact: Poplars E165
Phone: 856-4650 Email: studenhc@indiana.edu

Or - Aetna Student Health
Phone: 877-437-6512
Web: www.aetnastudenthealth.com

Teaching Resources Center, Ballantine Hall 132
Phone: 855-2635
<http://www.indiana.edu/~trcenter/>

University Information Technology Services (UITS); 24-Hour Computing Consulting
Phone: 855-6789
<http://uits.iu.edu/>

Computers and Printing

Important conditions for use of the EALC computers in the AI office and the computer lab in Goodbody 334:

- ◆ **LOG ON when you arrive, and LOG OFF when you leave.** This is an essential security measure.
- ◆ **DO NOT save any of your files to the computer hard drives (C-Drives) or desktop.** They will not be secure and may be deleted at any time during routine maintenance of the computers. Save your work to a flash drive or CD, or see the IU Knowledge Base for file storage options:
<http://kb.indiana.edu/data/ajay.html?cust=841536.53915.131>
- ◆ Do not change the desktop features on the computers: if there is something you'd like to be changed on the desktop, please let Talia or Lara know, and we will look into it.
- ◆ If you have a problem with any of the computers, please **e-mail** Talia the specifics: which machine is not working and what the problem is.
 - ◆ Please remember: EALC staff do not repair the computers. While we will seek help immediately, that does not mean that we will get help immediately.
 - ◆ Please be sure that you always back up your files, that you do not wait until the last minute to do the work, and that you have alternatives in case the machine(s) you need are not working for a period of time.

Rules Specific to the Computer Lab in Goodbody 334:

EALC shares computer lab space in GB 334 at the welcome of the Central Eurasian Studies department. Please maintain standards of quiet and courtesy to ensure that all who use the lab have an environment conducive to work.

- ◆ Do not bring food or drinks into the computer lab.
- ◆ Do not change the setting on the air conditioner. It needs to be left at a constant

temperature for the maintenance of the computers.

- ◆ **SECURITY:** All those permitted to use this room will have their own access code or a key. Do not admit anyone who does not have his or her own access code or key to enter the room. **This is an important security measure.** Your access code is not for use by family and friends; only current AIs, and EALC graduate students and faculty have access to the departmental lab. If you are a graduate student in another department, your lab access is only for the period when you are teaching in EALC.

Printing

All AIs have a printing allotment of 500 pages per semester added to their print quota. You should use a public computer lab for printing and not use more than this allotment. Once you have exceeded your allotment, you may use the printer in GB 334, or use the AI offices computers to print to the EALC network printer in GB 232. You will need to pick up your print jobs. Printers are not available in the AI offices.

AI office computers are networked to the printer in the EALC mailroom in Goodbody 232. You will need to go to that room to pick up your print jobs.

When using the departmental printers, only print materials related to your teaching.

Be sure that you have selected the appropriate printer before you print.

Copying

It is important to make copies in the most cost-effective way possible. There are several options for copying:

1. **Maxi Copy:** Maxi is IU's duplicating service. Copying related to teaching (quizzes, tests, and other things not in readers and workbooks) should be sent to Maxi for copying.

Submit copy orders by e-mail attachment to Talia (thmander@indiana.edu) at least 48 hours before it is needed.

Talia will need to know the following:

1. How many copies
2. The date and time you need the copies
3. Any formatting (copies back-to back, stapled, three-hole-punched, etc.).
4. Which class the copies will be used in

Unless you tell her otherwise, Talia will return the completed Maxi order to your mailbox in GB 232.

2. **Goodbody Hall Copier** For teaching copies that cannot be done far enough in advance

to send to Maxi, you may sign out the department copy card from Talia or Lara, and make your own copies using the copy machine in GB 232.

The card is attached to a clipboard with a log sheet. Because we have to track use of this card, you must record the number of copies you make on the log sheet.

3. Campus ID Card For personal copies, you may use the department copier to make copies with your Campus Access/ID card. Contact Campus Card Services for information on how to add funds to your card.

Supplies

A variety of basic teaching and office supplies are available from the EALC office In Goodbody 250. Please speak to Talia to see about getting supplies that you might need. The following commonly requested supplies are kept on hand for the school year:

- pens in red, blue, and black ink
- magnets
- index cards
- overhead projector markers
- grade books
- colored paper
- blue books for exams

Overhead transparencies are available at no cost to instructors in the Teaching Resources Center (TRC), Ballantine 132. TRC also supplies many other free resources for teachers, which you may want to take a look at while you're there.

If you have a special supply need, please see the faculty member who is the lead instructor for your class.

Telephone and Fax

There are no working phones in the AI offices. If you have an emergency and do not carry a cell phone, you may come to the EALC offices and someone will assist you.

You are welcome to use the EALC fax (812-855-6402). Local calls are free; long distance and other toll calls may be paid for using a personal long-distance billing card. If you would like to receive a fax at this number, please be sure to ask that your name **in English** is clearly displayed. Any faxes addressed to you will be placed in your mailbox.

