Faculty

Handbook

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Chicago, Illinois 60607

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**School of
Art & Art History**

UIC

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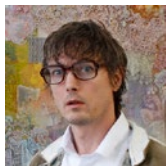
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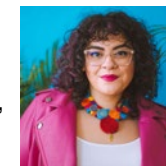
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ADJUNCT HIRE INFORMATION

After completing your UI New Hire Forms, you'll need to:

1. Connect with Technology
The CADA Technology Office has been informed of your hire and will contact you directly to assist in activating your email address and any additional technology needs you may have, Be on the lookout for their email. If you have any immediate questions you can reach the Technology Office through their webform (https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=802) or by email at cadaIT@uic.edu

2. Familiarize yourself with Payroll
You will be paid monthly on the 16th of each month by Direct Deposit. Payments will be prorated for partial months of service. The University's payroll system is paper-free; monthly payroll statements can be viewed under the "Earnings Statement" tab on the UI System HR website: https://hr.uillinois.edu/

3. Obtain an i-Card
You can obtain a UIC Photo Identification Card (i-Card) by bringing your offer letter along with your driver's license or passport to the Photo ID Office, Room 124 of the Student Center East (SCE), 750 S. Halsted St. The office is open 8:30am–5pm, Monday through Friday. https://idcenter.uic.edu/

4. Make SURS selections
The University of Illinois does not participate in Social Security. Instead, employees are required to participate in State University Retirement System (SURS). An amount equal to approximately eight percent of your salary will be paid into that system. After you no longer work with the University, you may request a refund or roll these monies into an IRA. You will be mailed a packet of information about plan options and will need to make a plan selection within the first 6 months of employment. For more information on the SURS program, visit: http://www.surs.com/

COMMUNICATION + MAIL

We will use your UIC email address for general correspondence from the school.

The SAAH office has had mailboxes for faculty, staff, and graduate student. As the office in Jefferson Hall Room 106 continues to work remotely and the front doors being card-access-only, mail and packages cannot be accepted during this time. All mail and packages should be shipped to your home address. To address accommodations, contact Chris Markin.

SAAH CALENDAR

The School of Art & Art History operates a shared Google calendar that contains upcoming meetings and events. New hire emails are added at the beginning of each semester. If you did not receive an invite to access the calendar, send an email to saah@uic.edu.

CLASS SYLLABI

All faculty members are required to submit a syllabus for each class by the end of the second week of the semester. Syllabi should be sent via email to broman5@uic.edu and minimally include: Requirements of the course, Outline of required examinations/critiques/written assignments, Relative weight of each requirement in determining the final grade, Required attendance and classroom participation. There is a uniform syllabus template that has been created as part of the UIC Student Success Plan. Find it here: http://www.uic.edu/depts/oaa/ua/policies.shtml.

If you would like to post course materials for your students online, instructions can be found at: https://teaching.uic.edu/ed-tech/digital-course-materials/

COURSE MATERIALS (SCANS + PHOTOCOPIES)

Printers are available in Jefferson Hall 106, the 3rd Floor of Henry Hall, and on the 5th Floor of Art & Exhibition Hall. We will provide you with the necessary codes for these copiers within the first week of school. Please do not use these machines for course packs or for large quantities of class handouts. Take class handouts and reading packets to the UPS Store at 910 W. Van Buren Street where your lab fees can be charged for this service. Contact a lab specialist or the Admin Office prior to doing so. The UPS Store (312-226-3333) is open Monday–Friday 8:30am–7pm and Saturday 10am–4pm. http://www.theupsstorelocal.com/3571. All materials must be "copy ready" (no books). Don't forget that copyright clearances must be obtained, as needed.

