

Department of Visual Arts Faculty Handbook

Updated September 2024

Information for Visual Arts Faculty 2024-25

Welcome to the Department of Visual Arts! The purpose of this guide is to inform you of departmental resources as well as to policies, procedures, and timetables that relate to teaching in the department and university-wide.

GENERAL INFORMATION	2
Activating your appointment and access	2
Campus Resources	2
Faculty Mentorship	2
Department Leadership	3
Staff Contacts and Roles	3
Mandatory Trainings and Important Information	5
Mailbox	5
Computing and Email accounts	5
Getting your Campus I.D. Card	6
Parking	6
ACADEMIC PERSONNEL	6
Schedule of Reviews	6
Department Review Standards	7
Contents of a Review File	7
General Attendance Information	7
Leave of Absence Request	8
Sabbatical	8
Start-Up Funds	9
FACILITIES	12
Space Policies	12
Safety Related	13
Trainings	15
FISCAL	15
Fellowships, Grants and Awards	15
Purchasing Goods	18
Payment to Vendors, Models, Speakers, Contractors	20
Travel	21
Campus Credit Cards	22
PROMOTIONS AND MARKETING	22
STUDENT AFFAIRS	22
Getting Set Up for Teaching	22
Teaching Policies and Department Practices	26
Timetable/Checklist	31
Academic Calendar	32
Syllabus Sample	33

Instructional Tutorial	35
View Your Course Schedule	36
Access Canvas	37
Best Practices Guide for Faculty and Teaching Assistants	38
Advising of Graduate Students	41

GENERAL INFORMATION

Activating your appointment and access

There are many steps necessary for the hiring process and to activate all of the campus systems. This process involves many members of the Department of Visual Arts and can be lengthy. Please review the following steps to know what to expect and what may require your participation:

- Complete pre-employment and hiring paperwork
- Activate/reactivate UCSD email account and log in
- Self register for the [Business System Network](#)
- Complete required trainings necessary for systems access
- Enroll in [Payroll Direct Deposit](#)

Campus Resources

Below are some important links for you to review. There is a lot of information regarding teaching, conducting research, housing, childcare, the academic review process and so much more. Please take the time to review each link in full and bookmark them for future reference.

[Department of Visual Arts Website](#)
[Visual Arts Department Bylaws](#)
[UC San Diego Blink](#)
[Information for New Faculty](#)
[Useful links for Faculty](#)
[UC Faculty Handbook](#)
[Campus Faculty Career Resources](#)
[Academic Support](#)
[Family Friendly Policies](#)

Faculty Mentorship

There may be questions beyond what will be covered in this guide. Your first resource is to reach out to your assigned Faculty Mentor as their role is to help guide you through these first years within the department. This can include:

- teaching best practices
- navigating campus policies/systems
- recommending appropriate resources
- advice regarding academic advancement
- general support as you adjust to campus

You will have a faculty mentor from the Department of Visual Arts assigned to support you at your time of hire. If you have questions or concerns about this dynamic, please contact the department chair for assistance.

Department Leadership

Department Chair	Monique van Genderen
Department Vice Chair	Kuiyi Shen
MFA Program Director	Ruben Ortiz-Torres
PhD Programs Director	Malik Gaines
Art History Area Head	Jordan Rose
Media Area Head	Brian Cross
Studio Area Head	Danielle Dean
ICAM Area Head	Memo Akten
Speculative Design Area Head	Pinar Yoldas

Staff Contacts and Roles

Jessica Greenlaw
858-534-3740
jrgreenlaw@ucsd.edu
Mandeville 211

Jessica has overall responsibility for all aspects of the department which includes, but is not limited to all day-to-day administration, fiscal management, personnel management (both staff and academic), academic program management (both undergraduate and graduate), curricular planning and scheduling, IT, space and facilities management, equipment management and building security.

TBD Fiscal Manager
vis-fiscal@ucsd.edu
 Mandeville

This role is responsible for all financial matters, including reimbursements, personnel, ID cards, course budget requests and purchasing

Kayana Hudson
(858) 534-0418
vis-ap@ucsd.edu
Mandeville 226

Kayana is responsible for the management and preparation of all academic files, including coordinating the processing and submission of academic review files for administrative approval. She also manages payroll, faculty recruitments and all visiting faculty appointments.

Sara Aslagson-Sahar
858-534-2863
vis-fiscal@ucsd.edu
Mandeville 224

Saraa is responsible for all fiscal transactions, processing reimbursements, supporting travel and vendor payments.

Katara Conroy Student Affairs Manager

(858) 534-2860

vis-ug@ucsd.edu - vis-grad@ucsd.edu

Mandeville 216

Katara is responsible for all aspects of the undergraduate and graduate programs, including student affairs policies and procedures.

Alex Glenn

Graduate Coordinator

(858) 822-3882

vis-grad@ucsd.edu

Mandeville 228

Alex is the primary contact for graduate student employment and fellowships, financial aid, advising, and admissions. She also does all of the quarterly scheduling for the department.

Katherine Zamora

Undergraduate Advisor

(858) 534-2861

vis-ug@ucsd.edu

Mandeville 217

Katherine is the primary contact for undergraduate office walk-ins, providing programmatic and academic advising to current and prospective students. She handles quarterly registration, current quarter schedule, textbook adoptions, custom course materials, course evaluations, undergraduate program updates to the departmental website, and mail distribution.

Nick Lesley

Program Promotion Manager

(858)822-7755

nlesley@ucsd.edu

Mandeville 228

Nick is responsible for all aspects of program promotion for exhibitions, activities and events sponsored by the department, working closely with the Dean's Office marketing and publication manager.

Lucas Coffin

Facilities Manager

(858) 534-2587

vis-facilities@ucsd.edu

Visual Arts Facility 405

Lucas coordinates and manages the use and maintenance of all Visual Arts' studios, shops, classrooms and labs and the equipment contained therein. Lucas also serves as the department's safety coordinator and supervises Kevin, Paolo, Adrian and Justin.

Kevin Vincent

Fabrication Shop Tech

(858) 822-0197

vis-facilities@ucsd.edu

Mandeville B119

Kevin will supervise the Mandeville and Visual Arts Facilities production shops, working with students and faculty to provide instructional workshops and ensure safe use of department equipment and spaces.

Paolo Zuniga

Media Specialist: Moving Images

(858) 822-0196

vis-facilities@ucsd.edu

Visual Arts Facility 408

Paolo is responsible for managing, maintaining and trouble-shooting the media labs and associated equipment and systems housed in the Visual Arts Department, both for production and screening usage. Responsibilities include offering regularly scheduled workshops, short classes and seminars.

Justin Tuerk
vis-facilities@ucsd.edu

Media Specialist: Still Images

Visual Arts Facility 407

Justin supports undergraduate and graduate photography instruction, monitors computer labs and oversees processing in our analog and digital printing facilities housed in the department. Additional support provided for screen printing and book-making workshops and instructional support.

Adrian del Riego
vis-facilities@ucsd.edu

Gallery Technician and Preparator

Visual Arts Facility 406

Adrian supports exhibition and installation instruction and oversight for all department galleries, performance and exhibition spaces; including the Mandeville Art Gallery.

Mandatory Trainings and Important Information

As an employee of the University of California, San Diego, you are required to complete the following mandatory trainings:

- Federal Family Educational Rights and Privacy Act (FERPA)
- Sexual Violence and Harassment Prevention Training
- Cyber Security Awareness
- Abusive Conduct in the Workplace
- General Compliance Briefing: UC Ethical Values and Conduct

To access each training, go to the [UC Learning Center](#). Once logged in, select 'Find a course' and search for each course by name. Complete the training and your completion will be automatically logged within campus records. You will need to periodically retake these trainings in order to stay in compliance with university policy. If you do not complete trainings as required, you can be locked out of campus systems and have financial services or academic review steps put on hold until you are again compliant.

Mailbox

You have access to a mailbox in Mandeville 207 for any business related mail or materials you receive. Large items may be delivered to VAF specifically but general mail will be in Mandeville and will need to be picked up regularly. This room can be unlocked by a staff member upon request between the hours of 9am-12pm and 1pm-4pm, M-Th.

Computing and Email accounts

To obtain UCSD computing systems access, you must first have accepted the offer of employment, been entered into the payroll system, and signed the UCSD Information Systems Computer/ Information Use and Security Statement.

Email:

A UCSD-hosted mailbox helps preserve the privacy of your personal email address and allows you to keep university and course-related business separate from your personal information.

Active Directory (AD):

You will be provided an Active Directory account, which grants access to campus email, wireless network, VPN, Canvas, ACMS-managed lab, and other computing services. Your username will be the first portion of your UCSD email address, excluding the @ucsd.edu (ex: jrsmith). Systems requiring you log-in using your Active Directory credentials will indicate this to you.

Business Systems:

A “business systems” account will be created to grant you access to student- and class-related resources. Your username for this system will be assigned to you and will begin with ‘vis’ and generally followed by your initials (ex: visjrs).

Getting your Campus I.D. Card

You will need this I.D. card to get a parking permit, library privileges, and other campus services. You can pick up a Campus Card Request form from staff. Take it to the Student Business Services Campus Card Office, Room 355, at the Student Services Center, to get your card.

Parking

Parking permits may be purchased at the Campus Parking Office online. As a faculty member, you are entitled to purchase an "A" parking permit. Monthly and Occasional Use permits are available. Metered spaces are very limited and are only a viable option if you teach after 4:30 (you can park in metered spaces with an evening permit). Please review the Parking and Transportation website for further information regarding transportation and parking information:

<https://transportation.ucsd.edu/commute/permits/index.html>

ACADEMIC PERSONNEL

Academic Personnel is the unit within the department, also within the university, that supports the recruitment and advancement for faculty positions in temporary or permanent roles. Those faculty appointed without tenure are reviewed periodically to assess their progress with the department goal that each individual is supported towards their goal of tenure. Those appointed with tenure, and those promoted to tenure rank, are reviewed periodically to determine their continued scholarly progress and their other achievements, and are advanced accordingly.

Every faculty member undergoes an academic review every two, three, or four years, depending upon the individual appointee's rank and step. A simplified version of the Academic Review process is presented here, but specific questions should be addressed to the department Chair or Academic Personnel staff.

Schedule of Reviews

The normal service period for each rank/step is as follows:

- Asst. Prof./LPSOE., Step I-VI - 2 years at each step
- Assoc. Prof./LSOE, Step I-III - 2 years at each step
- Assoc. Prof./LSOE, Step IV-V - 3 years at each step

Prof./SLSOE, Step I-VIII - 3 years at each step

Prof., Step IX/SLSOE and Distinguished – 4 years at each step

Assistant Professors/LPSOE are generally appointed for a two-year term and reviewed for reappointment and a merit pay increase. Beyond the standard reappointment expectations, there is a fourth and sixth year appraisal required which is an analysis of the progress an individual is making towards tenure. Assistant Professors/LPSOE are limited to a total of eight years of service at this rank. Periods of leave, with or without salary, are included in this total unless (1) the Chancellor grants an exception; or (2) leave is granted for childbearing or child rearing (the period of time involved must be equal to or greater than one quarter and not greater than one year). Under these circumstances, the leave is automatically calculated to extend the probationary period, with the exception that the extension cannot occur in the eighth year.

