

Department of Visual Arts Visiting Instructor Handbook

Updated July 2026

Information for Visual Arts Visiting Instructors 2026-27

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.

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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](#)

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 Area Head as their role is to help guide you through questions that you have while teaching within the department. This can include:

- teaching best practices
- navigating campus policies/systems
- recommending appropriate resources
- general support when student issues/questions arise

Department Leadership

Department Chair	Monique van Genderen
Department Vice Chair	Jordan Crandall
MFA Program Director	Paul Sepuya
PhD Programs Director	Mariana Wardwell
Art History Area Head	Kuiyi Shen
Media Area Head	Xandro Segade
Studio Area Head	Janelle Iglesias
ICAM Area Head	Robert Twomey
Speculative Design Area Head	Pinar Yoldas

Staff Contacts and Roles

Jessica Greenlaw Chief Administrative Officer (CAO) 858-534-3740
jess@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, academic program management, curricular planning and scheduling, IT, space and facilities management, equipment management and building security. She oversees all departmental staff.

Interim, Jessica Greenlaw Financial Analyst
vis-fiscal@ucsd.edu
Mandeville

This role is responsible for all financial matters, including reimbursements, travel, credit cards, course budget requests and purchasing. Jessica is covering this workload in addition to her CAO duties during this time of understaffing.

Kayana Hudson Academic Personnel Analyst
(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 unit-18 appointments.

Sara Aslagson-Sahar Fiscal Assistant
vis-fiscal@ucsd.edu
Mandeville 224

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

Katherine Zamora Student Affairs Manager
vis-ug@ucsd.edu - vis-grad@ucsd.edu
Mandeville 216

Katherine is responsible for all aspects of the undergraduate and graduate programs, including student affairs policies and procedures. She supports the faculty in the assignment and management of courses within the annual schedule, provides graduate student advising and supervises Alex, Shina and Tamara.

Alex Glenn Graduate Coordinator
vis-grad@ucsd.edu
Mandeville 228

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

Shina Luu Undergraduate Advisor
vis-ug@ucsd.edu
Mandeville 217

Shina 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, undergraduate program updates to the departmental website, and mail distribution.

Nick Lesley Program Promotion Manager
nlesley@ucsd.edu
Mandeville 229

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.

Facilities Manager

Mandeville 225

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.

Fabrication Shop Tech

Mandeville 227

Kevin maintains 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.

Media Specialist: Moving Images

Mandeville 230

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.

Media Specialist: Still Images

Mandeville 222

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.

Gallery Technician and Preparator

Mandeville 223

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)
- UC Sexual Violence and Harassment, Anti-Discrimination, Prevention and Education (SHAPE)
- UC Cyber Security Awareness Fundamentals
- UC Abusive Conduct in the Workplace
- UC Ethics and Compliance Briefing
- UC Workplace Violence Prevention

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 training 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 shared 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 to log-in using your Active Directory credentials will indicate this to you.

Business Systems:

A “business systems” account will need to be created to grant you access to student- and class-related resources. To do this you will need to self-register following the steps provided [here](#). To complete the self-registration you will need:

- An active, paid UCSD employee affiliation
- UCSD Employee ID Number
- Last 4 digits of your Social Security Number (SSN)
- Date of Birth
- Access to your UCSD email

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. To do this you will need to complete a Campus Card Request form located [here](#). To do this you will need to electronically upload a picture of yourself and follow the steps below to complete the form request:

1. Log in using your Active Directory credentials
2. Fill in your identifying information as requested
3. Employee Classification, Academic
4. Payment, Department Funded
5. Project, 1009623 - OPS General Dept Operations
6. Task, 1
7. Financial Approvers will auto-populate
8. Fund Source, 13991

Instructions will be provided regarding how to collect your card upon completion of the form.

Parking

Parking permits may be purchased at the Campus Parking Office online or via the ParkMobile App. 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 4:30P (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 unit 18 positions.

