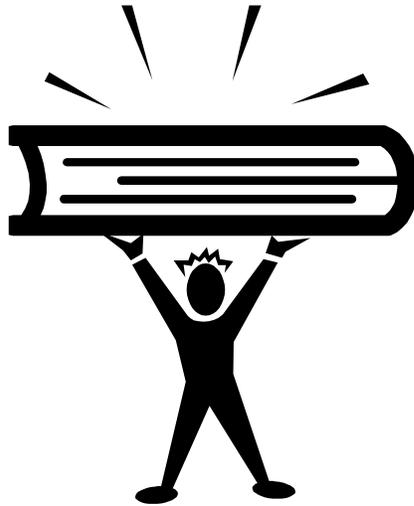


**Department of
East Asian Languages
and Cultures**



**Administrative Handbook for
Associate Instructors**

2014-2015

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.

CONTENTS

Responsibilities and Rights	3
EALC Department Contacts	4-6
Offices and workspace	6-7
Other campus offices	7-8
Computers and Printing	8-9
Copying	9
Supplies	9-10
Telephone	10-11
Pay schedule	11
Limits on academic appointments	11
Health insurance	11-12
Parking	12
Homework collection	12
Course evaluation/ videotaping	12-13
Other Resources	13
Dates to remember	13
Appendix 1: Grievance Policy	14

Welcome to EALC

AI Responsibilities and Rights

Associate Instructors are members of the IUB 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 at 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.**

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 1 of this handbook.

EALC Departmental Contacts

For Emergency call 9-911 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 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.

EALC Staff:

- **Breon Tyler**, Administrative Assistant
Office hours: 8:00–12:00 & 1:00–5:00, Monday-Friday
Goodbody 250
855-1992
bretyler@indiana.edu
 - *In general, Breon will be your first contact when you have needs related to your teaching. Please see Rachel if Breon is not in the office.*
- **Rachel Gray**, Student Services Assistant
Office hours: 8:00–12:00 & 1:00–5:00, Monday-Friday
Goodbody 230
856-4959
rtgray@indiana.edu
- **Deb Speer**, Fiscal Officer
Office hours: 7:30–12:00 & 1:00–4:30, Monday-Friday
Goodbody 248
855-5339
dspeer@indiana.edu
 - *Deb handles most issues regarding your contracts, pay, insurance, etc.*
- **Will Smith**, Undergraduate Advisor
Office hours: Monday – Friday, 9:00am – 4:00pm
By appointment only: Monday – Friday, 8:00am – 9:00am, 4:00pm – 5:00pm
Goodbody 240
855-2736
wsmithii@indiana.edu
 - *If you have a concern about a student's well-being, or if a student has questions about their degree, please talk to your lead instructor and/or language coordinator. She or he may refer to Will.*

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

EALC Faculty Contacts

EALC Chair

Professor Natsuko Tsujimura
Goodbody 247
855-0856
tsujimur@indiana.edu

Chinese Language Faculty:

Professor Henghua Su, Chinese Language Coordinator
Goodbody 245
855-8763
hengsu@indiana.edu

Yingling Bao
Goodbody 202
855-5619
yingbao@indiana.edu

Professor Yea-Fen Chen, Flagship Program Director
Goodbody 226
855-4249
yeafen@indiana.edu

Professor Charles Lin
Goodbody 221
855-5180
chiclin@indiana.edu

Japanese Language Faculty:

Professor Yasuko Watt, Interim Japanese Language Coordinator
Goodbody 223
855-3124
ywatt@indiana.edu

Yasuko Akiyama
Goodbody 329
855-7171
yakiyama@indiana.edu

Misako Matsubara
Goodbody 224
855-5169
mmatsuba@indiana.edu

Professor Natsuko Tsujimura
Goodbody 316
855-5884
tsujimur@indiana.edu

Korean Language Faculty:

Professor Hyo Sang Lee, Korean Language Coordinator
Goodbody 229
855-8721
hyoslee@indiana.edu

Yunseong Cheon
Goodbody 202
yuncheon@indiana.edu

Your Contact Information

EALC will contact you about departmental business through IU 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 contacts 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

AI Offices

Office space for AIs is shared:

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

Your office key is in your orientation packet. 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.

Do not store food in the AI offices!

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.

Goodbody Hall Lounge: Goodbody 201

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The lounge is an informal meeting place for all students, AIs, Faculty and Staff that use Goodbody Hall. As long as there is not an event (meeting, etc.) scheduled in the Lounge, students may use it for quiet study or small group meetings. **To avoid double-bookings, please check the calendar on the door for availability and notify Breon of the date and time you want to reserve it.** Space is first-come, first-served.

Since it is not a private area, 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. You may schedule a group AI meeting or grading session, etc., by contacting Breon. Space is first-come, first-served.

Other Campus Offices:

For an 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: Poplars Building W100, 400 E 7th Street

Phone: 855-2636 Fax: 855-7535

E-mail: 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: Poplars 221, 400 E 7th Street
Phone: 855-9086 Fax: 855-4418
E-mail: ois@iu.edu
ois.iu.edu

Office of the Registrar: 408 N Union Street
Phone: 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 offices:

- **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>
- If you have a problem with any of the computers, please **e-mail** Breon the specifics: which machine is not working and what the problem is.
- Please remember: EALC staff does 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.