Department Review Standards

[Professor Standards](#)

[Professor of Teaching \(LSOE\) Standards](#)

Contents of a Review File

Faculty members undergoing review are responsible for collecting and submitting most, but not all, of the materials to be included in the review file. Each faculty member is responsible for providing updated versions of their biography-bibliography, copies of their publications/works, and a written self-review. The self-review is a fairly detailed, descriptive statement that addresses the following headings: **(1)** research, including research in progress; **(2)** teaching; and **(3)** university and public service; and **(4)** contributions to diversity. The Chair will rely heavily on the self-review when preparing the required departmental letter for each file.

Faculty members undergoing a review should submit all required review materials to the Academic Personnel staff at vis-ap@ucsd.edu by the deadline established by the department. Once the staff have received all of the materials (including external letters of review, if necessary) and have prepared the file, the file is submitted to the faculty for consideration and vote. At this point, the file contains:

1. University of California Academic Employment History (prepared by staff);
2. Teaching evaluations
3. Other evidence of teaching effectiveness (course syllabi, students' testimonials, etc.)
4. Course load and Student Direction forms
5. Academic Biography-Bibliography packet
6. For promotion and career reviews, outside evaluation letters
7. Sabbatical Leave Report
8. Publications
9. Other materials that the faculty member may wish to include, such as reviews of recently published books/works.

General Attendance Information

Faculty are expected to be in residence from the first day of the fall quarter through the last day of the spring quarter, except during official University holidays. The UCSD [Academic and Administrative Calendar](#) lists the actual quarter dates and official holidays. Faculty may be absent

during the periods between quarters without requesting an official leave, unless they are traveling on official University business.

An academic appointee is considered to be on a leave of absence any time they take a leave from normal duties during the prescribed periods of service. Academic appointees who leave the campus prior to obtaining formal approval are in violation of University policy.

Leave of Absence Request

In order to ensure the continuation of your benefits and to conform to the University and Department policy, faculty must submit a written request to the Department Chair for any leaves during the academic year.

To request a short leave of up to 10 service (or 14 calendar) days, email the Department Chair with the following information at minimum two weeks before the leave is set to begin:

- Date of Departure and Date of Return
- Destination
- Purpose of the Trip
- How missed class sessions will be covered or made up (if not scheduled to teach during the requested absence, please indicate).
- What other duties and commitments to the department and/or campus will you be missing during your absence (ex: faculty meeting, committee meeting, etc.)?

To request a leave of absence of more than 14 calendar days but less than an academic quarter, faculty must notify department staff at vis-ap@ucsd.edu with all of the details above at least one quarter before the leave is set to begin. Staff will then initiate the online Request for Absence form. This form requires input and approval by the requesting faculty member, Department Chair, Dean and in some cases higher levels of review and consent. You will be notified when your request has been approved.

Sabbatical

This is a requested leave that allows qualified faculty to engage in intensive programs of research and/or study away from their expected teaching and service commitments on campus. A sabbatical requires the use of earned sabbatical credits and can be taken for one, two or three quarters. It is expected that faculty taking a sabbatical will plan for their leave and ensure that there is coverage for their on-campus commitments and they will return to active duty immediately upon return from sabbatical. Depending on the percentage of sabbatical taken, pay and benefits may be impacted. For more information: [UCSD Academic Leave Policy](#)

Sabbatical Credit Accrual

Sabbatical credits are accrued at the rate of one credit for each full quarter of service at 50% time or more. Academic-year appointees can earn up to three credits in one year. Credits are not accrued during sabbatical leave and leave without pay.

To find out your sabbatical credit balance, please contact vis-ap@ucsd.edu.

Sabbatical Leave Credit Usage

The amount of credits necessary for different types and lengths of sabbatical leave are listed in the chart below:

Type of Leave	1 Quarter	2 Quarters	3 Quarters
Sabbatical at full salary	9	18	27
Sabbatical in Residence	6	12	18
Sabbatical at 67% salary	6	12	18
Sabbatical at 50% salary	5	9	14
Sabbatical at 33% salary	3	6	9

Sabbatical Leave Request

Sabbatical leaves must be requested at least one quarter before the proposed leave but preferred as far in advance as possible to allow for course scheduling. To initiate this process, email vis-ap@ucsd.edu.

Sabbatical Leave Report

Faculty members are required to submit a detailed report of the results of the sabbatical leave, including an account of progress made and plans for completion of research and publication of the results. This report must be included in your next review file. It is recommended this is written once you return from sabbatical, within 90 days, in order to properly record your activities and lessen steps necessary when preparing your next file.

Start-Up Funds

Start-up packages have several possible components and the details of each start-up package were included in each faculty member's offer letter. Start-up funds, policies and processes are affiliated with both Academic Personnel and Fiscal staff so it is important to connect with both groups when there are questions or concerns.

Start-up funds are intended to meet the Dean's and Department's obligation to support expenses as a new faculty member is getting established on campus and in their studio/office space. This includes:

- equipment
- renovations and installations

- travel
- graduate, post-graduate, and staff salaries
- fringe benefits
- Studio/office supplies and expenses
- campus recharges
- summer salary
- moving costs
- housing purchase

It is expected that new faculty will use their start-up equipment funds to their full extent and often must be fully expended before other funding can be granted.

Start-up Timeframe

Start-up funds must be fully expended within 5 years as outlined in your offer letter. Some specialty programs have shorter timeframes. It is the responsibility of each faculty member to be aware of these timelines for themselves. General timelines are listed below but the timeline for each individual to follow is listed in the offer letter (this information does not supersede the information of the offer letter):

- Start-up funds: 5 years
- FRA: 2 years from the date of hire (typically July 1)
- MOP: 2 year from the date of arrival to campus (typically Sept 30 to align with the first fall quarter of employment)
- ZIP: TBD, this is a new program and specifics are still being determined

Extension of these timelimits may be requested of the Dean's Office and/or EVC as necessary. These extension requests need to clearly indicate why the expenditure of funds within the timeframe allotted was not able to be met and the additional timeframe needed to fully use the funds. More than one extension is not permitted.

Moving Expenses

Payment or reimbursement of moving expenses may be provided for appointees in certain academic positions and must be a part of the initial negotiations with the appointee. Payment of moving expenses is not automatic and does not constitute a perquisite of University employment. Payment of these expenses is accorded to qualified persons in order to expand the geographic area for selection of permanent academic staff and may be considered taxable income.

Eligible Expenses include:

- Household
- Vehicles
- Travel
- Meals
- Personal Library
- Laboratory

Ineligible Expenses include:

- Transport of pets or any other animals, excluding companions for the disabled
- Moving of boats, planes, recreational vehicles, farm implements, tractors of any type, snowmobiles, or other vehicles that are not used for primary transportation needs
- Storage fees for more than 30 days
- Extra charges for pickups at or deliveries to additional addresses
- Multi-part moves

Goods, Services and Travel

The most common usage of start-up funds within the Department of Visual Arts is for business related goods, services or travel necessary as a faculty member prepares for tenure. Faculty receive monthly financial reports for any funds that they hold so that they are aware of the remaining balance available to them. Expenses can be paid in a variety of ways:

- Faculty member pays directly and then submits for reimbursement
- Faculty member provides an invoice and staff purchase on behalf of faculty
- Faculty member is approved for campus credit cards and submits for reconciliation
- Faculty member requests that staff make bookings on their behalf

For more information and instructions for purchasing goods, services or travel, please look at the purchasing and travel areas of this website.

Fiscal staff are your main point of contact and support resource for processing these types of expenditures.

Faculty Household Assistance Programs

The University of California and UC San Diego offer the following housing programs to assist with the recruitment and retention of Academic Senate Faculty. Eligibility to participate in the following programs for General Campus Ladder Rank Senate Faculty will be stated in your offer letter at the time of recruitment.

Please contact the UC San Diego Home Loan Coordinator, Carlos Hernandez, for specific MOP and campus criteria (including the loan pre-approval application process, loan requirements and terms, and lending residency requirements for visa holders). Additional information for each program can be found [here](#). Academic Personnel staff are your main point of contact and support resource for understanding and applying for these programs however this is highly regulated by campus and plans/details must be discussed with Carlos before initiating any actions within the department.

Depending on the program, these may be used together or separately. Which options are available to a faculty member will depend on what was listed in their offer letter.

Mortgage Origination Program (MOP) ***ON HOLD 2024-25***

Faculty Recruitment Allowance Program (FRAP)

Zero Interest Program (ZIP Loan)

FACILITIES

The Visual Arts Department is divided between three buildings: The Mandeville Center (MANDE), the Visual Arts Facility (VAF), and the Structural and Materials Engineering Building (SME).

- MANDE houses the main administrative offices and a variety of teaching spaces for undergraduate classes in Studio art, ICAM, Speculative Design, Art History, Media/Film Studies and Media practice classes. Additionally there is the Adam D. Kamil Gallery for undergraduate exhibitions and the MANDE Wood/Metal Shop.
- VAF houses the Faculty studios and offices, graduate student studios, a graduate seminar room, two graduate galleries, performance space, computing and media labs, darkroom and VAF Wood/Metal Shop.
- SME houses a few intensive Visual Arts projects spaces assigned to faculty, several graduate offices, a teaching lab, spray booth, gallery and lecture/presentation space.