Statement of Interest

See MOU: [Article 7a, section J](#)

To be assessed/reviewed and considered for reappointment prior to external Unit 18 applicants, current lecturers must submit a Statement of Interest form for reappointment to the department chair in accordance with the deadlines below, or within 30 days from receiving your offer letter- whichever is later. You only need to submit one statement of interest form per academic year. The department does not accept late Statement of Interest forms.

Initial Appointment	SOI due date
Lecturers teaching Fall, Winter, and Spring	October 15
Lecturers teaching in Fall Quarter	October 15
Lecturers teaching in Winter Quarter	February 1
Lecturers teaching in Spring Quarter	May 1

Lecturers who are assessed positively and submitted a timely “Statement of Interest Form” must be considered for Unit 18 reappointment prior to consideration of former or new (“external”) candidates unless there is no longer a department need.

The statement of interest form can be found at:

https://aps.ucsd.edu/_files/forms/Statement-of-Interest---Template_V2.docx

Schedule of Reviews

Type of Assessment	Schedule	Authority
First Year Assessment Article 7a, section J	First year of Initial Appointment	Department Chair’s Authority
Pre-Six Academic Review Article 7a, section F and G	Final year of a 2-year or 3-year Appointment	Dean’s Authority
Excellence Review Article 7c, section D	18th quarter of Appointment	Dean’s Authority w/ CAP

Continuing Lecturer Reappointment/Merit Review Article 22	Every 3 years after Initial Appointment	Dean's Authority
Promotion to Senior Continuing Lecturer Article 7D-Senior Continuing Lecturer	After 2 consecutive positive Merit Advancements	Dean's Authority w/ CAP

Department Review Standards

1. First Year Assessment Evaluation Criteria

- [Article 7a, section J](#)
- Demonstrated competence in the field
- Ability in teaching
- Academic responsibility consistent with [Article 3](#) of the Contract
- Other assigned duties, which may include Univ. co-curricular & community service

2. Pre-Six Academic Review Evaluation Criteria

- [Article 7a, section F and G](#)
- Dedication to and engagement with teaching;
- Command of the subject matter and continued growth in mastering new topics.
- Organizing and presenting course content effectively and with demonstrated learning outcomes;
- Setting pedagogical objectives appropriate to the course topic, level, and format;
- Responding to student work in ways commensurate with student performance, course topic, level, and format;
- Awakening in students an awareness of the importance of the subject matter;
- Inspiring interest in beginning students and stimulating advanced students to do complex work; and,
- Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work.

3. Excellence Review Evaluation Criteria

- [Article XX-Academic Review Criteria](#)
- Dedication to and engagement with teaching;
- Command of the subject matter and continued growth in mastering new topics;
- Organizing and presenting course content effectively and with demonstrated learning outcomes;
- Setting pedagogical objectives appropriate to the course topic, level, and format;
- Responding to student work in ways that commensurate with student performance, course topic, level, and format;
- Awakening in students an awareness of the importance of the subject matter;
- Inspiring interest in beginning students and stimulating advanced students to do complex work;
- Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work.

4. Merit Review Criteria for Continuing Lecturers

- [Article XX-Academic Review Criteria](#)
- Dedication to and engagement with teaching;

- Command of the subject matter and continued growth in mastering new topics;
- Organizing and presenting course content effectively and with demonstrated learning outcomes;
- Setting pedagogical objectives appropriate to the course topic, level, and format;
- Responding to student work in ways that commensurate with student performance, course topic, level, and format;
- Awakening in students an awareness of the importance of the subject matter;
- Inspiring interest in beginning students and stimulating advanced students to do complex work;
- Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work.

5. Promotion to Senior Continuing Lecturer Criteria

- As specified in [Article XX-Academic Review Criteria](#), evaluation of academic qualifications for promotion to Sr. Continuing Lecturer will be based on the candidate's broad ranging instructional contributions and how they have greatly enhanced the academic mission of the University. Length of service and continued excellent performance as a Continuing Lecturer alone are not justification enough for promotion.

