

INTRADPARTMENTAL MEMO

**Anthropology Department
Indiana University**

TO: Eduardo Brondizio, Chair **FROM:** Paul L. Jamison
Debra Wilkerson, Grad. Sec. Dir. of Graduate Studies
SUBJ: AI Expectations/Grievance Proc. **DATE:** May 2, 2006

This is the final copy of the AI Expectations and Grievance Procedure document that the faculty unanimously approved at the May 1, 2006 faculty meeting. The only changes in the document are: (1) the addition of the possibility of A521 being taught every semester on page 2 and (2) the addition of a phrase specifying that decisions made by the Ombudsperson will be communicated in writing to all parties on page 6. It is the hope of the Graduate Affairs Committee that this document will be distributed to: (1) all Associate Instructors at the time of their appointment and (2) all faculty teaching courses utilizing Associate Instructors prior to the beginning of each semester.

ASSOCIATE INSTRUCTOR EXPECTATIONS AND GRIEVANCE PROCEDURE

Departmental Expectations of Associate Instructors In the Anthropology Department

Types of Associate Instructors

Category 1: Associate Instructors teaching their own course

Examples: A105 or E105 in the evening; occasional 200-level classes; second 8-week classes such as B200; B301

Category 2: Associate Instructors leading discussion sections in a course taught by a regular faculty member in the department

Examples: A105 or E105 in the daytime; occasional TOPICS courses

Category 3: Associate Instructors serving as readers in a course taught by a regular faculty member in the department

Examples: TOPICS courses; B200, E200, L200, or P200

Time Commitment: An Associate Instructorship is considered a 50% Full Time Equivalent. This assumes that AI's will devote 20 hours per week to their tasks. Time spent attending class and in meetings with the Instructor is included in these 20 hours.

A521 - Internship in Teaching Anthropology: All first-time Associate Instructors will enroll in A521 in the Fall semester. For those AI's appointed in the Spring, they will take A521 the following Fall unless A521 is taught every semester.

Student Evaluations: All Associate Instructors will provide an opportunity for their students to evaluate their performance each semester. Faculty members working with Category 2 or 3 Associate Instructors will separate clearly their own student evaluation process from that of their AI's. AI student evaluations will be turned in to the office secretary who will send them to BEST for scoring. The original evaluations will be returned to the AI after scoring along with the BEST summary of their evaluation. A copy of the latter will be retained by the Department. If the BEST form is not used, the original evaluations will be turned in and a copy retained by the department.

Category 1 Associate Instructors: Associate Instructors will have responsibility for all aspects of their course from selecting the textbooks to assigning final grades to the students. These AI's are encouraged to invite a faculty member with expertise in their course to provide teaching mentorship during the semester. In the case of recurrent classroom and/or student problems (complaints, threats, disciplinary issues), the AI should seek advice and support from the Chair or other designated faculty member.

Faculty Expectations of Associate Instructors
in the Anthropology Department

Category 2 Associate Instructors

Meet with the Instructor in the week prior to the start of classes to set up the class. AI's should notify the Instructor of their availability prior to this week.
Attend lectures, read text and assigned readings, take notes, pass out materials
Be prepared for and lead discussion sections
Prepare materials with instructor and other AI's
Attend weekly meetings with instructor
Hold office hours and answer email from students
Assist in preparation of exams and handouts and design of paper topics
Consult on grading standards with instructor and other AI's
Grade student writing assignments and/or exams

Depending upon the Instructor, *some* additional tasks may be assigned such as:

- Maintain the grade book or Oncourse grading system
- Give one lecture to class
- Take roll each class period
- Pick up and return audio-visual materials and equipment

Category 3 Associate Instructors

Meet with the Instructor in the week prior to the start of classes to set up the class. AI's should notify the Instructor of their availability prior to this week.
Attend lectures, read text and assigned readings, take notes, pass out materials
Hold office hours and answer email from students
Grade student writing assignments and/or exams
Maintain grade book or Oncourse grading system
Prepare materials with instructor

Depending upon instructor, *some* additional tasks may be assigned such as:

Attend weekly meetings with instructor	Assist in calculating final grades
Take roll each class period	Give one lecture to class
Conduct review sessions for exams	Show video and lead discussion on it
Lead field trips to campus locations	Assist in monitoring exams
Lead or monitor small group discussions	Tabulate "minute papers"
Consult on grading standards with instructor	
Assist in preparing and monitoring lab exercises	
Assist in preparation of exams and handouts and design of paper topics	
Act as liaison between students and instructors, alert the latter to problems	
Pick up, operate, and return audio-visual materials and equipment	

**Associate Instructors' Expectations of
the Anthropology Department**

1. Early notice of assignments for Fall and Spring Semesters to try to avoid scheduling conflicts between assigned course and AI's classes and to allow a reasonable time for the AI to prepare adequately.* In the event of scheduling conflicts, AI's need to have the opportunity to switch assignments. The department should schedule classes that traditionally have AI's in times that do not conflict with core required graduate courses in all subdisciplines.
2. Every effort should be made to assign students to courses that are within their appropriate subdiscipline.
3. The Department should:
 - A. consider holding Fall and Spring Workshops to orient AI's to their responsibilities and the responsibilities of faculty,
 - B. consider the possibility of teaching A521 in both semesters,
 - C. publicize the available resource list of former AI's, the courses they taught, and the faculty members they worked with, to allow current AI's to seek experiential help and guidance from former AI's,
 - D. facilitate AI effectiveness with updated computers in the AI office (SB 308) and a copy machine in the lounge that can be used with campus access cards. [**Note:** SB 308 computers will be updated from faculty computers in the regular replacement cycle. No funds are currently available for a copy machine but these will be sought.]
 - E. assign AI's to Summer classes early enough to allow them adequate time to prepare in advance of their teaching.