Affiliated Spaces

[Media Center](#)

[Envision Lab](#)

[Design Lab](#)

[Extended Reality Lab](#)

Space Policies

The following rules will be observed by **all** studio/office occupants:

1. Assigned office/studio keys may not be shared or given away unless authorized by the department Facilities Manager. This applies to keys for the restrooms as well. There is a \$25 fee per key for replacing lost keys and for acquiring a second key for the restrooms.
2. Studios/offices may be used for individual work, study, small meetings/collaborations, research and instruction-related working groups.
3. UCSD is a smoke-free campus. Smoking is not permitted in the buildings or on campus.
<https://smokefree.ucsd.edu/>
4. Environment, Health & Safety (EH&S) and fire codes do not permit offices/ studios to be used as housing. There will be no overnight stays in offices/studios.
5. It is not permitted to use spray paint, or to do heavy sanding, create fumes, flames, or perform welding in offices/studios. It is not permitted to paint, mural, or otherwise affix surfaces and substances to office/studio walls without the permission and approval of the department facilities manager. Individuals will be personally responsible for restoring any such alterations or will be billed for labor and materials to return room to original condition.
6. Non-service Animals:
 - Any pet on campus must be under the direct control of a person capable of controlling and actually controlling the pet by means of a hand held leash not exceeding six feet in length.
 - Animals may not be left in studios/offices unsupervised by a human at any time.
 - If a dog/cat/pet is not maintained in this specific manner, it is classified by law as "at large" (off its owner's premises, without a leash, and without a person to control it)

and therefore may be picked up and turned over to the San Diego County Department of Animal Control

- Any animal on campus must have a valid County or City license attached to its collar.
 - Animals are not permitted in any classroom or teaching laboratory, even when leashed and licensed, with the exception of a seeing-eye dog serving an owner.
7. All materials and personal effects must be kept inside the studio or office, not on decks, patios or in common use spaces. Anything left outside the office or studio will be assumed to be trash and will be thrown out.
 8. There are dumpsters and garbage cans provided for your use, please do not leave trash outside your office or studio. Observe all university recycling and trash management directives.
 9. Do not hang anything from or within 18 inches of fire sprinkler pipes.
 10. Each space is equipped with a fire extinguisher. Do not move or block access to the fire extinguisher.
 11. You may not alter or add structures such as walls, rooms or lofts to the inside or outside of any university space. Anything found in violation will be removed and discarded, and you will be billed for labor and materials to return the space to its original condition.
 12. Extension cords must be heavy gauge and used in an appropriate manner. No daisy chains or stringing extension cords together.
 13. Studio/office occupants will observe principles of community and respect the need for working conditions at all hours with respect to sound level and activity involving work, music, and guests.
 14. Students may not trade, reassign, or loan out their office/studio to anyone without formal written approval from the facilities manager and the graduate program director.

Safety Related

1. All individuals using specialized equipment or spaces that require training must complete this before use can commence. Training schedules will be posted online and the Facilities Canvas page quarterly.
2. Non-UCSD affiliated person(s) who you wish to work with on a collaborative project in your studio and/or the department shop facilities must first undergo department-authorized training with our staff AND must complete the UCSD volunteer/liability paperwork and community introduction procedure prior to starting the work.
3. Because entry to the studio and shops area by university workers (facilities management personnel, campus contractors) is on a need-to-do basis, it is essential that you self-monitor your studio space and shared shop and outdoor areas and report to the shop lead staff or department facilities manager anything that seems broken or out of compliance. Examples: electrical problems, fire extinguishers needing recharge, plumbing leaks. Report any problems to the department facilities manager or one of the support staff as soon as possible.
4. At the end of office or studio occupancy, the space must be empty barring any furniture you found there, clean, holes spackled, and walls painted if you have gotten them dirtier than what you found when you moved in. The space must be returned to its original or

better condition. If not returned accordingly charges may apply - \$75 an hour for labor and materials.

Safety Standards and Material Disposal at VAF

- Eye Wash Station - Located in wood shop (VAF 107), metal shop (VAF 103), darkrooms (VAF 218) & ceramics lab (VAF 106).
- First Aid Kit - Located in the wood shop (VAF 107) & metal shop (VAF 103).
- Spill Kit - Located in the wood shop (VAF 107), or call EH&S.
- Red Containers – For disposal of oil-based liquids and used rags. Located in wood shop (VAF 107).
- Flammable Liquids Storage Cabinet – Yellow cabinets located in wood shop (VAF 107).
- Fire Extinguisher - Located in every studio in VAF, as well as inside breakable cabinets in both SME and VAF hallways, and near exits in labs and shops.
- Hazardous Waste Collection & waste battery collection – Located in the wood shop (VAF 107), next to flammable storage cabinet.
- Materials Safety Data Sheet (MSDS) - If you need any information on proper material handling please refer to the MSDS online at <http://blink.ucsd.edu/safety/resources/MSDS/sources/index.html>
- Never pour toxic chemicals into the drains. Only water based liquids go into sinks.
- Never store flammable or hazardous materials inside the studio, unless it is in an EH&S approved fire cabinet. We also provide a EH&S approved fire cabinet inside the wood shop. Make sure items are in their original containers and properly labeled as to the contents, date and name.
- Extension cords must be heavy gauge and used in an appropriate manner. No daisy chains or stringing extension cords together.
- Immediately report knowledge of a chemical or other hazardous spills to Environment, Health & Safety (858) 534-3660. From a cell phone: (858) 534-HELP (4357)
- In the event that unsafe conditions exist, use of the studio must cease immediately and not resume until the unsafe conditions are remedied.

Shared Equipment and Production Spaces

- All individuals must attend scheduled safety operations training before they can have access to any of our facilities
- All tools, equipment or materials in the shops and labs are UCSD property. Do not remove any items from these spaces.
- Ladders, dollies and carts are available for use. Always return these items after use and do not store them in assigned studios.
- When inside shops proper safety attire is required. Always wear safety glasses, close toed shoes, long pants and keep long hair tied back.
- Clean up after yourself. The shops are user-maintained spaces so it is imperative that you sweep, vacuum and thoroughly clean up after yourself each time you leave the shop in order to maintain a professional working environment.

- Shared spaces should not be used to store your work and materials unless it is in the designated storage areas, or flammables.

Policy Violation

Your studio will be routinely checked by the Visual Arts Facilities staff and Faculty Space Committee. If in violation of the procedures/protocols on this form your assignment will undergo review for measures including revocation of space by the Faculty Space Committee and/or Chair in consultation with the department Facilities Manager, Graduate Staff, and CAO.

Trainings

Coming soon, the Facilities staff will have a robust training schedule. This will be for anyone who wants to access a space, use specific equipment or learn a new skill. Training will be offered on a scheduled basis, if missed for reasons other than an unavoidable course conflict, you will need to wait until a future offering and will not be able to gain access to the space immediately.

Demos will be possible to schedule for whole groups of students/classes as well. Many courses will have set demos based on the course and are offered no matter the instructor to ensure consistency in safety training and learning outcomes.

More information will be provided when this is available online.

FISCAL

Fellowships, Grants and Awards

Funding Opportunities

Best practice when joining the department is for all faculty to review the [OCGA Funding Opportunities](#) and the [Academic Senate Grant Funding](#) webpages. These sites include funding policies, annual funding opportunities and listserv recommendations for funding-specific promotions. A few important opportunities for you to be aware of are listed below.

1. The Faculty Career Development Grant Program (Usual Deadline: January 31st)

The FCDP is intended to provide a release from teaching for junior faculty for one quarter in order to allow them to concentrate their efforts on research or other creative activities. The program may also provide support for summer research, supplies/equipment, salary for an assistant, and/or travel expenses related to a project.

2. The Hellman Fellowship Program (Usual Deadline: March 29th)

This program is designed to provide financial support and encouragement to junior faculty in the core disciplines. Funds awarded are primarily intended to enhance the individual's progress toward tenure. Therefore, faculty would be expected to have served at least two years as an assistant professor, but not yet have been recommended for tenure.

Please note that, although the guidelines state that preference is given to assistant professors who are in at least their third year, faculty who have not yet completed two years are eligible.

3. Research Support Grants: Academic Senate Research Grants (Usual Deadlines: January, March, and October)

These are grants that are available for funding: supplies, field work, research assistance, general assistance, travel for research purposes and equipment. Limited funds are available to support the final preparation of manuscripts for submission to publishers. Possible funding is also available for computer and audio/video equipment--as the call dictates. Priority will be given to original projects, especially by junior and recently arrived faculty with no extramural or intramural support (including start-up funds).

4. Travel to Scholarly Meetings Awards: Academic Senate Travel Grants (Usual Deadlines: January, March, June and October)

Awards for travel to national and international conferences or symposia may be given to Academic Senate members who are presenting papers on their research or who are organizing and presiding over one or more sessions in the meeting/conference. Awards may be made for the purpose of presenting works of art or creative expression at important public events, but only for the initial presentation. Only one trip per fiscal year for any Senate member will be awarded. There is no limit to the number of travel awards faculty may receive over a period of years.

5. UCHRI (Usual Deadline: January)

UCHRI supports the research of faculty and graduate students in the humanities through individual fellowships, as well as a network of the UC Humanities Research Institute, campus humanities centers, and multi-campus research groups.

6. The Chancellor Associates Faculty Recognition Awards (Usual Deadline: November)

The Chancellor Associates Faculty Recognition Awards are given annually to deserving members of the UCSD faculty and consist of a citation and honorarium of \$2,500. Department Chairs, Divisional Deans, and Provosts initiate the nominations. To win this award, at least one endorsement letter from a Dean, Provost, or Vice Chancellor is required with application materials.

Pre-Award Process

Below is a general overview of the pre-award process:

1. **Advertisement of the grant/award.** There are many annual opportunities that are promoted regularly across campus. There may be additional opportunities that are promoted on a case-by-case basis and it is important faculty are seeking out this information and marking the deadlines as staff are often not aware or included in these promotions.
2. **Faculty Member/Principle Investigator (PI) notifies department staff of their intent to submit a proposal.** This needs to be far in advance of the posted submission deadline, include information about the grant, include the in-progress proposal and budget via email

to vis-fiscal@ucsd.edu.

3. **Department staff review the materials.** There may be assistance staff can provide during this step. This could be working with the Faculty Member/PI to create or update their budget to align with campus financial policies or by making suggestions for the proposal. These suggestions would be provided to the PI but it is at their discretion whether they want to incorporate this guidance.
4. **The proposal is submitted.** Depending on the grant/award, this may need to be submitted by the PI directly or by department financial staff.
5. **The proposal is reviewed.** This occurs external to the department. If there are updates received by the PI or department financial staff, this should be shared so that all involved are up-to-date.

Proposal Preparation

Below is a general timeline for proposal preparation and submission. If this timeline is not followed, staff cannot guarantee full-service assistance in the proposal submission process. It is recommended that you take time to add these reminders to your calendar so you can ensure last minute submissions are not being attempted.

45 days before submission:

- Notify department staff you plan to submit a grant/award via email to vis-fiscal@ucsd.edu.
- Provide to your Fund Manager:

Agency name

Due Date

Link to funding opportunity, special announcements or forms

Title of proposal

Identify project's proposed start date & number of years

Budget – Identify target annual budget amount and provide list of any personnel working on grant and identify any other categories as needed.

- As necessary, department staff will setup proposal in Kualu Research
- If proposal includes subcontracts, provide contact information for each site

15 days before submission:

- Provide a rough draft of the proposal (including references, bibliographies, biosketches, as required by funding agency)
- Budget justification – fund manager will work with you to provide finalized version
- Letters of collaboration (if applicable)
- Review draft proposal and complete necessary steps in Kualu Research

Final Stages, 0-7 days before submission:

- Review and edit drafts and supporting documentation as needed
- Provide staff with a final version of the proposal and budget
- Submission
- Day of the deadline, confirm the submission of materials was successful

Creating a Budget

A budget prepared for a sponsored research project is a categorical list of anticipated project costs that represent your best estimate of the funds needed to support the work described in your

grant/award proposal. A budget consists of all commitments proposed.