Contents of a Review File

Content	Reappt	First Year Assmnt.	Pre-Six Academic Review	Excellence Review	Continuing Lect. Reappt/Merit/Promotion
Appointment Summary/Review History	X		X	X	X
External References				Optional	Optional
Department Chair Letter	X		X	X	X
Ad- Hoc Committee Letter				X	X
Faculty Vote				X	X
Candidate Statement		Optional	X	Optional	Optional
Teaching Evaluations	X	X	X (including lecture slides, lesson plans, exams, and student assignments)	X	X
Syllabi	X	X	X	X	X
CV/Biobib	X	X	X	X (Biobib)	X(Biobib)
Cert 1A	X		X	X	X
Cert 1B				X	X

Cert 2	X		X	X	X
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Salary and Merit Increases

The Unit 18 academic salary scale can be found [here](#).

1. Lecturers

- Upon reappointment following the initial appointment and first year assessment, lecturers will receive a one-salary point pay increase.
- Upon reappointment following a positive pre-six academic review outcome, lecturers will receive a one-salary point merit increase.

2. Continuing Lecturers

- Upon an initial continuing lecturer appointment following a positive excellence review, the continuing lecturer shall receive a two-point merit increase.
- Continuing Lecturer Merit - At time of merit review, if the Continuing Lecturer is found to have maintained the excellence standard, the Continuing Lecturer shall receive a two-point merit increase.
- Promotion to Senior Continuing - Following a successful promotion to Senior Continuing Lecturer, the faculty member shall receive an increase of at least three salary points.
- Senior Continuing Merit - At the time of merit review, if the Senior Continuing Lecturer is found to have maintained exceptional performance, they shall receive a two-point merit increase.

Instructional Workload

The full-time (100%) instructional workload standard for Unit 18 Faculty for an academic year shall not exceed nine courses over three quarters.

Course	FTE Percentage Per Quarter
1 course	33%
2 courses	67%
3 courses	100%
1 high enrollment course (200+ students)	50%

Note: If you are appointed to teach all three quarters, your offer letter will show an averaged FTE percentage between the three quarters,

Salary Calculation

If you are not appointed for all 3 quarters, please use the formula below to calculate your salary:

Monthly Salary = (Annual Salary/ 9) x FTE%

If you are appointed for all 3 quarters, please use the formula below to calculate your salary:

Monthly Salary= (Annual Salary/12) x FTE%

Supplemental Assignments

Article 7a Section C.6

Lecturers appointed at less than 100% time and/or for less than the full academic year may be subsequently offered additional courses, additional assigned duties, and/or general responsibilities (“supplemental assignments”). Under such circumstances, the Unit 18 faculty member shall receive written notification of a supplemental assignment.

General Attendance Information

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

Absence Request

Please see [Article 12. Leaves](#)

Subject to the provisions of this Article, leaves of absence may be with or without pay, may be for medical purposes and/or non-medical reasons, and are subject to the approval of the University.

Please contact vis-ap@ucsd.edu if you are considering taking a leave of absence.

Union representation

All Lecturers at UCSD are covered by the Non-Senate Instructional Unit Memorandum of Understanding (Unit 18) between the university and the University Council-American Federation of Teachers.

Contract: <https://ucaft.org/content/unit-18-mou>

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 staff 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 photo printlab and VAF Wood/Metal Shop.
- SME houses a few intensive Visual Arts projects spaces assigned to faculty, a teaching lab, spray booth, gallery and lecture/presentation space.

Affiliated Spaces outside of Visual Arts oversight

[Media Center](#)

[Envision Lab](#)

[Design Lab](#)

[Extended Reality Lab](#)

Online Facilities Information and Support

You can find information on each Visual Arts space online. We are continuing to develop our online support resources. If there is anything you think would be helpful for us to add or expand on, please let us know at vis-facilities@ucsd.edu.

