

# **Department of East Asian Languages and Cultures**



## **Administrative Handbook for Associate Instructors**

**2023-2024**

# 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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# *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:

<https://emergency.iu.edu/>

## EALC Administrative Offices

The EALC Offices are located in the Hamilton-Lugar School of Global and International Studies, Room 2035

Please feel free to come by or email [ealc@indiana.edu](mailto:ealc@indiana.edu) with any questions or needs.

**If you have an urgent need (something that needs to be done with less than 24 hours notice), please text 812-679-6791.**

## EALC Faculty Contacts

Professor **Ethan Michelson**, Department Chair

GISB 2031

812-856-1521

[emichels@indiana.edu](mailto:emichels@indiana.edu)

**Lisa Aten**, Department Manager/ Fiscal Officer Hamilton-Lugar School of Global and International Studies

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### Chinese Language Faculty:

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GISB 2023

855-5619

[yingbao@indiana.edu](mailto:yingbao@indiana.edu)

Professor Yea-Fen Chen, Flagship Program Director

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855-4249

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Professor Charles Lin

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GISB 2005

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**Japanese Language Faculty:**

Nozomi Tanaka, Japanese Program Coordinator  
GISB 2043  
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**Korean Language Faculty:**

Professor Hyo Sang Lee, Korean Program Coordinator  
GISB 2009  
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GISB 2029  
[jk248@indiana.edu](mailto:jk248@indiana.edu)

Joungmok Lee  
GISB 2045  
[jl377@iu.edu](mailto:jl377@iu.edu)

Eunhye Kim Hess  
GISB 2027  
[ekhess@iu.edu](mailto:ekhess@iu.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 on a secure server with access to the Department Chair & Department Manager only.

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 spaces in 2030 and 2050 for AIs are shared:

You will have access to the copy machines in 2040 and 2060. Please see printing and copying section for more details. AI, and graduate student mailboxes are in GISB 2050.

Basic office supplies are located in GISB 2040 and 2060. Laser pointers, blue books, grading books, and additional copier paper must be obtained through the Department Manager at [ealc@indiana.edu](mailto:ealc@indiana.edu).

Small classrooms, focus rooms, and conference in GISB may be used via reservation only. Reservations can be made via the [GISB room request form](#).

## 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](#)

#### [Office of the Bursar](#)

Phone: 855-2636 Fax: 855-7535

E-mail: [bursar@indiana.edu](mailto:bursar@indiana.edu)

#### [Center for Language Technology \(CeLT\)](#)

Ballantine Hall 120

Phone: 855-8383

E-mail: [celtie@indiana.edu](mailto:celtie@indiana.edu)

#### [Center for Language Success \(CLE\)](#)

#### [Center for Innovative Teaching and Learning \(CITL\)](#)

#### [Classroom Technology Services](#)

Phone: 812-855-8765

Email: [clastech@iu.edu](mailto:clastech@iu.edu)

#### [College of Arts and Sciences Graduate Office](#)

Kirkwood Hall 207

Phone: 855-5132

E-mail: [coasgrad@indiana.edu](mailto:coasgrad@indiana.edu)

#### [Financial Management Services Tax Department](#) Poplars Building 527

Phone: 855-5657

Email: [taxpayer@indiana.edu](mailto:taxpayer@indiana.edu)

### Graduate and Professional Student Organization

803 E. 8th Street

### Graduate Student Support

Phone: 812-855-5711

### Health Center

600 North Jordan Avenue

Phone: 855-4011 Fax: 855-4628

### International Services

Poplars 221, 400 E 7<sup>th</sup> Street

Phone: 855-9086 Fax: 855-4418

E-mail: [ois@iu.edu](mailto:ois@iu.edu)

### Office of the Registrar

408 N Union Street

Phone: 855-0121

### Parking Operations

Henderson Parking Garage, 310 South Fess

Phone: 855-9848

Email: [parking@indiana.edu](mailto:parking@indiana.edu)

### Student Health Insurance

IU Bloomington Campus Contact: Poplars E165

Phone: 856-4650

Email: [studenhc@indiana.edu](mailto:studenhc@indiana.edu)

### Teaching Resources Center

Ballantine Hall 132

Phone: 855-2635

### University Information Technology Services (UITs): 24-Hour Computing Consulting

Phone: 855-6789

## Computers

In rooms GISB 2030 and 2050 EALC has multiple computers in the AI offices that you are welcome to use:

- **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 secure site.
- If you have a problem with any of the computers, please **e-mail** or call the Department Manager the specifics: which machine is not working and what the problem is.

## Printing and Copying

All EALC AI's are given printing/copying privileges on the two copiers located in GISB 2040 and 2060. You must swipe your Crimson Card to log into the machines. These copiers are to be used for printing and copying EALC teaching related materials only (e.g.: tests, quizzes, handouts), please do not leave any tests or quizzes unattended while printing/copying or behind when finished.

## Pay Schedule /Direct Deposit

You will be paid according to the following schedule:

Dates for Fall semester:

1 September, 29 September, 31 October, 30 November, 15 December

Dates for Spring semester:

31 January, 28 February, 31 March, 28 April, 5 May

### **Direct Deposit:**

The University requires all employees to have their salary deposited. You can set up your direct deposit online through One.IU, 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 Anthem Student Health. Anthem will send an ID to all qualified participants.

If you have any questions about your eligibility for student insurance, please contact IU Human Resources at [askhr@iu.edu](mailto:askhr@iu.edu). Detailed information on the plan is online at <http://www.indiana.edu/~uhrs/benefits/GA-medical.html>. You may also contact the Student Insurance Office, 856-4650, or e-mail [studenthc@indiana.edu](mailto: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 <https://parking.indiana.edu/> 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 obtain a signed letter from the EALC Department Manager to take (along with a copy of your contract) 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 charge the cost of the pass to the student's bursar account. Please contact Parking Operations ([parking@indiana.edu](mailto:parking@indiana.edu), 855-9848) if you have questions.

## 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.** They 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 by OCQ and are returned to the department.

All instructors may request to have their class videotaped. We ask that you make any arrangements for videotaping through your course director. EALC owns a video camera and tripod which you can borrow for teaching use only. Please contact the Department Manager to reserve/borrow.

## Training

AIs must complete a training on [Sexual Misconduct Policies, Processes, and Resources](#) every year.

AIs must complete the [Family Educational Rights and Privacy Act \(FERPA\)](#) tutorial every 2 years. AIs must not disclose confidential information (e.g. grades, transcripts, GPAs, race/ethnicity, citizenship, university ID, class schedule) about a student without their consent (even to their family). Do not talk about a student's grade in the e-mail. Do not save students' confidential information on laptops, thumb drives, or mobile devices. Store assignments and exams in a secure, locked location (your locker, Canvas) – do not leave them on your workstation unattended or in the cabinet drawer.

## 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://vpfaa.indiana.edu/doc/graduate-student-academic-appointees-guide.pdf>

[The Center for Innovative Teaching and Learning](#) maintains a useful website with resources for teachers.

[The Indiana University Code of Student Rights, Responsibilities, and Conduct](#)

## Dates to Remember

### **2023-2024**

#### **Fall Semester**

- August 21: First day of classes
- September 4: Labor Day (no classes)
- October 22: last day for students to drop fall classes with automatic "W"
- October 13: Fall Break
- November 19 – 26: Thanksgiving Break
- December 11 - 15: Finals Week

#### **Spring Semester**

- January 8, 2024: First day of spring classes
- January 15: Martin Luther King Day (no classes)
- March 10 - 17: Spring Break (Classes resume March 18)
- April 29 – May 3: 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