Direct Costs are costs that are specifically identifiable and which can be charged directly to the contract or grant. If including any of these items in a budget, you must review the policies related to each item since an incorrect budget plan could result in the proposal not being funded or revoked if funds are misused. Items that can be included on a budget:

- Salaries
- Fringe benefits
- Tuition remission
- Consultants
- Equipment
- Supplies and materials
- Travel
- Subawards
- Other expenses: Miscellaneous costs

Post-Award Process

Below is the process once a proposal has been submitted:

1. **A decision is made.** When a decision is made regarding the proposal, the Faculty/PI will be notified. Typically this includes an email with attached award letter and would Cc the department CAO at jrgreenlaw@ucsd.edu. If the CAO is not included, the Faculty/PI needs to forward this to the CAO for department records. If the Faculty/PI will be awarded the funds, the following steps will be followed.
2. **If awarded, staff begin necessary administrative steps.** Fiscal staff will create a fund number for the award
3. **Faculty and staff meet.** Fiscal staff will meet with the Faculty/PI to discuss the funding policies of their award and determine what the support and purchase needs will be.
4. **Spending of funds and monitoring of expenses.** Fiscal staff will monitor all spending to ensure expenditures are in compliance with campus policy. If funding policies are not followed, funding may be revoked so it is important for Faculty to be informed and work closely with staff.
5. **Progress reports as necessary.** Progress reports may need to be completed by the Faculty/PI depending on the award conditions.
6. **Final spending.** All expenses need to be completed and processed by the deadline of the award. If an extension is needed, this request will need to be made to the funding source with a detailed request and plan to spend the remaining funds before the requested extension deadline.
7. **Final reporting.** Final reporting and certification of work completed may be required depending on the award conditions.

Purchasing Goods

There are many ways to buy goods and services through campus. It is important before any purchase, booked travel or coordination of work from a vendor that you check-in with staff. Campus has policies that are complicated and ever changing. If you do not comply with campus policy and/or receive the proper approvals for business expenses, you could be required to pay back the UC Regents for improper expenses.

Before Purchasing Goods or Services

- Set staff up as a Concur Delegate
- Review your monthly Faculty Funding Report. This is emailed to you on the 15th of each month and shows the project(s) that are assigned to you and the balance(s)
- Submit the Department Quali Form requesting pre-approval of the expense. Staff will review your request for appropriateness, complete all pre-approval steps required of campus, confirm the funding source, and answer any questions you may have

Reimbursements

Often employees need to purchase goods and services using their personal funds and then apply for reimbursement from the University. Reimbursement is possible only when:

- Goods and services purchased have a specific business purpose
- The purchase followed campus policies
- The individual had prior approval to make the purchase and/or has their own approved funds to be reimbursed by

Reimbursements typically take 3-5 weeks to process. Please keep this in mind when deciding to make out-of-pocket purchases. To avoid waiting for reimbursement and ensure procurement policies are followed, contact staff in advance to set up the appropriate method of purchase.

Meetings and Events

Meetings that include meals or light refreshments must serve a substantial business purpose and have at least one employee present.

Maximum Meal Expenses including meal, labor, sale tax, and delivery fee:

- Breakfast- \$31 per person
- Lunch- \$54 per person
- Dinner- \$94 per person
- Light refreshment- \$22 per person

Alcohol is not reimbursable and all receipts must be itemized. List of attendees and their affiliation must be supplied. Typically there is no bonafide UCSD business purpose served by a non-employee's attendance. If a guest is in attendance without a business purpose, the employee/student should pay their guest's portion - which is a common practice.

Equipment/Goods

The campus preference is to buy equipment from the UCSD Bookstore. To do this, you need to first contact vis-fiscal@ucsd.edu for instructions regarding the recharge process. After the purchase is completed, a copy of the receipt needs to be provided for department records.

- If the UCSD Bookstore does not have the equipment needed or cannot order this on your behalf, start the process of purchasing from an outside vendor. To do this, the vendor will need to be added to the UCSD purchasing system. You would initiate their access to the campus systems via the Financial Services Request Form linked on the Visual Arts website.
- The least preferred method of purchase is personal funds (request for reimbursement after the purchase). UCSD Employee Agreement-Electronic Communications form will need to

be filled out and submitted when reimbursement is requested in this method. Equipment purchased must have a business purpose. All equipment over \$5,000 is considered property of the University and must be included in the department inventory and regularly accounted for.

Payment to Vendors, Models, Speakers, Contractors

The first option when you have work that needs to be done is to see if it is possible to fulfill this need using university resources. This is an expectation of campus and is being very strongly enforced.

Before Work has Begun

Before any work has been performed or services provided, follow these steps:

1. Campus registration for the person/company that you want to work with. You will need to be prepared to provide:
 - expense total
 - funding source (project number and name)
 - vendors full name and/or company name
 - email address
 - Project Scope (detailed explanation of the work to be completed, milestones, project outcomes, etc)
 - Describe how you identified this vendor to perform the work (this is not what you expect them to do but how you selected them)
 - Where will the work be performed
 - Any Supplies or Equipment from UCSD needed to perform this work
 - Date(s) the work will be performed
 - Workers citizenship
 - any conflicts of interest
 - an attached quote from the vendor for their services (not needed for speakers or models)
2. Department staff will prompt the vendor to register themselves via PaymentWorks.
3. If the quote is agreeable to the faculty member and aligns with campus policies, department staff will create a purchase order.
4. Department staff will provide the purchase order identifying number to the vendor. This must be included on the final invoice.
5. Work can commence.

Paying for Completed Services

Once work has been completed or services performed, follow the steps below.

1. Ask the vendor for a final invoice. This invoice must include the purchase order number provided to them by staff. Without this, the payment will be delayed. This is not required for speakers or models.
2. Provide the final invoice to staff for processing.
3. Staff will submit the invoice to campus for payment. The date scheduled for payment is based on the option selected when the vendor registered with campus and is often 45 days from the invoice date.

Campus will not initiate any payments until work has been completed. If this is a long-term project that needs to have funding provided along the way, contact fiscal staff at vis-fiscal@ucsd.edu to

discuss your needs.

Paying for Speakers/Models

Guest speakers or participants in special events may be paid honorarium. A typical honorarium payment is \$250-\$500 and must be approved by the department. Modeling fees are typically \$100 per day.

If you wish to invite a speaker, model or a guest lecturer for your class using class or personal funds, they will need to first be registered with campus. To do this you will need to submit a request to the department with the speaker's full name, email address, date of event, honorarium amount (if any), whether they are currently or in the past have been a UC student/employee and the funding source before making plans for their attendance. Things to know about bring to campus a speaker:

- Please allow at least 2 weeks for vendor procurement approval. Do not promise a payment to your speaker until they get approved in the UCSD procurement system.
- Foreign national speakers will be paid by wire payment; the turnaround time is at least 45-60 days
- Speakers generally cannot be hired if they were recently affiliated with any UC school as a student or employee.

Once you have approval for the guest, you will need to coordinate with them directly to complete the work. Once their obligation has been fulfilled, you will need to notify the department so that staff can initiate their payment.

Please note, if you are not using course material fees or your own discretionary funds but are relying on department funds to bring a model or speaker to your class, this may be denied and will need to have pre-approval. At this time of budgetary cutbacks, these supplemental items will be placed on hold until additional funding is available.

Travel

Travel is a very common business expense. There are many travel related policies and these can vary based on the travel destination so it is very important to work with staff as you make preparations to ensure you are compliant and will be able to receive reimbursement/reconciliation for your expenses. If you do not comply with campus policy and/or receive the proper approvals for travel expenses, you could be required to pay back the UC Regents for improper expenses.

Before you Travel (Travel Request)

Notify the department of your travel plans BEFORE making any arrangements. Staff will need to submit a travel request to campus to register your trip and ensure campus approves. If you would like, staff can also make travel arrangements on your behalf to book airfare, hotels or rental cars. These arrangements will be sure to comply with campus policy. If you choose to make arrangements yourself, be sure that you know the campus policies for airfare, baggage, rental cars and accommodations.

During Travel

You will need to keep all of your receipts if you will be submitting for reimbursement/reconciliation for transportation costs, meals, incidentals for per diem. If you have business expenses or meals that involve collaborators, all attendees need to be listed for the impacted expenses as this must be later explained to campus with the associated receipts. You need to know how much you are able to spend per day as the policies and daily amounts vary based on location.

After Travel (Travel Expense Report)

Once travel has concluded, all receipts need to be submitted to the department for reimbursement/reconciliation. The campus will only accept receipts that are itemized, have the transaction date, and amount paid.

Campus Credit Cards

Campus allows employees to sign-up for campus issued credit cards for business expenses only. These are:

- Procurement Card (P-Card)- for purchasing goods and materials
- Travel and Entertainment Card (T&E-Card)- for travel and event expenses

Payments for services, models and speakers still must be paid by the university directly or by the faculty member directly and then they are reimbursed. For those interested in using campus credit cards, contact vis-fiscal@ucsd.edu for instructions.

PROMOTIONS AND MARKETING

The department will promote faculty research, exhibitions, events and accolades with notice via the campus website, calendar, weekly newsletter and/or university channels. While the staff try to recognize the work that is seen, it is faculty responsibility to notify the staff of what is going on with your research and career outside of campus. There is a form on the department website where information can be provided to the staff for inclusion in the department promotions and marketing materials.

STUDENT AFFAIRS

Getting Set Up for Teaching

Scheduling your class time and room

After you have been hired, you will be prompted to communicate your full teaching availability, space, and computing/equipment needs to staff through the Instructional Scheduling Assistant (ISA), <http://isa.ucsd.edu>. Course schedules need to be arranged six to eight months in advance, so an agreement about your teaching schedule needs to be made as quickly as possible. Using this information, staff will be responsible for securing a room for you. We will try our best to accommodate your scheduling preferences, but this is not always possible.

Teaching studios/classrooms/labs

Depending on the course you are teaching, you will either be assigned a classroom within the Visual Arts Department (MANDE, VAF or SME) or with the general campus.

All of our teaching spaces at MANDE are equipped with electronic door locks. Check your email prior to the beginning of the teaching quarter for the access code assigned specifically to your classroom. This code may be given to students enrolled in your class to grant them access during “open hours” when classes are not in session.

It is the responsibility of the faculty and/or TAs to implement a consistent clean-up effort to ensure cooperation and consideration for the co-users of these shared studios and classrooms. No alteration of these spaces is permitted. Do not allow students to paint or damage any walls, floors, or other university property (desks, chairs, patios, A/V equipment etc.).

Any tutorials that require Visual Arts instructional support staff time, via photo, darkroom, mandeville wood/metal/vacuum form training must be scheduled at least one week in advance at vis-facilities@ucsd.edu. Take note that not all classes are permitted to use these areas, it is curriculum and enrollment based.