Printing

All AIs will automatically receive an additional 20.00 print credits by the fourth week of classes each semester. This extra allotment is to be used to print **teaching-related material**. You should use a public computer lab for printing and not use more than this allotment. Printers are not available in the AI offices.

You can find more information on the AI print allotment through University Information Technology Services (UITS) at <http://uits.iu.edu/page/aouh>.

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 Breon (bre Tyler@indiana.edu) at least 48 hours before it is needed. Please note that if you send an order to Breon in the afternoon, she will not place the order until the following morning. You will receive a confirmation email from Breon letting you know your order has been placed. If you do not receive a confirmation email, please send a follow up message to make sure your order was received.

Breon will need to know the following:

1. Number of copies needed
2. The date and time you need the copies
3. Any formatting (copies back-to-back or single-sided, stapled, three-hole-punched, etc.).
4. Your name and the class the copies will be used in
5. If possible, attach the document to be copied to your email in .pdf format

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

2. Goodbody Hall Copier Each language program has a department code with a set amount of money linked to it that will need to last for the entire academic year. **Do not share this code with anyone who is not an AI for the same language program.** If you are unable to use Maxi duplicating for copying, you can check out your language program's clipboard with the code from Breon in Goodbody 250. You must log the number of copies, your name, and the class you are teaching on the sheet that is with the code. **You should use this option sparingly, because once the money on them is spent, it will not be replaced.**

3. Campus ID Card Contact Campus Card Services for information on how to add funds to your card.

Supplies

Basic teaching and office supplies are available from the EALC office in Goodbody 250. Please speak to Breon to see about getting supplies that you might need. The following commonly requested supplies are kept on hand for the academic year:

Items EALC will provide:

- 1) Paper clips
- 2) Staples
- 3) Binder clips
- 4) Pencils - #2
- 5) Thumb tacks
- 6) Staple remover
- 7) Tape for desktop dispensers
- 8) Standard ink pens (red, black, blue) – what is stocked
- 9) Blank DVDs & CDs
- 10) Wet erase markers (classroom use)
- 11) Post-it notes (3"x3", 1.5" x 2" yellow)
- 12) Glue sticks (classroom use)
- 13) White Out - in a jar only
- 14) Colored paper
- 15) Card stock (classroom use)
- 16) Index cards (classroom use)
- 17) Red & white campus #10 envelopes
- 18) EALC letterhead and envelopes
- 19) Blue books

Items EALC will not provide include but are not limited to:

- 1) Labels
- 2) Calculators
- 3) Batteries
- 4) Note pads
- 5) Staplers
- 6) Tape dispensers
- 7) Hole punches (3, 2 or 1)
- 8) Scissors
- 9) Letter opener
- 10) Rulers - 12"
- 11) Calendars
- 12) Highlighters
- 13) Hanging file folders (or racks)
- 14) Manila folders
- 15) Manila envelopes
- 16) Plain white envelopes
- 17) Permanent markers
- 18) Pocket folders

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

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.

Local calls are free; long distance and other toll calls may be paid for using a personal long-distance billing card.

Pay Schedule /Direct Deposit

You will be paid according to the following schedule:

Dates for Fall semester:

5 September, 30 September, 31 October, 26 November, 19 December

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

2 January, 28 February, 28 March, 30 April, 5 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 20 hours per week, or 50% 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 50 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 for student insurance, please contact Deb Speer. 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/~uhhs/benefits/GA-medical.html>. You may also contact the Student Insurance Office, 856-4650, or e-mail studenhc@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://parking.indiana.edu/parking_operations/permit_eligibility.aspx 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 student's bursar account. Please contact Parking Operations (parking@indiana.edu, 855-9848) 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. 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 electronically or 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.

All faculty members and AIs are required 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.

Toward the end of each semester, Breon 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 Breon at least 48 hours notice to prepare the evaluation forms. **Please remember:** you need to leave the classroom when students are filling out evaluations.

All instructors may request to have their class videotaped. 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 AI orientation packet for your review and reference. You can also find it online at https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page.

The Center for Innovative Teaching and Learning maintains a useful website with resources for teachers: <http://citl.indiana.edu/>.

The Indiana University Code of Student Rights, Responsibilities, and Conduct <http://www.iu.edu/~code/code/index.shtml>

Dates to Remember

2014-2015

Fall Semester

- August 25: First day of classes
- September 1: Labor Day (no classes)
- October 26: last day for students to drop fall classes with automatic "Withdraw"
- October 10: Fall Break
- November 23 - 30: Thanksgiving Break
- December 15 - 19: Finals Week

Spring Semester (Tentative)

- January 12, 2014: First day of spring classes
- January 19: Martin Luther King Day (no classes)
- March 14 - 22: Spring Break (Classes resume March 23)
- May 4 - 8: Finals Week

Appendix 1

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 Vice Provost for Faculty and Academic Affairs (OVPFAA) or the Bloomington Faculty Council Associate Instructor Grievance Committee (AIGC). Complaints may be filed directly with the OVPFAA 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 OVPFAA.
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 OVPFAA 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