Pay Schedule /Direct Deposit

You will be paid according to the following schedule:

Dates for Fall semester:

15 September, 30 September, 30 October, 30 November, 4 January

Approximate dates for Spring semester (exact dates not set yet by payroll):

30 January, 27 February, 31 March, 30 April, 7 May

Direct Deposit:

The University requires all employees to have their salary deposited electronically to the U.S. bank of their choice. You can set up your direct deposit online through OneStart, using the "Employee Self Service" area under the "Services" tab. In this area, you can also check all your payroll activity, as well as set up and update your direct deposit information.

Limits on Academic Appointments

- Full time AI appointments in EALC are 18 hours per week, or 45% FTE (Full Time Equivalency).
- No student appointee may work more than 50% FTE (more than 20 hours per work week), without special approval from their graduate advisor, affirming that the additional workload will not interfere with the student's progress toward the degree.
 - Even with permission, U.S. citizens may not be appointed for more than 75% FTE (or 30 hours per work week).
 - International students may work up to, but never more than, 20 hours per week.

Health Insurance

Any Student Academic Appointee (SAA) who has an FTE of 37.5 or greater for a semester or longer is eligible for student health insurance. The plan provider is Aetna Student Health. Aetna will send an ID to all qualified participants.

If you have any questions about your eligibility, please contact Julia Mobley. If you have any questions about the plan provisions, please contact the insurance provider, Aetna Student Health. Detailed information on the plan is online at <http://www.indiana.edu/~uhrs/benefits/student-saa-0809.html>. You may also contact the Student Insurance Office, 856-4650, or e-mail studenthc@indiana.edu.

Parking

IU graduate students and AIs are eligible to purchase Parking Permits from Parking Operations. Please see the Parking Operations website at http://www.iubus.indiana.edu/parking_operations/student_permits01.html for more information, and to purchase your permit.

If you are new to IU this semester or have never had an IU parking permit, it is best to go to Parking Operations in the Henderson Parking Garage at 310 South Fess, to purchase your permit. Your permit will be issued only for the time period indicated on your contract. The permit privilege is not transferable. Parking Operations will accept cash, check, MasterCard, and Visa, or the charge may be added to the students' bursar account. Please contact Parking Operations (parking@indiana.edu, 5-9848) if you have questions.

Homework Collection

When you need to collect homework/papers outside of class, please be sure to send the students to the EALC mailroom (Goodbody 232), NOT the department office. EALC does not provide the service of "signing for" papers. If you need to be sure that papers are turned in by a certain day or time, please make arrangements either to collect the papers as soon as they are due or to receive them directly in your office.

The mailroom is not necessarily a secure location. Because of past problems with papers disappearing from faculty mailboxes, we urge you to collect any assignments yourself, either in class or during office hours. If you do ask students to submit papers to your mailbox, please be sure that they are properly addressed, with the course number and instructor name clearly written at the top.

Course Evaluations/Videotaping

Student evaluations are important both for immediate feedback on your teaching, and also for documenting your teaching performance when you are applying for academic jobs.

The first point of contact for all evaluation questions is the lead instructor for your class. She or he will be the main evaluator of your teaching.

The department asks all faculty members and AIs to do end-of-course evaluations. These evaluations are circulated to the Bureau of Evaluative Studies and Testing (BEST) for tallying, and are returned to the department. If you want to see your evaluations, please start with your course director, who will go over the results with you.

Toward the end of each semester, Talia will give all faculty and AIs detailed information on evaluation procedures. PLEASE look for, carefully read, and promptly act on these instructions.

Some AIs choose to do midterm evaluations as well. These can be a questionnaire of your own design, or simply the BEST form which will be used at the end of the semester. Midterm evaluations can be very valuable, but students are often sensitive about

responding to a survey that their instructor will read before final grades have been recorded. Consult with your course director about midterm evaluations, especially if you are designing your own form. If you plan to use department forms, please give Talia at least 48 hours notice to prepare the evaluation forms.

All instructors may request to have their class videotaped. The camera work is free, and the department will provide the tape. We ask that you make any arrangements for videotaping through your course director. The unit that provides this service asks that you make your request at least two weeks in advance.

Other Resources

The Dean of the Faculties office distributes a *Handbook for Student Academic Appointees*. A copy is in your portfolio for your review and reference. You can also find it online at <http://www.indiana.edu/~deanfac/saahbk.htm>.

Campus Instructional Consulting maintains a PDF version of their *Handbook for Associate Instructors*. You may find and download the complete handbook online at <http://www.indiana.edu/~teaching>.

