

Department of French & Italian

Guidelines for hiring Student Academic Appointees (other than regular AIs)

In the department of French and Italian, Student Academic Appointees are assigned to some faculty members either because of contractual stipulations with the College or because of temporary tasks such as editorial work, team-teaching and grading large Critical Approaches classes, etc. Such positions may include:

- Serving as an AI for a COLL-C 103 Critical Approaches course.
- Serving as a GA to assist a professor with research and/or teaching as part of the professor's hiring agreement with the Dean.
- Serving as editorial assistant to a professor who edits a scholarly publication.
- Serving as an RA to assist with a professor's research.

Such appointments are valuable research/ pedagogical opportunities for both parties involved, and they may also serve as great graduate recruitment tools. These positions create more openings for regular Associate Instructors, and may attract to our graduate programs some students who prefer this type of financial support. Here are a few procedural points on selection and workload that help meet the department's pedagogical goal of offering these opportunities to as great a number of students as possible, as well as IU's rules on graduate assignments and work load.

1. Only full-time graduate students in the Department of French and Italian who have not exhausted their departmental teaching support, and who are in good academic standing, can be selected for these positions. The DGS and the Chair should be consulted prior to making such offers.
2. No student appointee may be asked to perform duties that exceed a workload of 20 hours per week.
3. Student appointees assigned contractually by the College or by the department for bibliographical/ research purposes should be appointed on an annual basis. Only under special circumstances (caused by scheduling issues, lack of specific graduate recruitment, etc.), faculty members may select for a second time the same graduate student. In such cases, however, before making a final decision, the faculty member must consult with the DGS and the Chair.
4. Graduate students assigned to teach discussion sessions of large classes (over 60 students enrolled) may be reappointed a second time for the same purpose, but only if special circumstances allow it or require it (specific pedagogical competence, etc...).
5. Student appointees assigned to assist a faculty member for editorial work on a journal or a publishing project may be renewed for two years and, in special circumstances, for three. In these cases, the RA should not be asked to perform bibliographical or research tasks unless strictly related to the editorial matter for which s/he has been hired.