



Support and Supervision of Student Academic Appointees in the College of Arts and Sciences

The appointment of graduate students to academic appointments in the College of Arts and Sciences is meant to further their training in pedagogy and research in their chosen discipline. Therefore, each program or department hiring Student Academic Appointees (SAAs) should ensure that a faculty member provides substantive supervision to each SAA throughout their term of appointment. SAAs are expected to adhere to the expectations of the position as outlined in this and other documents provided by their department or program and by their faculty supervisor as a condition of their appointment.

Training and Support. It is the responsibility of the department and the faculty supervisor to provide each SAA with appropriate training and support for their assigned duties. The nature of that training and support depends upon the assigned duties.

Graders. Faculty instructors of record should provide explicit guidance about grading norms and expectations of timeliness of work, as well as a syllabus that clearly outlines the student work to be graded. Additional guidance may include, for example, distribution of rubrics and/or review of sample graded material.

Lab/discussion leaders. Faculty supervisors (the instructor of record, the lab supervisor, the chair of the student's advisory or research committee, or other designated supervisor) should meet regularly with the SAA to discuss their performance and provide guidance. The instructor of record should provide explicit guidance about work expectations, as well as a detailed syllabus.

Instructors of record. Departments or faculty supervisors should ensure that students receive adequate training in course design, syllabus preparation, assessment strategies, classroom management, and institutional policies related to instruction. This training could be offered, for example, as part of a formal course or through mandatory workshops.

Workload. Faculty supervisors are responsible for ensuring that the SAA workload does not exceed the assigned hours/week (on average through the semester). To this end, the SAA should keep a record of the time spent and share this with their supervisor (and if appropriate, with the DGS or DUS) on a regular basis throughout the semester. Should the workload exceed expectations, the faculty supervisor and/or the department should work with the student to determine whether additional training would reduce time spent, or whether the duties need to be modified.

Supervision. [IU policy](#) states that SAAs must be supervised by a qualified faculty member. To allow consistency in supervision, all instructional SAAs are required to use IU's learning management system (LMS: i.e. Canvas). At a minimum, each SAA must use Canvas to: post assignments distributed to undergraduate students; make announcements to students in their sections; and provide a record of grades to date. Instructors of record are also responsible for maintaining an up-to-date syllabus on Canvas. Faculty supervisors should review Canvas sites regularly as one component of monitoring SAA performance.

SAAs who provide grading assistance must submit their grades regularly for review by the instructor of record. According to [IU Data Management guidelines](#), student records should never be stored on personal devices unless the Executive Dean has provided prior written approval. Therefore, SAAs must post up-to-date grades on Canvas within a reasonable time of the submission of assignments.

Graduate students who are instructors of record must also maintain up-to-date grades on Canvas for regular review by the course coordinator or other faculty supervisor.

Research. Faculty supervisors or their delegates should maintain regular supervision of research conducted on an SAA-ship, and meet frequently with the student or with the lab group. (For further guidance, see "Guidelines on Advisor-Student Interactions," [here](#).)

Administrative and other duties. Departments assigning other duties to students should devise appropriate supervision plans and share them with the student and keep them on file in the department.

Review. Each SAA has the right to expect review of the work for which they receive a stipend. Graduate students who are not instructors of record and who are leading lab or discussions should receive a written review at the end of the semester; that review should be part of the student's departmental record. Students who are instructors of record may request that their class be visited for purposes of formative evaluation; this task could be carried out by the course supervisor, by a member of the student's research committee, or by another instructor designated by the DGS or chair.

Name of student and (if known) course/lab assignment:

Signature of student: _____ **Date:** _____

Signature of department chair: _____ **Date:** _____