ADDITIONAL RESOURCES:

1. For computing courses:

Any computing course that is being taught within a Vis Arts/ITS lab (B114, Mandeville B206, VAF 228) will require you to submit a CINFO request. If you have specific software requests it is crucial that you submit your CINFO request prior to the quarter starting so ITS has efficient time to upload the software. CINFO requests are also how ITS processes/generates door codes to these labs. You will receive an email with the proper code for your students, TA's, and personal use from either the Visual Arts Facilities Manager or a staff member from ITS. Students can also access this information online from their account lookup tool at <http://acms.ucsd.edu/students/>.

CINFO requests form:

<https://blink.ucsd.edu/faculty/instruction/tech-guide/computing-software/index.html>

If you have questions, specific instructional needs, need assistance with facility related procedures, and/or need tutorials on Audio Visual equipment and our production spaces please email. vis-facilities@ucsd.edu.

2. Media Teaching Lab:

The Media Teaching Lab is an ITS run resource located in the Communications building. The Media Lab operates a series of production spaces and an equipment checkout system primarily for Communication and Visual Arts undergraduates (Media majors). They have expanded their checkout system to the general student population so all Visual Arts students should be encouraged to register at this link to acquire a projector, camera, sound recorders even if they are not in media classes etc.

More info here:

<https://blink.ucsd.edu/technology/media/teaching-lab/index.html#Equipment-and-Media-Resources>

3. Envision Lab:

The Envision Lab is located in room 301 in the SME building, Visual Arts students should be encouraged to register so they can use the equipment there and get assistance from the staff with their projects. More info here: <https://jacobsschool.ucsd.edu/envision>. This space is available to any Visual Arts student.

4. Digital Media Lab:

The digital media lab is located in the Geisel Library and is open to students, faculty, and staff. More info here:

<https://library.ucsd.edu/computing-and-technology/digital-media-lab/index.html>

Classroom Technology

For information on the general campus technology, including instructions on podcasting capabilities and other special requests and services please review the Instructional Technology Guide:

<https://blink.ucsd.edu/faculty/instruction/tech-guide/classroom/index.html#General-assignment-classrooms>

Visual Arts Department specific instructional spaces are managed by the department facilities staff vis-facilities@ucsd.edu. Mandeville Media classrooms 103, 106 and B111E are permanently equipped with an AV receiver, HD projector, Blu-Ray/DVD player and a multi-standard VHS player. Classrooms B113, 212 and SME 149 are permanently equipped with an HD projector/Monitor and a Blu-Ray/DVD player. Mandeville classrooms 201A, 201B, 220A, 220B, B115A, B115B & B114 are equipped with a 70" wall mounted monitor. The Visual Arts Department shares 2 ITS computer labs with dual HD projectors and 25 Mac computers for tutorial based learning.

All of the department's A/V equipment uses a standard HDMI input, so please be prepared to bring necessary dongles/ adaptors to connect your personal laptop for teaching. Please contact Paolo Zuñiga at vis-facilities@ucsd.edu prior to your scheduled class if you need assistance with any A/V equipment and/or testing.

Library privileges

All faculty have library privileges. With your UCSD I.D. card, you can check out books and other materials, including films and videos.

Ordering books and course readers

A minimum of six weeks in advance of your first class you may reach out to the Library if you would like to secure items for your class. You will need to include the course number and title, book title, author, edition, ISBN and publisher. These requests are compiled and submitted to the UCSD Bookstore. Desk copies for yourself and/or your Teaching Assistants/Readers may be requested of Undergraduate Advising based on these orders. Geisel Library offers a variety of options for placing course materials on reserve for students. For more information visit the Library website <http://libraries.ucsd.edu/resources/course-reserves/about.html>. This service is often used if you have a list of recommended books or articles in addition to required texts for the course. If you plan to use a printed course reader (i.e., a collection of photocopied articles and other materials), there are a variety of options on campus with different types of products. All entities need to request permissions from the copyright holder, which can take up to six weeks. It is recommended that you post items electronically on your course Canvas page to avoid this delay and any copyright issues.

Ordering films and videotapes

A collection of film and video materials are available through the Film and Video Library (FVL) located on the lower level, west wing, of Geisel Library. The Collection is for classroom instruction or study only. Off-site circulation of video collection is restricted to current UCSD faculty and graduate students. Film prints do not circulate. Checking out a FVL item is just like checking out a book. You need a valid UCSD ID card (see page 6) and need to be registered with the UCSD Libraries. All FVL items, for off-site use or classroom use, must be picked up and returned to the FVL circulation desk. FVL materials circulate for 3 days with one 3-day renewal only. You can renew in person, by phone, or by e-mail. Media collection can be searched in Roger (UCSD Libraries' on-line catalog).

Digital images and reserves

The UCSD Image Collection contains 250,000+ digital images. [UC Share](#) is the University of California's growing collection of digital images. Both support classroom instruction and research and are available through the [ARTstor Digital Library](#) which now contains over one million images. See the [Image Guide](#) for ARTstor help, image reserves, copyright information and additional images for research.

For ARTstor training or help with classroom presentations contact Elizabeth Bricino at elbriceno@ucsd.edu or x20208.

Distributing course syllabi

A syllabus for your course must be available to students on the first day of class. The syllabus should provide a schedule of topics to be covered throughout the quarter and list all required readings and other requirements, if any (e.g., viewing films or tapes, museum visits or other field trips, etc.) as well as all assignments on which grading will be based, attendance, participation and with the relative weight you will assign to each in the final grade. It is good practice to include disclaimers for Academic Integrity and Students with Disabilities (refer to the Sample Syllabus document below). It is common to list on the syllabus what books and/or other materials (e.g., art supplies) need to be purchased and where students can buy them. Please ask Undergraduate Advising or Ashley for samples of previous syllabi for the courses you will be teaching. Once complete, email a copy of your syllabus to vis-ug@ucsd.edu for the department archive. If you need copies of your syllabus for class, requests should be made by phone or email at least three business days in advance of the first class meeting. They will be available for pick up in Mandeville 216. PLEASE NOTE: The Dean requires a copy of each course syllabus to be included in your academic review file for that review period in your review file, and we are required to maintain a syllabus for every course taught in the department.

Photocopying course materials

The department will duplicate your syllabi and exams upon request when requested 3 business days in advance. Due to copyright policies, the department cannot duplicate course readings. For weekly assignments, please consider using Canvas, the electronic course management system utilized on campus. Go to <https://edtech.ucsd.edu/faculty/terminology.html> for more information. Students (and faculty) can use WEPA for printing. Information is here: <https://blink.ucsd.edu/facilities/imprints/devices.html>

Course budget

Some courses have a course materials fee associated with them. The budget for classes is based on the end of third week enrollment. Staff will notify you via email at the beginning of fourth week for the amount you have available and can also assist you with purchases and special orders. Restrictions apply to these funds so be sure to check with staff **before** you plan to spend these fees.

To request a budget for materials, models, or other instructional expenses related to the courses you are teaching, you will need to submit a written request to vis-fiscal@ucsd.edu to get a funding request form to fill out. All course budget requests must be approved by Jessica PRIOR to incurring expense. **Funds for this purpose are very limited.**

Office Hours

UCSD requires that you be available to students for at least one scheduled office hour each week. You should have your office hours scheduled and ready to announce by the first day of classes and listed on your syllabus for student reference. Once you decide the time and day of your office hours, please email this information to vis-ug@ucsd.edu by Friday of Week One so that they can post it for students. Some students may have scheduling conflicts with your assigned office hour and may email you to coordinate another mutually available time to meet.

Teaching Policies and Department Practices

Enrollment

Once you have been assigned as the instructor for your course on the Schedule of Classes, you are able to log into <http://blink.ucsd.edu> and access your course rosters (enrolled and waitlisted rosters need to be provided for yourself and any assigned TAs); refer to the Blink Tutorial included with this handbook for instructions. Faculty who do not have access to Blink prior to the first day of class may access their course roster via Canvas. You will need to bring/review your updated rosters before each class meeting. Please note, due to enrollment decisions and timelines for students these rosters may change daily during the first few weeks of the quarter. Undergraduate students can freely add and drop classes through the first two weeks of the quarter with the Add Deadline of Friday of Week 2. The Department of Visual Arts does not allow late adding into classes for any reason other than system error.

Waitlists

Because of the large number of students in the department, many Visual Arts courses are full prior to the first class meeting, with long waitlists. Many students will come to your first few classes hoping to add, either because they changed their schedule or are waitlisted. The enrollment system strictly upholds the waitlist policy and waitlisted students will be granted access to a class only if enrolled students drop themselves from the course. Waitlisted students will then be added in order of the waitlist (first on the waitlist will be the first enrolled in the class if seats become available). Students cannot bypass the waitlist and faculty cannot skip some students on the waitlist in order to allow someone lower on the waitlist. By over enrolling, the instructor agrees to take on the responsibilities of a larger class.

If you have a course with sections, you are not permitted to over-enroll at all as this would impact the workload of the TA(s) assigned and this is not permitted.

Waiving Prerequisites

Students who do not have the necessary prerequisites for a course may choose to speak with the instructor for consideration to waive course prerequisites. Waiving prerequisites is at the discretion of the instructor and should be granted only if they feel that the student will be able to succeed in the course without having taken the previous required courses. Waiving prerequisites is approved by the instructor either through the electronic authorization system (EASy), or by email consent to vis-ug@ucsd.edu. Such a waiver is only applicable to THAT particular quarter and should be considered carefully.

UCSD Extension Students

The university allows Extension Students to take UCSD courses, as long as there are seats available in the course and the instructor has given consent. Allowing Extension students in your course requires the same considerations as allowing students without prerequisites. Only approve students if you feel that they can be successful in your class. If you grant access to these students, keep in mind that they will NOT appear on your roster since they are not formally enrolled through the main campus. Registered Extension students will be listed on your eGrades sheet for submitting final grades.

Teaching Assistants

If you are teaching one of our larger classes, you will have one or more graduate student Teaching Assistants assigned to your class. TAs are selected each year by the department's Graduate Program Faculty Directors and staff, based on their qualifications, experience, and preferences. If you are assigned any TAs, the Graduate staff will send you an email with their name(s) before the beginning of each quarter.

You should arrange to meet with your TAs as soon as possible during the first week of classes to discuss the course syllabus and expectations. If your course has sections, your TA is responsible for independently leading the sections, with plans, content and direction from you. If your class is a lecture class the TAs may lead group exam preparation or feedback sessions as appropriate for the course curriculum. If your course has sections, please provide your individual TAs with section course roster sheets and waitlists.

TAs are required to attend your lectures, do any required reading and/or film and video viewing, hold section meetings with smaller groups of students for discussion and/or work on individual projects, hold office hours, and evaluate and grade student work. TAs will expect guidance from you as to what they should be doing with students. You should expect to meet with your TAs once a week during the quarter to coordinate section activities and discuss class content, grading policies, and any other course-related issues that arise.

TAs are covered by a labor agreement between the university and the Associated Students-United Auto Workers Union. Generally, graduate students are employed at 50% or an average of 20 hrs a week and not to exceed 220 hrs for the quarter. If you have questions about TAs, contact vis-grad@ucsd.edu to familiarize you with contractual provisions governing TA work hours and other requirements to ensure you are in compliance.