- Visual Arts Website, general facilities information: <https://visarts.ucsd.edu/facilities/index.html>
It is recommended that the Visual Arts Website be used as a resource for those not currently attending or working at UCSD. This is a good place to direct prospective students when they ask about our facilities and are making comparisons between programs.
- Internal Facilities Website, specific information regarding spaces and trainings: <https://sites.google.com/ucsd.edu/visualartsucsd?usp=sharing>
It is recommended that you link to the internal Facilities Website in your syllabi and Canvas pages. This site will post information relevant to those teaching and learning within our spaces, using equipment or attending trainings. This site will also communicate when there are workshops scheduled and access policies.
- LibCal, space reservation system and inventory requests: <https://visarts-ucsd.libcal.com/>
This is a booking system for Visual Arts spaces and equipment that is department managed. This will allow users to see availability, make reservations, review space/usage policies, and reserve inventory managed by the department. This will increase transparency and provide equal access to spaces for those within the community.

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 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 office 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 and CAO.

Trainings

The Facilities staff 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 emailed to you from the Facilities team and posted on the internal Facilities Website.

FISCAL

Course Material Expenses

The following courses collect course material fees from the enrolled students at the time of registration.

VIS 10, 60,70N, 80, 84, 105A, 105B, 105C, 106A, 106B, 106C, 107A, 107B, 107C, 110N, 122GS, 141A, 141B, 145A, 145B, 146A, 149, 151, 152, 155, 159, 160, 160B, 164, 165, 165A, 165B, 167, 168, 169A, 169B, 171, 172, 174, 175, 176, 177, 178, 179, 190, 194S

These fees are based on the week 3 enrollments for the course. The purpose of these fees is to directly benefit the students enrolled in the course by providing critical materials, equipment or guests (models or speakers). The fees are specifically approved per class based on the outlined need and usage of the funds as requested by the full-time faculty leadership at the time of approval. Prior to the start of each quarter, those teaching courses that collect course material fees will receive a detailed message from department staff outlining the fee amounts that are expected based on projected enrollments and the purpose of the fees for their specific class. As permitted, the instructor will use these collected fees in partnership with the department to make any purchases of goods or materials that are necessary for the course, event or exhibition supplies or to bring in models or lecturers as needed. Course material fees are not to be used on food, drinks or items unnecessary for the educational purpose of the course.

Process:

- Prior to the start of the quarter:
 - Staff will reach out with course material fee information
 - Instructors will make any equipment/material requests, as appropriate
 - Instructors will make course/instruction plans around the materials available
 - Staff will purchase materials
- At the start of each quarter:
 - Staff will manage the delivery of materials to the classroom
 - Staff will present space and material expectations to the students and instructor
 - Instructor will manage the appropriate use of equipment/materials
 - Instructor will arrange for models/guest lecturers as appropriate
- After Week 3 of each quarter:
 - Staff will confirm enrollments and final budget
 - Instructor will communicate any additional needs based on remaining funds
 - Instructor will hand out any equipment/materials that are meant to go home with the students

For courses that do not collect course material fees from enrolled students, the department may be able to provide up to a maximum of \$250 budget for any critical goods, materials or models that you may need for your course. At this time of budget crisis, the requested materials must be necessary for the course's function. The department will not provide funds for food, drinks, event/exhibition supplies or guest lecturers.

Purchasing Goods

If you receive approval to purchase 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 or not receive a reimbursement for your purchases.

Before Purchasing Goods or Services

- Set staff up as a Concur Delegate
- Submit the [Department Kuali 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. If you have received pre-approval for your purchase, once the purchase has been completed, please go back into the [Department Kuali Form](#) and request reimbursement.

Payment to Models and Speakers

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.
2. Department staff will review the request and if appropriate, prompt the vendor to register themselves via PaymentWorks.
3. If the quote is agreeable to the instructor 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 [here](#).
3. Staff will provide a PO number to the vendor as required by campus. The vendor will initiate the campus to issue a payment via the system Transcepta. 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 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 course material fees or department 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.

PROMOTIONS AND MARKETING

The department may be able to promote affiliated members' research, exhibitions, events and accolades with notice via the campus website, calendar, weekly newsletter and/or university channels. There is a [form on the department website](#) where information can be provided to the staff for potential 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.