* Late assignments may occur in several instances: late addition of a new course, unexpected faculty leave, unexpected or delayed fellowships, necessary AI reassignment, or late decline of an AI offer in favor of other funding opportunities.

Associate Instructors' Expectations of Faculty
in the Anthropology Department

COMMENTS: Overall, the AI's who responded to the survey of their expectations felt it was most important that instructors be very clear about what they want from their AI's. This would include what they want covered in sections, what responsibilities are shared between the instructor and the AI, and which responsibilities they are individually responsible for. For most AI's, this is their first time leading a class or section as a lecturer or a facilitator of lectures and it's important that they receive constructive critical feedback to improve their skills. Finally, it cannot be escaped that each instructor and AI are unique personalities and personality conflicts can arise. However, these must be overcome with the recognition that both parties are making an investment in each other and in the students. It is the students who suffer when the partnership between the instructor and the AI is not, at least, professional.

1. Faculty instructors should strive for consistency in workloads across courses employing AI's. The standard calls for a 20 hour week and this includes attending class, holding office hours, and meetings with the instructor
2. Faculty should meet with their AI's in the week before classes begin to discuss the framework of the class and their expectations in terms of the duties of the AI's. Regularly scheduled meetings should continue throughout the semester.
3. Instructor's policies on student cheating and plagiarism need to be clearly specified at the initial meeting with the AI's and also clearly stated in the course syllabus.
4. Faculty instructors need to have backup plans to cover their class in the advent of their unforeseen absence. AI's should be informed of these plans as early as is possible.
5. Both faculty and AI's should learn to use media equipment before classes begin.
6. Faculty should provide each AI with feedback regarding the AI's performance via a mid-term evaluation. This should reflect both the opinions of the students in the course and those of the instructor.

GRIEVANCE PROCEDURES

OMBUDSPERSON (A New Position in the Department)

The Ombudsperson will be selected by the Chair in consultation with the Executive Committee. This person will be the initial recipient of a grievance brought by a faculty member against an Associate Instructor *or* a grievance brought by an Associate Instructor against a faculty member. The intention in setting up such a position is to provide a neutral, objective, party to listen to and question both sides in a grievance in the hope that it could be resolved through mediation. The role of the Ombudsperson in the departmental Grievance Process is spelled out more fully in the following text.

Faculty Grievance Concerning Expectations of Associate Instructor

1. Grievance will be brought to the departmental Ombudsperson.
2. Ombudsperson will hear the grievance, interview the faculty member and the Associate Instructor (AI), decide on the outcome, and communicate this decision in writing to all parties. Possible outcomes are:
 - A. Resolution of the complaint through mediation.
 - B. Determination by the Ombudsperson that the complaint has no merit.
 - C. Determination by the Ombudsperson that there is a serious problem with the performance of the AI. The latter will be counseled by the Ombudsperson, possibly in conjunction with the AI Trainer, and given a period of time to improve. If there is no improvement, the AI will not be allowed to teach in the Department for one semester, one year, forever, depending upon the seriousness of the grievance. In extreme circumstances, the AI will be removed from the classroom during the semester. This procedure covers all categories of AI's and both multi-year award winners and those without such awards.
3. Actions of the Ombudsperson can be appealed to the Chair. The latter can carry out further mediation, accept the decision of the Ombudsperson, or overturn this decision. The Chair's decision will be communicated in writing to all parties.
4. The Handbook for Student Academic Appointees (pp. 10-11) provides additional levels of appeal for the AI beyond the departmental chair with the final level being the Associate Instructor Grievance Committee of the Bloomington Faculty Council.

Associate Instructor Grievance Concerning Expectations of Faculty

1. Grievance will be brought to the departmental Ombudsperson.
2. The Ombudsperson will hear the grievance, interview the Associate Instructor and the faculty member, decide on the outcome, and communicate this decision in writing to all parties. Possible outcomes are:
 - A. Resolution of the complaint through mediation.
 - B. Determination by the Ombudsperson that the complaint has no merit.
 - C. Determination by the Ombudsperson that there is a serious problem with the

performance of the faculty member and the problem will be brought to the attention of the Chair for further action. The latter can carry out further mediation, or accept the decision of the Ombudsperson that a problem exists with the faculty member and determine what action needs to be taken, or determine that no problem exists and overturn the decision of the Ombudsperson. The Chair's decision will be communicated in writing to all parties.

3. The Associate Instructor has recourse to appeal the departmental decision to multiple levels above the Department with the final stop being the Associate Instructor Grievance Committee of the Bloomington Faculty Council (see Handbook).

NOTE: Student complaints against Category 1 Associate Instructors should be directed to the Chair of the Anthropology Department. Student complaints against Category 2 and 3 AI's should be brought to the faculty member teaching the course who, in turn, may bring them to the Ombudsperson or Chair. Students can appeal to several levels of review above the Department.