Add-Drop policies

During the first two weeks of the quarter, students can manipulate their own schedules using WebReg to add/drop courses. As the instructor of the course, it is advised that you take attendance every day. Students who are not attending class during the first two weeks of the quarter should be sent an email advising them to attend the class meetings or drop the course to make room for others. The department does not add or drop students from classes. Students who add your class late, should be advised of the missed information and coursework so that they can make an informed decision regarding success in your course. In a 10 week quarter, missing two weeks of coursework can put students at a significant disadvantage.

Additional departmental policies and reminders regarding add/drop will be emailed to your

ucsd.edu email address. Please review the policies carefully and contact the undergraduate student affairs staff if you have any questions.

Expectations

Please take careful note of your class start and end times. You are expected to meet all your scheduled classes, to arrive at class on time, and to complete class by the scheduled end time. At UCSD, students expect their professors to arrive in class on time and to be prepared to start teaching. Because students need time to walk to their next class, please do not ask students to stay past the end time for the class.

In addition to teaching your class, you are obligated to hold at least one hour of office hours a week and to be available by appointment and/or email to students who cannot meet during your scheduled office hours. If you have Teaching Assistants, you should also expect to hold one meeting with them each week. Your teaching appointment totals eleven weeks: ten weeks of instruction plus finals week.

If it is necessary for you to miss a class, please email vis-ug@ucsd.edu to let the staff know as soon as possible so that students can be notified. If you know in advance that you will have to miss a class (for a prior professional commitment, for example), you are expected to make arrangements for your class to be covered [i.e., getting a permanent Visual Arts faculty member to oversee the class(es)]. You must also inform the Department Chair in writing of any absences for lectures, exhibitions/ shows, screenings, etc. (send email request to Ashley). Any leaves during finals week must receive approval from the Committee on Educational Policy (CEP). You must make a request to the Department Chair in writing at least 4 weeks in advance of finals week and complete a leave request form which is available from Shirley. Any request made after the required 4 week lead time will not be approved by CEP.

Students with Disabilities

If a student approaches you asking for accommodation for a disability (e.g. longer examination time, sign language interpreter, help with note-taking, etc), the student should be already registered with the Office of Students with Disabilities (OSD) or directed to that office if they are not yet registered. The request for accommodation should be coordinated with OSD. Students working with OSD who are eligible for accommodation will be provided Authorization for Accommodation (AFA) letters. These can come in the form of a hardcopy or an emailed, electronic notification. Students are required to present these letters to their instructors and TA's at the beginning of the quarter, or as soon as they receive the letter. These letters indicate the accommodations that the student is eligible for and who is responsible for providing the accommodation (some are faculty responsibility so please read the letter carefully). After the letter has been presented and signed by you, the students will need to be directed to meet with Katara as the OSD Liason for the department.

Please keep in mind that NO retroactive accommodations are provided to students who choose not to work with OSD or do not present their AFA letter in a timely manner. OSD is a resource to support and facilitate learning in students with disabilities; however they are very clear that receiving certain accommodations does not absolve students of their responsibilities to proactively participate in the accommodation process. If you have any questions or concerns about your responsibilities as an instructor working with students with disabilities, please speak with Katara as soon as possible.

Course Evaluations

Academic Affairs administers four evaluations online 1) Graduate Students evaluating Faculty, 2) Undergraduate Students evaluating Teaching Assistants 3) Professors evaluating their Teaching Assistants and 4) SET-Undergraduate students evaluating Faculty. SET is a student-run service that will contact the students directly with an email survey link to complete the SET evaluation. The link will only be active weeks 9 and 10. For more information about SET, visit <https://set.ucsd.edu/>. Emails are sent from Academic Affairs when reports are accessible for viewing. We recommend that you set aside 5-10 minutes during week 10 of class to have students complete this during class time. This can help to have a high response rate and accurate evaluations for you to refer to in the future.

Petitions

A student may ask you to sign a petition asking that a course they took at another college or university count towards a major requirement here or that they be allowed to substitute one course at UCSD for another. *Please do not sign any petitions.* Refer the student to the undergraduate student affairs staff in Mandeville 216.

Examinations and Assignments

All courses must have a final examination or final project. The final exam schedule, <http://blink.ucsd.edu/instructors/academic-info/exams/schedule.html>, is set by the university and cannot be altered by the department. According to university rules (strictly enforced), you cannot schedule a final exam earlier than the published time and date. See the Schedule of Classes for the assigned day/time of your final (will be listed as 'FI'). Many Studio, Media, and ICAM courses have final projects in place of final exams. These courses will not have an assigned final time on the Schedule of Classes. For these courses, faculty often have students present these projects for critiques during the last week of classes (Week 10).

Midterms are usually, but not always, scheduled around the fifth week of the quarter. You are not required to give a midterm, but it is customary to have an examination or some other means of evaluation in addition to the final exam or final project. If you give assignments, you should give students ample time to prepare for the assignment and to consult with you if needed.

University policies with respect to grading are set forth in the Academic Regulations section of the UCSD General Catalog, available online at <http://www.ucsd.edu/catalog>. Your own grading policy, including weighting of the various exams and assignments, should be communicated clearly to students during the first week of classes, and explained in the syllabus. Due dates for examinations and other assignments should also be listed in the course syllabus.

Make- ups are not routinely given except under emergency circumstances.

Final Grade of Incomplete

A student may come to you at the end of the quarter to request a grade of "Incomplete" because they were not able to complete the assigned work for the quarter. The university rule is that a grade of incomplete can be given *only* in the case of illness or serious family emergency that has occurred during the final weeks of the quarter and *only* if the student's previous coursework is of passing quality. Students granted an incomplete have until the end of the following quarter to complete the missed coursework. After this point the incomplete will lapse into a permanent 'F'. Before agreeing to assign an incomplete grade to a student, please speak to Katara about the situation so that

together it can be determined what the best option is for the student moving forward.

All students must be graded on the same basis. To salvage a failing grade by doing extra work in a course or retaking an examination is a privilege that should be granted to one student only if it is granted to all. By the end of finals week a student should have accomplished all the required work for a course. Anyone given time beyond that normal closing date in which to finish assignments is being accorded an unfair advantage over those who complete their work on time. Students are assumed mature enough to budget their time properly, and the incomplete should not be utilized to rescue a student who does not complete the work assigned on schedule.

Turning in Grades

eGrades is a web based application that allows instructors to submit final grades for the students in their courses. You should be able to access the system using your Business Systems credentials (vis***). Grade entry for the current term opens at 8:00 AM on the first day of finals and usually closes at 11:59 PM on the Tuesday after the last final is given (check schedule). After the deadline for the current term, there is a "blackout day" required for the other end-of-term processing. On this day no grades can be entered or changed for any term. Sections not submitted by the closing deadline will be recorded with all blank grades, which will lapse to a failing grade after one quarter.

If final grades in your classes are being determined by TAs, you need to review the final grades with them before grades are submitted. It is important to make sure that standards have been consistently applied and that any indications concerning grading on your syllabus (such as the weight given to each exam or assignment) have been followed. TAs may fill in the grades, but your electronic signature is required. It is your responsibility, as the instructor of record, to make sure that eGrades are completed and submitted on time.

For a full tutorial on the submitting eGrades for your class please go to:

<http://blink.ucsd.edu/instructors/academic-info/grades/egrades.html>

Academic Integrity

Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

<http://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/2>

** please see

<https://academicintegrity.ucsd.edu/take-action/promote-integrity/faculty/syllabus-statements.html>

for other suggested policies to add to your syllabus such as responses to suspected cheating, policies for assignments, policies for exams.

Effective 9/25/2017, UC San Diego will use new Administrative Sanctioning Guidelines to respond to academic integrity violations:

<http://academicintegrity.ucsd.edu/process/consequences/sanctioning-guidelines.html>

Mandeville: Adam D. Kamil Gallery

The Kamil Gallery is a place for undergraduate students to show their work. Space is available on a first come, first served basis. Please email vis-facilities@ucsd.edu for more information if you

would like to reserve the space for a class exhibition.

Timetable/Checklist

Before the quarter begins

As soon as possible:

- Let staff know your availability for teaching days and times through the Instructional Scheduling Assistant (ISA), <https://instructionalscheduling.ucsd.edu> or email at vis-grad@ucsd.edu
- Obtain previous syllabi for the course or courses that you will be teaching to help you plan your course.

Six weeks before quarter begins:

- Order textbooks through the UCSD Bookstore.

One week before quarter begins:

- If possible, communicate with TAs (if any).
- Access student rosters and waitlists through <http://blink.ucsd.edu>

At least three days before first class (preferably more):

- Email syllabus for archive and any photocopy requests to vis-ug@ucsd.edu

Any time:

- If parking on campus, obtain parking permit from the Campus Parking Office. (Note that there are typically long lines the first week of classes, especially Fall quarter)

During the Quarter

Week 1:

- Meet with TAs (if any).
- Meet with Graduate Student advisees (especially in Fall)
- First day of instruction: access student rosters and waitlists prior to each class meeting
- First class: Take attendance. Distribute and review syllabus and course expectations. Contact students who did not come to class about dropping the course to make room for others.
- Review EASy requests and enrollment status petitions such as In Absentia or Leave of Absence (Graduate)

Week 2:

- Monday, email vis-grad@ucsd.edu if you are interested in over enrolling your course
- Graduate level (200's) courses may not be overenrolled
- Thursday is the last night students can be enrolled from the waitlist
- Friday is the last day for students to add classes. .
- Graduate students must be enrolled in 12 units to be eligible for fellowship and employment funding.

Week 4:

- Friday is the last day for students to drop a course without a 'W'
- Friday is the last day for students to change their grading option.

Week 5:

- Midterms (normally).

- Friday is typically the day that the Schedule of Classes for the following quarter will be posted online

Week 6:

- Friday is the last day for UG students to drop a course with a 'W'
- Student enrollment typically begins for the following quarter

Week 9

- Friday is the last day for Graduate students to drop a course with a 'W'

Week 10:

- Finals projects due for Media, Studio, and Computing (generally)

Week 11:

- Finals Week. Final exams and final projects due for courses with an assigned final
- eGrades opens on Monday 8:00AM

Week 12:

- eGrades usually closes on Tuesday at 11:59PM, Pacific Standard Time (check schedule).

Academic Calendar

The academic calendar for 2024-25 is located at:

<https://blink.ucsd.edu/instructors/resources/academic/calendars/2024.html>

Syllabus Sample

VIS 000 – Introduction to Visual Arts
Visual Arts Department Fall 20xx
University of California, San Diego
Lecture: Monday 12-3p, Mandeville 216
Section ID: 000000
Instructor: Jane Smith
E-mail: vis-ug@ucsd.edu
Office hours: Monday 3-4p or by appointment, Mandeville 216

CATALOG DESCRIPTION

This is the general course description for the course that can be found at:
<https://catalog.ucsd.edu/courses/VIS.html>

COURSE DESCRIPTION

This is for you to elaborate on your specific course content and in depth explanation of the course as you will be teaching it.

