SCHOOL OF ART
ADJUNCT AND TA HANDBOOK

ACADEMIC POLICIES
For a listing of the U of A academic policies: http://policy.arizona.edu/home

Syllabus/Course Information Sheet
It is University policy that the distribution of a syllabus is required for all University courses. It must be distributed during the first week of classes and a copy must be emailed to our Administrative Associate, Ginette Gonzalez ginetteg@email.arizona.edu.

U of A syllabus policy: http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template

The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and students. [Note: Item #19 gives instructors leeway to make certain changes.] It must be distributed (either as a hard copy or online) during the first week of classes, and a copy must be emailed to our Administrative Associate, Ginette Gonzalez ginetteg@email.arizona.edu. The following minimum information should be provided:
1. Instructor's name, office/room number, telephone number, and email address;
2. Office hours or a statement of an "open-door" policy;
3. Overall course objectives and expected learning outcomes;
4. Absence and class participation policies; in addition to the instructor's own absence policies, a statement should be included regarding the following kinds of excused absences: All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion, Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored.
5. List of required texts;
6. Required or special materials;
7. Number of required examinations and papers;
8. Required extracurricular activities, if any;
9. Final examination or project;
10. Grade policies;
11. Policies regarding expected classroom behavior (e.g., use of pagers/cell phones);
12. Policies against threatening behavior by students: http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students
13. Policies against plagiarism, etc., within Student Code of Academic Integrity: http://deanofstudents.arizona.edu/codeofacademicintegrity
14. Nondiscrimination and Anti-harassment policy: http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy
15. Accommodations for students with disabilities: drc.arizona.edu/instructors/syllabus-statement (link is external)
16. Schedule of topics and activities;
17. Special materials required for the class, if any;
18. Notification, if the instructor believes necessary, warning students that some course content may be deemed offensive by some students;
19. A statement is permissible indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advanced notice, as deemed appropriate by the instructor. **Please work with your supervisor**

or division coordinator to determine absence and grading policies.

The School of Art also requires the following information be included on your syllabus. This is to inform students that they are required to comply with the University of Arizona Codes of Conduct and Academic Integrity.

CLASSROOM BEHAVIOR

Student Code of Conduct: "The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals." More information about the Student Code of Conduct can be found at: https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf and http://deanofstudents.arizona.edu/student-code-conduct-student-faqs

Code of Academic Integrity: "Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404 *(see chapter 5)*, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures."
More information about the Code of Academic Integrity can be found at:
http://deanofstudents.arizona.edu/codeofacademicintegrity

If a student's behavior makes you uncomfortable, please contact the Assistant to the Director at 621-7000 for filing a complaint if a student violates the code of conduct. It is important that these violations are registered with the Dean of Students. If it is an emergency, call campus police at 911.

Attendance
Instructors should keep an accurate attendance record. According to University Policy, "Students are expected to be regular and punctual in class attendance. The University believes that students themselves are primarily responsible for attendance. Instructors will provide students with written statements of their policies with respect to absences. Excessive or extended absence from class is sufficient reason for the instructor to recommend that the student be administratively dropped from the course." http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop

As the instructor of record is responsible for setting the attendance policy, the School of Art requires TA's and Adjuncts to work with faculty in their area to set appropriate attendance expectations. For example, you will need to determine whether you distinguish between documented and undocumented absences (documented absences are supported by third-party/external parties, such as a medical doctor's note). You will also need to determine how many absences (documented or undocumented) will be allowed and what the penalty will be for exceeding allowed absences. (ex: grades are lowered by one letter grade for each absence over 3, or, after 5 absences the student will automatically fail the course).

Also, University policy governing excused absences for groups of more than three students is as follows:

1. A student may be excused from classes for attendance at officially authorized functions and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of the quiz or laboratory sections of these excused absences.
3. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.
4. Students with Dean of Students excuses have an approved participation form which they must show to all of their instructors.
5. As a matter of courtesy, students should provide a list of anticipated dates of absences at least one week in advance of being off campus.

Here is a link to the policy: http://policy.arizona.edu/employmenthuman-resources/attendance
According to university policy, all faculty must accommodate absences due to religious observances. For a calendar of religious holidays, please go to: http://www.registrar.arizona.edu/calendar-religious-holidays

Changing Enrollment to an Audit
In some cases, students may change their enrollment status from for credit to an audit. This is done with a change of schedule form. After the 4th week of class, a student may change to an audit only if they have a passing grade in the course.