The Indiana University Code of Student Rights, Responsibilities, and Conduct <http://www.dsa.indiana.edu/Code/index.html>

Dates to Remember

August 31: First day fall semester

September 7: Labor Day – classes meet but EALC offices closed

October 28: last day for students to drop Fall classes with automatic “Withdraw”

November 25 – 29: Thanksgiving Break

December 14 - 18: Fall Finals Week

January 11: First day of Spring Semester

January 17: Martin Luther King Day (no classes)

March 13 – 21: Spring Break

May 3-7: Spring Finals Week

Appendix 1

Interim EALC policy on AI absences, substitutions, and compensation

- 1) EALC expects AIs to meet all scheduled sessions of sections they instruct, to complete all grading and administrative tasks in a timely way, to keep regular office hours, to prepare appropriately for all classes, and to participate in AI team meetings. However, there are times when personal or professional imperatives may call for reasonable flexibility. This interim policy pertains to such occasions, and represents an attempt to ensure that in cases beyond control, AIs are not financially penalized for absences and substitute AIs are fairly compensated.
- 2) If an AI needs to miss time for an optional activity (e.g., conference travel, non-emergency personal reasons), the AI is responsible for obtaining permission from the Supervising Instructor to arrange an approved substitute and for covering the cost, either through traded time or compensation at a standard rate of \$15/class. Unless there are exceptional reasons, such absences should not exceed a single instructional day or occur more than once during a term.
- 3) If an AI is ill or has an emergency situation and misses 1-2 sessions, the AI must notify the Supervising Instructor as soon as possible; the dept. will arrange substitutions and cover the cost at a basic rate of \$15/class.
- 4) If the length of emergency absence (one full week or more) and workload during the period missed require substantial out of class duties for a substitute (e.g., significant grading, necessary office hours), substitutes will be arranged at Department cost for both in-class work (at the standard \$15/class) and other work (\$15/hr.). These distinct duties beyond class may be assigned to the AI substituting in class, or to a different substitute. The need for such beyond-class payments and their scale will be based on the estimates of the Supervising Instructor, in consultation with the Language Coordinator and Chair. Extra office hours will be scheduled only if there is a specific need that cannot be accommodated by the full AI staff within its normal range of office hours.
- 5) Class preparation, participation in AI team meetings, and writing of letters of recommendation for individual students, when warranted, are considered part of the basic in-class responsibilities, and entail no added compensation.
- 6) Supervising Instructor should as much as possible encourage time-trade arrangements in these situations, but be sensitive to the need to ensure that AIs are never burdened with assignments too heavy to allow continued academic progress.

Spring 2007

Appendix 2

EALC Policy on Student Academic Appointee Grievances

1. Associate Instructors (AIs) and other Student Academic Appointees (SAAs), such as Research Assistants, Graduate Assistants, and so forth, may file formal complaints (grievances) within the Department concerning actions related to dismissal, academic freedom, reappointment, and the nature and conditions of work.
2. Initiating a complaint within the Department shall not preclude any grievance action an SAA may initiate through other campus offices, including the Office of the Dean of the Faculties (DoF) or the Bloomington Faculty Council Associate Instructor Grievance Committee (AIGC). Complaints may be filed directly with the DoF or AIGC.
3. An SAA may file a formal complaint within EALC concerning a supervising instructor, Program Coordinator, or other faculty member. If the complaint is against the Chair, a grievance should be filed directly with the DoF.
4. In the case of complaints regarding sexual harassment, the EALC Sexual Harassment Liaison should be the first point of contact. The name of that EALC faculty member will be posted in a conspicuous place in the main EALC office suite.
5. SAAs who believe they have cause for complaint against a faculty member should, whenever possible and appropriate, attempt initially to resolve the situation through informal discussion with the faculty member or with the Program Coordinator or Department Chair.
6. In cases where informal discussion or mediation is inappropriate or unsuccessful, SAAs may file a written complaint, submitted directly to the Chair.
7. Once a written complaint is filed, the Chair will act to ensure that relevant documentation is preserved and that confidentiality is maintained to preserve the rights of all involved. Once an SAA initiates a complaint, he or she will be notified whenever information regarding that complaint is placed in his or her personnel file.
8. Once a written complaint is filed, the Chair will investigate the complaint, attempt formal mediation, or take administrative action on the complaint within ten working days. If the complaint concerns an administrative action that has been taken with respect to the SAA, the Chair will determine whether to suspend the administrative action pending adjudication of the complaint.
9. The Chair may refer investigation or mediation to the EALC Grievance Committee, composed of the Director of Undergraduate Studies and the elected members of the EALC Advisory Committee. Members of the Committee who are parties to a dispute will be recused and replaced by faculty members appointed by the Chair. The Committee will provide opportunities for parties to the dispute to supply written and oral accounts, will maintain confidentiality, and will prepare a written report to the Chair which will be made available to all parties to the dispute. If the Chair takes administrative action without consulting the Grievance Committee, the SAA may appeal that action to the Committee. The Committee will in all cases complete its work within ten working days.

10. Judgments of the Grievance Committee are advisory to the Chair, who will determine the final administrative action within five working days after the Committee's report. Final administrative action on complaints within EALC is the responsibility of the Chair.

11. If an SAA wishes to appeal a final decision of the Chair, they may file a grievance with the DoF or AIGC.

12. The Chair, as well as all Department faculty, will ensure that no SAA is penalized on the basis of having filed a complaint.

adopted, 16 November 2007