CLASS EXPECTATIONS

Attendance Policy
Tardy Policy
Technology/equipment requirements
Participation
Discussion/Critique etiquette
Email expectations and etiquette

GRADING

Attendance/Participation (5%) – [include your attendance and participation policies]
Homework (15%), weekly written assignment
Midterm 1 (25%), Week 4
Midterm 2 (25%), Week 8
Final exam (30%), December 9, 3-6 p.m., location TBA

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

ACADEMIC INTEGRITY

Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

<http://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/2>

**** FACULTY:** please see <http://blink.ucsd.edu/instructors/integrity/classroom.html> for other

suggested policies to add to your syllabus such as responses to suspected cheating, policies for assignments, policies for exams.

Effective 9/25/2017, UC San Diego will use new Administrative Sanctioning Guidelines to respond to academic integrity violations:

<http://academicintegrity.ucsd.edu/process/consequences/sanctioning-guidelines.html>.

STUDENTS WITH DISABILITIES

Students requesting accommodations for this course due to a disability must provide a current Authorization for Accommodation (AFA) letter (paper or electronic) issued by the Office for Students with Disabilities (link to OSD website). Students are required to discuss accommodation arrangements with instructors and OSD liaisons in the department IN ADVANCE of any exams or assignments.

For additional information, contact the Office for Students with Disabilities:

- 858.534.4382 (V)
- 858.534.9709 (TTY) - Reserved for people who are deaf or hard of hearing
- osd@ucsd.edu
- <http://disabilities.ucsd.edu>

****FACULTY:** syllabus statement can be found at

<https://osd.ucsd.edu/faculty-staff/forms.html#Sample-Statement-for-Course-Syl>

CRITIQUE/DISCUSSION ETIQUETTE

***** FACULTY:** check in with your respective Area Head to see if there is any specific language or direction they want you to include regarding the purpose or etiquette for critiques or discussion sections.

REQUIRED TEXTS

Book 1

Book 2

COURSE SCHEDULE

Week 1 – read Book 1 pages 1-33, discuss

Week 2 – read Book 1 pages 34-66, discuss

Week 3 – read Book pages 167-100, discuss

Week 4 – Midterm 1, no assignment due

Week 5 – read Book 2 pages 1-33, discuss

Week 6 – read Book 2 pages 34-66, discuss

Week 7 – read Book 2 pages 67-100, discuss

Week 8 – Midterm 2, no assignment due

Week 9 – review Book 1

Week 10 – review Book 2

FINAL – December 9, 8-11a, Location TBD

Instructional Tutorial

Blink: Faculty & Staff Tools

Blink is a one-stop-shop for faculty and staff and is available at blink.ucsd.edu. This site allows access to personal, business, instruction, and research tools available at UC San Diego. Permanent faculty are granted access to this system upon their hire and will have access throughout their time at UCSD. Visiting faculty are granted access on a quarter-by-quarter basis and only for quarters in which they are teaching. TA's are not granted 'Faculty & Staff' access to blink as they are still students and cannot be granted access to other students' academic records. This will be a basic guide to assist in navigating some of the 'Instruction Tools'.

Accessing your Class list

1. From the Blink homepage (blink.ucsd.edu), select 'Instruction Tools'
2. Select Class Lists

** There will be two options for selecting your class list**

Option A

*If you know the Section ID's of the courses in which you are interested, fill them into the form here.
Otherwise you may use the [lower form](#).*

Section ID(s)			

Step 1: Enter the six-digit section ID

Options	View:	Class List(s)	Wait List(s)
	Download:		
	Send Email Message To:		
	Class Photos:		
	Print Class Roster:		

Step 2: Choose the information you would like to have

Select Section(s) Reset

Step 1: Enter the six-digit section ID assigned for the class or section

Step 2: Select the type of list (class list vs. waitlist) and how you would like to see the information

- View in a webpage
- Download to excel
- Email
- See student photos
- Print Roster

Step 3: 'Select'

Option B automatically selected)

Step 2: Select 'Visual Arts'

Optional Step: Enter your name

Step 3: Enter specific course number or range

*Fill in the menus you would like to use for you.
Omitted fields will be ignored.*

36

Term

Fall Qtr 2014
Summer Qtr 2014
SpecSumSes 2014
Sum Ses II 2014
Sum Sess I 2014
Spring Qtr 2014

Step 1: Select quarter

☐ Select All

Step 5: Select course or sections you would like to see

☐	816164	VIS			Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816165	VIS			Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816166	VIS	1	A03	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816167	VIS	1	A04	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816168	VIS	1	A05	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816169	VIS	1	A06	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816170	VIS	1	A07	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816171	VIS	1	A08	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816172	VIS	1	A09	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816173	VIS	1	A10	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816174	VIS	1	A11	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816175	VIS	1	A12	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	816176	VIS	1	A13	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben
☐	822352	VIS	1	A14	Intr/Art-Making: 2-D Practices	Ortiz-Torres, Ruben

Step 6: Select what information you want to see

Options

	Class List(s)	Wait List(s)
View	☒	☐
Download:	☐	☐
Send Email Message To:	☐	☐
Class Photos:	☐	☐
Print Class Roster:	☐	☐

Select Section(s) Reset

Step 5: Search will pull all courses or sections that meet your selection criteria.

Select the course or sections you are interested in

Step 6: Select the type of list (class list vs. waitlist) and how you would like to see the information

- View in a webpage
- Download to eGrades Format (this is already formatted to be compatible with the eGrades system)
- Email
- See student photos
- Print Roster

View Your Course Schedule

1. go to Blink.ucsd.edu
2. Select 'Schedule of Classes'
3. Select your search method
 - By subject (VIS or ICAM)
 - By department (Visual Arts)
 - By section ID (six digit and unique to each course and section)
 - By professor
4. Enter necessary information. The search criteria will change depending on which method you chose in Step 2
5. Select search to view the requested information
6. Review your course information
 - Six digit section ID(s)
 - Day(s)
 - Time(s)
 - Location
 - Instructor (some visiting faculty will not be assigned until the first day of the quarter)
 - Number of seats available OR number of students on the waitlist
 - Total seats in the class/section
 - Prerequisites, Textbooks required, Evaluations from previous quarters

Access Canvas

1. From the Blink homepage (blink.ucsd.edu), select 'Instruction Tools'
2. Select Canvas
3. Request a Canvas page. This will be created by the Academic Computing and Media Services staff
4. Select 'Help for instructors' to see instructions for setting up your course page. With Canvas you can:
 - Post documents, information, readings, web links, videos, photos, etc
 - Create sequence or time-released learning modules
 - Post online assignments or accept assignments electronically
 - Use Turn-it-in to review for plagiarism on written assignments
 - Post grades electronically for student view, export grades to excel (which can be entered into eGrades)
 - Allow for student interaction in discussion boards, blogs, or journals

** Keep in mind that TA's are not able to access the class rosters using Blink but can be granted access to Canvas. This allows TAs to see their class list, email their sections, input grades for their sections, etc***

Best Practices Guide for Faculty and Teaching Assistants

General guidelines

The Faculty (Instructor of Record) is responsible for all facets of the course including:

- Devising the syllabus, exams, projects and assignments
- Setting the content and organization of the sections
- Composing and delivering the lectures
- Grading
- Holding office hours for students who have questions, etc., about the course
- Supervising and guiding the TAs
- Holding weekly meetings with TAs
- Ensuring the consistency and quality of instruction for students in all sections

TAs are assigned to help by:

- Teaching sections
- Grading
- Holding weekly office hours for students in their section(s)

TAs are not expected to:

- Deliver lectures
- Fully devise the syllabus, projects, assignments or exams
- Cover a class or lecture for faculty

Note: In no case may a TA substitute or cover for the Instructor of Record who is traveling, on leave, or for some other reason misses a lecture or class. Only a Visual Arts Faculty member may substitute for Instructor of Record during an absence.

Best practices for Faculty (Instructor of Record) with TAs

Course content and structure

- Class syllabus is the sole responsibility of the Instructor of Record and should be made available to TAs prior to the first lecture.
- It is the responsibility of the Instructor of Record to:
 - o establish the course content for the TAs to cover in every section
 - o assist the TAs in developing lesson plans for their sections. (It is not appropriate to ask TAs to teach material neither covered in lectures nor presented in detail at TA meetings.)
 - o ensure that all the sections have the same clear learning outcomes and that the content, theory, critical apparatus and techniques taught in all the different sections are equivalent
- Instructor of Record is responsible for setting the criteria and standards for grading projects, assignments, and exams, and for ensuring that grading is consistent among the TAs and across the sections.
- The Instructor of Record should instruct TAs how to determine or calculate the final course grade in accordance with the Syllabus.
- There should be weekly TA meetings to review course content, outline the content of the sections, review TA work hours, and, when appropriate, discuss the assignments, projects, exams and grading.

TA management

- Typically, sections held prior to the first lecture are canceled. If the sections are not canceled, an outline of what is to be covered should be provided by the Instructor of Record to TAs in advance of the first section.
- The first TA meeting should include a detailed discussion of TA duties and the time allocated to fulfill them.
- At subsequent meetings, the instructor should check with the TAs to ensure that they have been able to fulfill their duties within the allotted time.
- TAs are employed for a set number of hours for the entire term. It is the responsibility of the Instructor of Record to allocate TA duties in a way that stays within this total and to understand how many hours the TAs are in fact working to fulfill their duties.
- It is the responsibility of the Instructor of Record to oversee and guide the TAs in the management of their time. The Instructor of Record should monitor the number of hours worked by the TAs each week and adjust the workload to ensure that there will be sufficient hours of employment remaining for TAs to complete their end of term duties, such as reading and grading papers and exams.
- If any TA exceeds the expected number of work hours for two weeks in a row, the Instructor of Record should adjust the workload accordingly.
- When the total number hours worked by the TAs reaches the number contracted for the term, their duties, including grading and instruction in sections, become the responsibility of the Instructor of Record.
- The Instructor of Record should be effective in communicating with TAs and should give feedback to the TAs about their performance during the quarter.
- Under special circumstances, a TA may be asked or allowed to make a brief lecture presentation to the class, but only if the presentation is developed under the direct supervision and with the participation of the Instructor of Record. The time spent on preparation is part of the employment workload.
- Any concerns about TA performance should first be discussed with TA, if appropriate, or brought to the immediate attention of the Graduate Program Director. Any concerns with enrolled students should be reported immediately to Katara.