Disability Resource Center
The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations.

Instructors oftentimes provide individual flexibility to all students and of course this flexibility should be provided fairly and equitably. When disability-related accommodations are requested, instructors should consult with DRC staff if there are questions or concerns.

If a student is registered with the DRC and has requested course accommodations (i.e., attendance flexibility, course substitutions, exam modifications), an Access Consultant will contact instructors as needed/appropriate to discuss the reasonableness of the requests.

Instructors should not request medical documentation from students, other than documentation related to conditions that are not considered disabilities such as colds or flus, on their syllabi or otherwise. Disability-related documentation, if necessary, should only be reviewed and maintained by DRC and on occasion, Campus Health. Since many health conditions can be considered disabilities, it is generally best to err on the side of not requesting documentation.

What is reasonable accommodation? The DRC says, "The University will provide reasonable accommodation(s) upon request to an otherwise qualified employee or student as required by law. Reasonable accommodations ensure equal access to University employment, educational opportunities, programs, services, and activities in the most integrated setting appropriate to the individual's needs. The extent of such accommodation(s) cannot impose an undue hardship upon the University, constitute a fundamental alteration to a program, or compromise academic integrity. It is the responsibility of the students and employees to make their disability status and subsequent need for an accommodation known. Reasonable accommodations do not guarantee success, but do guarantee access." Please see the DRC website for details: http://drc.arizona.edu/instructors

Dropping and Adding Courses

The School of Art does not advocate adding more than the maximum number of students to classes (the maximum number of students can be found in the schedule of classes). Students may drop or add courses by using the drop/add form found in the Advising Center. It is the student's responsibility to pick one up and fill it out, and it must be signed by the instructor. Please be aware of the deadlines for adding and dropping classes. https://www.registrar.arizona.edu/courses/dates-deadlines?audience=students&cat1=10&cat2=30

Family Educational Rights and Privacy Act of 1974 (FERPA)

https://www.registrar.arizona.edu/personal-information/ferpa-tutorial

FERPA allows students access to their educational records and limits the ability of others to access those records, except as authorized by law. To be in compliance with FERPA, instructors cannot post grades with names attached or leave graded student work unattended to be picked up.

Fees and Purchasing Materials for Classes

Certain courses have affiliated course material fees, which are to be used for materials that students consume and to pay for models. The Studio division in the School of Art buys materials in bulk to be shared by classes. Each area approaches purchasing materials a little bit differently, so please consult with the division chair about any materials you might need and he/she can let you know if these are fee appropriate and what processes should be followed. Adjunct instructors and TA's cannot purchase materials without the authorization of their division chair and the School of Art Business Manager. If the course you teach does not have an approved affiliated course fee, you cannot charge the students additional fees.   Allow a minimum of 3 weeks to order supplies. The School of Art Purchasing Procedure is attached at the end of this handbook.

Requesting Models for a Class

If your class requires a model, contact the model coordinator and let him/her know when you will need a model and for what class. The model coordinator will arrange to have a model present for your class. Please allow at least 1 week for the model coordinator to arrange for a model. If we do not have a model coordinator, (like in the summer) you will be responsible for arranging to have a model for your class. Please see the Business Office Program Coordinator in room 108 for a list of models and their contact information. The course must have an approved affiliated course fee specifically for a model in order to request a model.

Final Examinations

Every class has a scheduled exam time which can be found on the U of A website http://www.registrar.arizona.edu/schedules/finals.htm. Classes are **required** to meet at the scheduled exam time. In studio classes where there isn't a final examination, final critiques can be held at this time, or portfolios can be returned with the instructor available. If there is any change in the final exam schedule the instructor must have prior permission from the Dean's office.

Final Grades

Instructors are required to keep records of student grades that are in keeping with the expectations outlined in the syllabus. At the end of each semester, the final grades will be electronically recorded using UAccess, an on-line service. All deadlines and instructions will be announced well before the end of the semester. **Adjunct Faculty, Teaching Assistants or Visiting Artists and Scholars are not permitted to assign the grade of I (incomplete).**

Grade Appeals
If a student wishes to appeal their grade there is a policy and procedure: see http://catalog.arizona.edu/policy/grade-appeal for the guidelines. Generally these situations can be resolved through conversations before embarking on this process.

Grade Change
Grades can be changed through UAccess Instructor Center. The only reason that an assigned grade A B C D E can be changed is due to an error in calculation. A change of grade must be made within a year of the end of the class.