The instructional hours and modality are determined by the faculty and confirmed by the Academic Senate. These requirements must be adhered to by the department during each iteration of the course offering as a part of our accreditation process. You (or your TAs, if applicable) are not able to change the contact hours or modality. Remote courses, those with a special 'R' designation, must meet 100% remotely for the designated hours each week. In-person courses, those with assigned campus classroom spaces must meet at least 51% or more of the time in-person. It is possible to meet 49% or less remotely however you still must adhere to the required contact hours.

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 two weeks 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.

Do not move your class from the designated facilities unless you have spoken to the staff about this. We have a responsibility in case of emergency to know where our students and community members are within our spaces. Additionally, if you are planning a field trip, you must reach out to vis-ug@ucsd.edu for undergraduate courses or grad@ucsd.edu for graduate courses to discuss how to do this appropriately.

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. Design Lab:

The Design Lab is located in the DIB building. Similar to the Envision Lab, the Design Lab is open to Visual Arts students to use the equipment within their space under the guidance of their trained staff. More information can be found here: <https://designlab.ucsd.edu/about/index.html>.

5. 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 instructors 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

Triton One, launching Fall 2026, is UC San Diego's new equitable access textbook program that will provide access to required textbooks for students at a flat rate of \$199 per quarter. Materials in this program will be provided in a digital-first format on Canvas and will be available to students no later than the first day of classes. Students will be automatically enrolled to ensure they are prepared for the first day of instruction. However, students can opt out of the flat fee by the Friday of Week 2 each quarter. For more information about the program and FAQs specifically for students and faculty, please visit tritonone.ucsd.edu. For questions or comments, please email textbooks@ucsd.edu.

Course material adoptions are due far in advance to the start of the quarter if you would like to have physical course materials provided through the Bookstore (books or readers). After this date, all newly adopted content will be digital only.

Instructors should receive an email from VitalSource (akademos-ucsd@verbasoftware.com) regarding course material adoptions for the upcoming quarter. VitalSource is UC San Diego's authorized partner for managing course material adoptions as part of Triton One, and this address is the official channel for that process.

The adoptions portal allows instructors to search for materials by ISBN or title or indicate that their course uses OER/Library materials. A video walk-through is available to guide instructors through the adoptions process.

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 Kayana 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 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

Please utilize Canvas for your syllabi and assignment prompts rather than providing printed materials to each student. Triton One or Canvas can be used for providing digital copies of readings. The department will duplicate small numbers of exams upon request when requested one week in advance. For large exam printing needs, utilize the campus service, [Print Connection](#). Print Connection will allow the department to pay for the printing service so that you do not need to pay out of pocket. Be sure to contact vis-fiscal@ucsd.edu before initiating the printing request in order to get the correct payment details from Sara. Students (and instructors for personal printing needs) can use WEPA for printing. Information is here: <https://blink.ucsd.edu/facilities/imprints/devices.html>

Course budget

Course Material Fees and course budgets were explained in full in the 'Fiscal' section of this handbook. Please refer to that for full details. As a quick reminder:

- Some courses collect Course Material Fees from the enrolled students. These fees are used for

specific purposes and are often purchased at the department level to ensure that materials are available by day 1 of instruction and that we can receive bulk and instructional rates.

- Courses that do not collect Course Material Fees from the enrolled students may have a \$250 budget for essential material and equipment needs. No funds will be provided for food, drinks, speakers or non-essential expenses.
- All course budget requests must be approved by the department PRIOR to incurring expenses.
- Request pre-approval via the [Department Kuali Form](#)

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. 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

There are many steps and dates set at the campus level before access can be granted to the Schedule of Classes and/or Canvas. 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).