Best practices for TAs

Teaching Assistants are assigned to assist the Instructor of Record by attending lectures, teaching sections, holding office hours, and grading the students. TA expectations include:

Course duties

- TAs are expected to attend all lectures, sections, and TA meetings and to hold weekly one-hour office hours for their students.
- TAs are responsible for reviewing material from lectures and completing all required course readings.
- TAs are expected to lead sections in accordance with the syllabus provided by the Instructor of Record. Leading sections includes discussing course material and guiding students in the successful completion of their assignments.
- TAs are expected to review and grade student projects and papers. Grading criteria and standards should be reviewed and discussed with the Instructor of Record throughout the course.
- TAs must attend weekly meetings with Instructor of Record to discuss expectations and progress, develop lesson plans for sections and review grades.

Terms of employment

- TAs are a part of the Academic Student Employees bargaining unit and their terms and conditions of employment are set forth in the Collective Bargaining Agreement between the

UC and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).

- TAs are employed for a set (contracted) number of hours for the entire term. It is the responsibility of the TA to understand the work hours required in their employment contract and to manage their time appropriately.
- All work that is necessary to fulfill the duties of the TA are part of the TA's employment, even if the TA is enrolled in a VIS 500. The necessary work includes attending lectures, sections, TA meetings and office hours (which may be used for emailing the Instructor of Record and students), class prep (including research and required reading), reviewing assignments and grading.
- TAs should submit a detailed weekly report on hours worked to the Instructor of Record.
- TAs must notify the Instructor of Record immediately if they work more than the expected weekly hours for any week. If the expected number of hours is exceeded for two weeks in a row, a plan should be made to adjust the hours and expectations to meet the contracted hours.
- Any concerns about a student in the sections should be immediately reported to the Instructor of Record and Katara.
- Any grievances or concerns with the Instructor of Record, including workload issues, should be discussed with the Instructor of Record, if appropriate, or brought to the immediate attention of the Graduate Program Director and Katara. There is a detailed grievance procedure outlined in the ASE contract for those who feel they need to pursue this option.

Requests for Leaves of Absence from Assigned Duties

- Absence from an assigned section, TA meeting or lecture for any reason other than personal or family illness or emergency, or because of bereavement must be requested in writing and approved in advance.
- It is the TA's responsibility to notify the Instructor of Record and the Graduate Programs Coordinator in writing about any planned absence from an assigned duty upon receipt of the TA offer letter. This notification may affect the employment offer and does not take the place of the written request for an absence during the quarter.
- Requests for leaves of absence should be sent to the Instructor of Record with copies to the Graduate Program Director and the Graduate Program Coordinator, at least three weeks before the planned absence.
- With respect to leave requests, the employment contract specifies:

“In order to ensure proper coverage for leaves other than long-term leaves, ASEs are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one (1) working day in advance of the commencement of the leave unless the leave is for an unanticipated personal or family illness or bereavement.
Requests for leave shall be made in writing with information about the nature of the leave and probable duration. Upon request, the ASE will be required to provide appropriate documentation. While it is the University's responsibility to make arrangements for coverage, the ASE will assist as reasonably possible.”
- Since it is department policy that before leave requests are approved they must be endorsed by the faculty supervisor who is responsible for ensuring that the all sections offer equivalent quality instruction, the preferred method for assisting is for the ASE to provide a plan for a qualified TA or a faculty member to cover the sections and other duties.

More information about Graduate Student employment is here

<https://visarts.ucsd.edu/grad/employment.html>

Advising of Graduate Students

Guidelines for MFA Faculty Advisors Updated 2017

Overview: Upon acceptance to the MFA program, students are assigned a Provisional Advisor for their first academic year. The MFA Director will notify the Provisional Advisor who their MFA Advisees are. Provisional Advisors are ‘acting’ Advisors until confirmed or changed at the end of year 1. It is our goal that students will work well with their Provisional Advisor and be well matched to continue this working relationship throughout their time in the program. Advisor duties and expectations are listed below.

Provisional Advisors are expected to:

- Students are encouraged to enroll in VIS 299 with their Provisional Advisor during their first quarter in the department. The Provisional Advisor should schedule studio visits as needed for VIS 299 (suggested 4 times throughout the first quarter).
- Advise the MFA student in acclimating to their practice & the program:
 - Clarify [First Year Review](#) Process & Expectations.
 - Encourage student to meet with various VIS ARTS faculty.
 - Explain Provisional Advisor status and explain process for changing Advisor.
- Facilitate Process for changing Advisor (if needed):
 - MFA Student Informs MFA Director and Graduate Coordinator of intent to change Advisors.
 - MFA Student asks intended Faculty member for permission to assume role of their Advisor.
 - MFA Student informs the Provisional Advisor of intent to change advisors.
 - In the case of conflict MFA Director and Graduate Coordinator to mediate.
 - [Paperwork](#) is filed via Docusign on the Visual Arts website to complete transition.
- Act as Advisor to MFA Student until and unless a change is requested.

Advisors are expected to (all of the above) and:

- Mentor students through first year review project and paper.
 - Oversee progress towards and organization of first year review show and meeting.
 - Confirm committee membership with MFA student.
 - Advise MFA student on meeting planning, location, date, time, deadlines etc.
 - Discuss installation strategies.
 - Review preliminary and final draft of first year review paper.
 - Chair first year review committee meeting:
 - Lead discussion & sign approval form.
- Complete first and second year end of year online evaluations for student.
- Guide the MFA student through the Thesis Committee building process:
 - the Faculty Advisor is Thesis Committee Chair unless or until new Chair is appointed.
 - Committee consists of Chair, 2 other Vis Arts Faculty and 1 external department member.
 - Advise MFA student on finding external department member.
 - Explain Thesis Committee expectations:
 - Thesis Committee meets twice in 3 years: First Year Review and MFA Thesis Meeting.
- Mentor MFA Thesis show and written paper.

- o Oversee progress towards and organization of MFA Thesis show and meeting.
- o Confirm Committee membership.
- o Advise MFA student on meeting planning, location, date, time, paperwork etc.
- o Discuss installation strategies.
- o Review draft and final MFA Thesis paper.
- o Chair MFA Thesis committee meeting.
 - Lead discussion
 - Sign two approval forms
- Ongoing:
 - o Oversee on-going productivity as well as encourage community and professional engagement.
 - o Mentor students through all MFA activities including:
 - TA'ing, Drive- By Critiques, Open Studios & MFA Thesis Group Show.
 - o Oversee progress towards timely graduation in 9th quarter.

Co-Advisors

- Co-Advisors are only allowed & appointed when Advisor is not available under specific circumstances such as leaves, sabbaticals, emergencies etc.
- Students are not allowed to self-appoint an Advisor or a Co-Advisor without faculty consent & signature as well as filing appropriate [paperwork](#) with Graduate Coordinator.
- Co-Advisors are not required to comment on end of year evaluations unless Advisor is unavailable for comment.

Faculty are encouraged to Chair no more than 3 MFA students concurrently.
 Faculty are encouraged to participate on no more than 6 MFA committees concurrently.

First Year Review Expectations:

- Spring quarter exhibition dates and location are drawn by lottery in fall quarter.
- Student holds exhibition of work completed in first year and submits a 5-10 page paper outlining their practice in terms of form and content as well as historical and contemporary context.
- Committee Chair signature (only) required at time of First Year Review.

MFA Thesis Show Expectations:

- Spring quarter exhibition dates and location are chosen by student in fall quarter of third year.
- Student holds exhibition of work and submits a 10-20 page comprehensive analysis of their practice in terms of form and content as well as historical and contemporary context.
- Signatures required by all Committee Members at time of Thesis Review (2 forms).

End of the Year Evaluations:

- An online end of the year evaluation is required for 1st and 2nd year students. In Spring quarter, the Committee Chair will receive a request from VIS GRAD ADVISING to provide a brief evaluation of the student's progress and a recommendation for them to advance to the next year. This must be completed in a timely manner in order for the MFA student to advance.

First Year Review and MFA Thesis Paper Guidelines:

- Draft due to Advisor several weeks in advance of Committee meetings.
 Final paper due to entire Committee one week (minimum) in advance of Committee meeting.
- First Year Review Paper should be 5-10 pages.
- MFA Thesis should be 10-20 pages. Formatting must adhere to strict OGS guidelines.

- Suggested Outline for First Year Review and MFA Thesis Paper:
 - Introduction
 - Precisely describe the work in the show.
 - Discuss the installation strategy of the exhibition.
 - Clarify the main ideas behind the work.
 - Cite historical and theoretical influences and references (art and otherwise.)
 - Contextualize work in historical trajectories as well as current conversations of contemporary art.
 - Contextualize exhibition in terms of student's own previous work & experiences.
 - Include images of work as well as relevant references mentioned
 - Conclusion

Guidelines for PhD Faculty Advisors (from PhD handbook)

The Advisor works closely with students to coordinate their research training and progression to degree. The Graduate Coordinator and the Faculty Program Director are a key part of the student advising process and should be consulted on major steps and decisions. Students should make a point of meeting with their Advisor or Chair/Co-Chair at least once a quarter. These meetings should be initiated by student request.

Provisional Advisor Students are paired with a provisional Advisor for their first year. These assignments are determined by the Faculty Program Director, taking into account the number of advisees each faculty currently has, how well their practice/research interests intersect with the students, and how available that faculty member will be throughout the academic year. Provisional Advisor responsibilities include, but are not limited to:

- Having an Independent Study (VIS 299) with their advisee in their first year
- Writing the advisee's Spring Evaluation
- Advocating on the advisee's behalf for petitions, as needed
- Writing letters of support for grants, fellowships, subventions, residencies, etc.
- Helping students to identify a primary Advisor/Committee Chair

Advisor/Committee Chair The main role of the Advisor is to help students plan their academic program in a way that is consistent with their research and career objectives. The Advisor should meet regularly with their students and consult with the Faculty Director to ensure that the Advisor, who will serve as the Chair of their Qualifying (QE) and Dissertation Committees, is aware of all factors affecting the student's academic performance. Responsibilities include, but are not limited to:

- Chairing the student's Qualifying and Dissertation Committees and assisting the student in identifying appropriate committee members in keeping with the program guidelines.
- Instructing a total of 12 units of VIS 295 (Qualifying Exam Prep, taken in the quarter of the defense and the previous quarter)
- Leading the Qualifying Exam & Dissertation Defense
- Being a resource regarding opportunities beyond what the department offers, including details concerning grant funding, relevant conferences and publishing opportunities
- Writing the Spring Evaluation after the first year
- Advocating on the advisee's behalf for petitions, as needed
- Writing letters of support for grants, fellowships, subventions, residencies, etc.
- Recommending other faculty who might provide useful expertise and/or be part of the

Committee

- Keeping the Faculty Program Director and Graduate Coordinator informed of major developments
- Discussing with the Faculty Program Director how there will be continuity and accessibility for advising during any sabbatical or other periods of leave or absence. This may involve the designation in consultation with the student of a temporary or permanent co-chair. If advising responsibilities are passed to an existing co-chair such an arrangement needs to be specified and agreed by all parties (Chair, co-chair, Faculty Program Director, student).