Grading
There are three elements that you need to include in your syllabus that have to do with grading. Please consult with your supervisor on the preferred mode of grading.
1) Course requirements and percentage/point value
        For example:
        Project 1- 25% (or 250 points)
        Midterm- 25% (or 250 points)
        Project 2- 25% (or 250 points)
        Exam- 25% (or 250 points)

2) Grading scale: what percentage or point value determines the final grade:
90-100%   A
80-89%   B
70-79%   C
60-69%   D
0-59%   E

3) Criteria for what constitutes the particular letter grade.
The School of Art follows the University of Arizona Grading System. A, B, C, D, and E constitute the regular grades used at the University of Arizona. This information should be included on your syllabus

Incompletes Not Permitted
Adjunct Faculty, Teaching Assistants or Visiting Artists and Scholars are not permitted to assign the grade of I (incomplete).

The University of Arizona Grading System	
A*	Excellent
B*	Good
C*	Satisfactory
D*	Poor

E*	[Failure](#)
P	[Passing](#) (Special S/P and P/F grade)
F	[Failure](#) (Special P/F grade)
S	[Superior](#) (Special S/P grade)
O	[Audit](#)

Internships and Independent Studies
Adjuncts instructors and Teaching Assistants **cannot** sponsor independent studies or internships.

D2L and UAccess Instructor Center
When your paperwork has been processed, you will have access to D2L and UAccess Instructor Center. If you have signed your paperwork and do not yet have access to these systems, please contact the Graduate Program Coordinator or the Assistant to the Director.

D2L (Desire 2 Learn) is a course management system (CMS). It's a relatively easy way to create a course web site. A D2L course site allows "anytime, anywhere" access to syllabi, readings, multi-media files, electronic dropboxes, online quizzes, email, grading, student progress reports, project files, etc. If you need help setting up D2L for your class, please contact D2L Help http://help.d2l.arizona.edu/.

UAccess Instructor Center is your access point to your Class Schedule, Class Rosters, and Grade Rosters. You may also have access to Desire2Learn (D2L) information, as well as any Exam Schedules for your classes. UITS has provided a booklet to walk you through how to use Instructor Center http://www2.uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Student_Instructor_Center.pdf .

Teacher-Course Evaluation (TCE)
The Teacher-Course Evaluation system (TCE) is the University of Arizona's centrally-supported service for collecting end of term feedback from students about UA courses and faculty. As of Fall 2015, the UA moved to a completely online TCE system.   Be sure to encourage students to go online and complete the TCE or set up a time to go to the computer lab for the students to complete the TCE's. Here are some suggestions for improving response rates: http://tce.arizona.edu/content/instructors

CatCard
Before you can get your keys, door codes, or parking permit, you will need a University Identification Card – the CatCard. To obtain your CatCard, bring a government or state issued photograph identification such as a driver's license, state indentification card or passport to the CatCard office on the ground floor of the Student Union. New employees must have been issued an employee identification number and show active status in the payroll system.

Keys and Codes
Please see the Administrative Assistant in the Joseph Gross Building administrative offices to start the paperwork for issuing keys, building entrance and door codes. There is a key/code

form that must be filled out and signed by your supervising faculty before a key/code can be issued. Please allow 3-5 days for this paperwork to be processed. After your paperwork has been processed you can pick up your keys at the Key Desk. https://www.fm.arizona.edu/fm-dept/lockkey.html The key(s) must be turned in to the Key Desk at the end the time period for which they were issued; there is a $50.00 fee for non-returned keys.

Facility Issues
If you notice a facilities issue, please immediately report the issue to the Business Office Program Coordinator in room 108.

Computer Labs
If your class requires a computer lab you will need to schedule it through OSCR http://www.uits.arizona.edu/departments/oscr These computer labs are open to the entire University, so you'll want to schedule these labs as soon as possible before the semester starts to make sure you can get the time slot you need. If any students need access to a computer outside of class, OSCR offers general computer labs that are not schedulable and available for individual use.

Projectors
The School of Art has several rooms with projectors and some of these rooms also have a computer (203, 312, 245, ARTST 119). To schedule a room with a projector, contact the Administrative Assistant or the Program Coordinator in the School of Art admin office.   The 3DXM, 2D or First Year Experience divisions also have projectors available for classes in those divisions. To use a division projector, talk to division chair.

Scheduling Demos & School of Art Facilities – 3D, Darkroom, Digital Studio
If you need to have a demo or use the facilities in the 3D studio, darkroom or digital studio be sure to schedule these with the studio techs at least **2 weeks in advance**. If at all possible, avoid scheduling a facility or demo near the end of the semester. These are especially hectic times in those facilities.