The waitlist will run for the final time on Friday, Week 2 of the quarter. Students cannot bypass the waitlist and instructors cannot skip some students on the waitlist in order to allow someone lower on the waitlist. It is possible for instructors to decide to overenroll their course and allow a designated number of waitlisted students to enroll in the course in addition to the students already enrolled. By over enrolling, the instructor agrees to take on the responsibilities of a larger class. To overenroll your course, check first with your designated Area Head to ensure you understand the impacts of overenrollment. If they agree with your decision to overenroll, email vis-ug@ucsd.edu no later than Wednesday, Week 2 of the quarter so that the staff have time to adjust your enrollment limit before the system runs for the final time on Friday.

If you have a course with sections or TAs, overenrolling would impact the workload of the TA(s) assigned unless you adjust expectations so that the TA is ensured to stay within their designated workload. In this case, both instructor and TA must give their consent for the course/section to be overenrolled.

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 (TEA), or by email consent to vis-ug@ucsd.edu. Such a waiver is only applicable to THAT particular quarter and should be considered carefully. To waive prerequisites or class restrictions, first check with your designated Area Head to ensure that you understand the implications of this for your class but also for future instructors or curricular expectations that you may not be aware of.

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. You are their supervisor for the quarter. 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, there are two handbooks specifically designed for those who supervise TAs and for the TAs themselves.

- [Best Practices for Instructors who Supervise TAs](#)
- [Best Practices for TAs](#)

Add-Drop policies

During the first two weeks of the quarter, students can manipulate their own schedules 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 vis-ap@ucsd.edu). 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, ASL 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 the instructors 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 Katherine as the OSD Liaison 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 Katherine as soon as possible.

If an accommodation would fundamentally alter the classroom environment or expectations, please communicate with the OSD Office as soon as possible to discuss the best course of action moving forward to ensure that the accommodations are fair and appropriate to the student while maintaining the academic integrity of the class.

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. Only the Chair, Graduate Directors and Area Heads can sign petitions unless otherwise indicated.

Examinations, Assignments and Grading

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

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. Please talk with your designated Area Head about the grading expectations and criteria common for the area you are teaching to ensure you are consistent.

Campus has been very critical of our department recently for extremely lenient grading criteria with almost all students receiving A's. Please be sure that you have clear expectations and policies so that you can ensure if your grades are audited that you can demonstrate that the students earned the grades assigned and there was an appropriate and rigorous criteria meeting the expectations of our campus as a tier 1 research university.

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 Katherine 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.

Because you have a temporary assignment, you will no longer have system access after the quarter. If you need to assign an incomplete grade for a student, you need to provide the Department Chair with detailed information regarding your grading criteria for the missing assignment(s) and the grades for the student up to that point. The Department Chair will be expected to grade the student and enter this into eGrades on your behalf so you need to set them up for success.

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>

Class Exhibitions

There are some classes designated specific spaces within our department calendar for end of the quarter/year class exhibitions. Staff will be in contact if you are teaching one of these courses far in advance to the end of the quarter to plan accordingly.

In recent years, more classes have been wanting to host exhibitions at the end of the quarter and this is straining our space and staff resources. If you are interested in a class exhibition, please first contact your designated Area Head to discuss. If they support this in addition to the preplanned exhibitions taking place, the next step is to make the request to Jessica and vis-facilities@ucsd.edu. These requests will be reviewed with the Department Chair to determine whether we have the capacity to support this additional exhibition for the quarter.

Students have many opportunities built into the curriculum to participate in group and individual exhibitions so it is not necessary that every class have a formal exhibition requirement and instead should focus on the artmaking and critique processes.

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/readers through the UCSD Bookstore (as needed).

One week before quarter begins:

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

At least three days before first class:

- Email syllabus for archive to vis-ug@ucsd.edu

Any time:

- If parking on campus, obtain a parking permit from the Transportation Office website.

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 enrollment authorization requests (TEA system) and enrollment status petitions such as In Absentia or Leave of Absence (Graduate)

Week 2:

- Monday, email vis-ug@ucsd.edu if you are interested in over enrolling your course
- Friday is the last night students can be enrolled from the waitlist
- Friday is the last day for students to add classes
- Friday is the deadline to complete the [Commencement of Academic Activity](#) criteria for undergraduate students, this is required by campus
- 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 the year is located at:

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

Syllabus Sample

****The Engaged Teaching Office is a support unit for instructors in all aspects of teaching preparation, policy setting, engagement, assessment, etc. They have general templates for syllabi that you can refer to:*
<https://engagedteaching.ucsd.edu/resources/syllabus-template/syllabus-template.html>

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.