Visual Resource Center
The VRC can provide you with a log in and password to access the Imagen digital image database which contains works covering pre-historic to contemporary art. The VRC will also scan images needed for lectures and presentations, but can require 1-2 weeks' notice depending on the number of images needed. Once you have access to the Imagen database you can create portfolios for your classes or research that you can share with your students. If you would like your students to be able to access Imagen you will need to provide a class list. Instructions on how to access the database and individual assistance with PowerPoint presentations is available through the VRC.

Mailboxes
Every Adjunct instructor will be assigned a faculty mailbox for the period of time they are teaching. Depending on the number available, some may be shared. The Administrative Assistant in the Joseph Gross Gallery will make the assignments and arrange for a key. Teaching Assistants will use their graduate mailbox in the main hall of the art building.

Check your mail box and university email regularly. Many students will contact you through these avenues.

Parking
The Park Street garage (corner of Park and Speedway) is the closest parking garage. Permit parking and hourly/daily slots are available at the garage. Street parking can be found in the neighborhoods around the university, but you must be careful not to park in areas requiring a neighborhood permit. Also, beware of parking in the Jack in the Box lot—they will tow you. The loading dock is reserved for deliveries. If you park in the loading dock for more than 20 minutes there is a very good chance that your car will be ticketed.

TA office spaces: Harvill Bldg. (next to the Center for Creative Photography)
110- Art History- 626-2019
114- Photography & I+D 626-9169
120- AVCE 626-3366
122- FYE + 2D 626-9232
126 C - AVCE 621-1272
126 D – AVCE 621-0463
128- AVCE 621-5866

Division Chairs
ARH- Dr. Kate Albers
AVCE- Dr. Lisa Hochtritt
3DXM- Jim Cook
2D- Cerese Vaden
Photo- Sama Alshaibi and David Taylor
I+D- Phil Zimmermann
Foundations- Gary Setzer

SUPERVISOR'S EVALUATION GRADUATE TEACHING ASSISTANT/ASSOCIATES

GTA's Name: _____   **SEMESTER:**_____

SUPERVISING PROFESSOR: _____   **COURSE#/TITLE:**_____

TEACHING FUNCTIONS	Superior	Satisfactory	Unsatisfactory	Not Applicable
Mastery of subject matter				
Organization				
Clarity and Consistency				
Preparation				
Classroom Instruction				
Student Rapport				
Professional demeanor and appearance				
Holds office hours; other individual instruction				
Other (specify):				
OVERALL EVALUATION				

If evaluation of GTA is unsatisfactory, will he/she be considered for a GTA position again?   Yes___   No___

If yes, what remediation action will be taken to assist the student in achieving a satisfactory or higher performance level?

OTHER COMMENTS:

This evaluation form is not sent to the grad college. It is kept in the graduates file in compliance of the Arizona Board of Regents and the University of Arizona requirement (2-407) that all Graduate Teaching Associates/Assistants receive a written performance evaluation from his or her faculty supervisor at the end of each term.

School of Art Purchasing Procedures

In an attempt to go paperless, we have made a few changes to our purchasing procedures.

For consistent record keeping, purchase requests and approvals are to be conducted via email. The purchase requestor is to email their purchase request to the Program Coordinator (in the Business Office- schoolofart@cfa.arizona.edu) and copy the Division Chair (if the order is to be Student Fees funded, otherwise, approval is to be obtained by the Business Manager or School Director) on the same email. The Division Chair or Business Manager/School Director will "reply all" with their approval or denial.

The purchase requests must be detailed with the vendor, item number, quantity, total cost (*including shipping* (if applicable) plus a 1% expenditure charge added to the total), and a summary of use. A screenshot of the vendor shopping cart may sometimes suffice. Items to be funded from student fees must state which course they are to be supplied to, or if they are to be for bulk use. In the rare instance that vendors do not have an online purchasing system or email ordering system, the form(s) may be used if the purchase request via email does not work. Ask the Business Office Program Coordinator how to proceed with the purchase request.

Please do not use tape or use highlighters on receipts.

If the vendor does not charge sales tax at the time of purchase, please include a use tax of 5.6% to the total (before the 1% expenditure charge is added).

Purchases will not be made until prior approval has been obtained in writing.

Orders will ship via the most cost-effective method by default, otherwise, please indicate in the order if expedited shipping is needed.