LEARNING OUTCOMES

Every course has certain expectations for student learning, independent of who is teaching or which examples are provided towards those learning outcomes. The area faculty can provide these for your designated course.

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

Academic Integrity: Each student is expected to abide by UCSD's policy on Integrity of Scholarship (<https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/2>) and to excel with integrity in our course. Students are expected to do their own work, as outlined in the UCSD Policy on Academic Integrity and published in the UCSD General Catalog: <https://academicintegrity.ucsd.edu/excel-integrity/index.html>. Although you are encouraged to form study groups to support each other's learning, each student is expected to do their own work on all written assignments and exams. In addition, all students must individually participate in clicker questions. (That is, it's a violation of academic integrity to "click in" for any of your classmates.) Violations will be subject to disciplinary measures as outlined by the University. If you have any questions regarding this policy, please consult me or one of your TAs.

Finally, please also abide by **UCSD's Principles of Community** <https://ucsd.edu/about/principles.html> and the Student Code of Conduct:

https://students.ucsd.edu/files/student-conduct/ucsandiego-student-conduct-code_interim-revisions1-16-18.pdf to support equity, diversity, and inclusion in our classroom, and beyond.

ACCOMMODATIONS

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>

CAMPUS POLICIES

- [UC San Diego Principles of Community](#)
- [Religious Observation](#)
- [Nondiscrimination and Harassment](#)
- [UC San Diego Student Conduct Code](#)
- [University of California Statement of Principles in Support of Undocumented Members of the UC Community](#)

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 AND/OR MATERIALS

Book 1
Book 2
Material 1
Material 2

COURSE MATERIAL FEE

*** Only include this if you are teaching a course that collects course material fees from the enrolled students. These courses are: VIS 10, 60, 70N, 80, 84, 105A, 105B, 105C, 106A, 106B, 106C, 107A, 107B, 107C, 110N, 122GS, 141A, 141B, 143A, 145A, 145B, 146A, 149, 151, 152, 155, 159, 160, 160B, 164, 165, 165A, 165B, 167, 168, 169A, 169B, 171, 172, 174, 175, 176, 177, 178, 179, 190, 194S.

You are enrolled in a course that collects course material fees from each student who is enrolled. These funds are utilized by the instructor and/or department facilities staff to provide essential equipment, materials, software, models and guests to the class. The payment of these fees upfront allows the department to ensure that materials are available at the start of the quarter so that instruction can begin within the first class session. Additionally, the department is able to qualify for bulk and institutional rates that allow the funds to go further to support our course than individual purchases.

The addition of course material fees does not prevent students from having any additional expenses to support their practice or projects within this course. The payment of course material fees will allow the expense per student to be reduced than they would be if everyone was making purchases at individual rates. For those who withdraw from the course prior to the add deadline (Friday, Week 2) will have their fees automatically refunded. For those who drop the course after that time, the fee cannot be refunded as it has already been utilized towards the success of the course and necessary purchases/bookings.

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 boxes you would like to use for you.
Required fields will be marked *

Select All	Section ID	Section Name	Section Description	Section Instructor
☐	816164	VIS	Intr/Art-Making 2-D Practices	Ortiz-Torres, Ruben
☐	816165	VIS	Intr/Art-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 5: Select course or sections you would like to see

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

Step 6: Select what information you want to see

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. Canvas must be requested on your behalf prior to the start of the quarter by the Department Staff, with Department Chair electronic approval.
2. Once this approval has been granted, from the Blink homepage (blink.ucsd.edu), select 'Instruction Tools'
3. Select Canvas
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
 - View your classlist
 - 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
5. Grant your TAs (if applicable) access to Canvas