TECHNOLOGY + WEBSITE

The IT Office in the College will continue to offer training sessions, and are also responsible for fixing technical website errors and printer errors. To request support, use their webform: https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=802, contact them by email (cadaIT@uic.edu), or call directly at 312-413-3673. You can also schedule an appointment: https://cada-tech.appointlet.com/
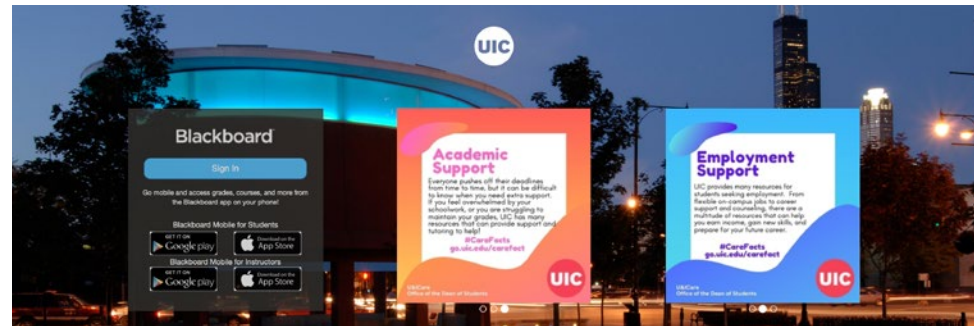
BLACKBOARD

Blackboard is a course management system that provides content presentation, grading, roster information/photos, messaging, discussion boards, file sharing, and tools like Panopto (a video platform) and Piazza (a question and answer platform). Another integrated tool, Collaborate, provides web conferencing that offers chat messaging, breakout groups, and video streaming.

Architecture, Art and Art History, Design, and Theatre and Music faculty use Blackboard Collaborate to record and share readings and lectures, and schedule milestones and deliverables. It can also be used to schedule private meetings with students during office hours, and

to schedule desk crits—including allowing large groups of students to schedule time slots in advance, if multiple faculty are available during a given window of time. Many UIC students are used to and comfortable using the platform.

All faculty and students have free access to Blackboard; a range of tutorials and information are provided below. We recommend that faculty practice using Collaborate prior to teaching their first online class—note that it works best with the Chrome browser, for access to all options.

Logging into Blackboard
Using your NetID and common password, login to and familiarize yourself with UIC's Blackboard Learn. You will use this system to interact with your students and manage grades. Log in here: https://uic.blackboard.com/

Training and support is provided by Learning Technology Solutions (LTS). Access the LTS website for quick guides, workshops, and other support here: https://teaching.uic.edu/about/lts-support-team/
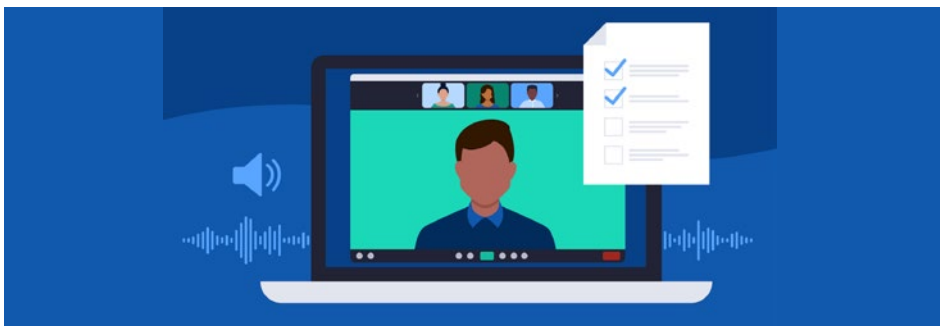
ZOOM

Zoom Pro (uic.zoom.us) is a web conferencing platform that provides breakout groups, chat rooms, whiteboard annotations, and temporary control over remote computers.

Some faculty already use Zoom in their practices for remote meetings, many find it more intuitive than Webex and Blackboard Collaborate. Zoom can be used to hold private meetings with students during office hours and for desk crits — including allowing large groups of students to schedule time slots in advance, if multiple faculty are available during a given window of time. Students, using your provided link, can join a meeting in two ways: via the Zoom app or using the Chrome browser. You can even set up a personal link to a permanently reserved Zoom "room" so students can easily find you. Personal Room Instructions Your personalized link appears as: uic.zoom.us/my/xxxxxxxx (you choose the name).

All faculty and students have free access to Zoom, and the CADA license allows you to host meetings with unlimited minutes for up to 300 participants. We recommend that faculty practice prior to teaching their first online class. It may be helpful to experiment with different approaches: in larger meetings, consider asking students to mute their audio to avoid audio feedback echoing, or use the "raise your hand" button when they want to speak, to ensure that one person speaks at a time.

Guides and resources for Zoom can be found here: http://uiccada.pbworks.com/w/page/139228068/Zoom

CLASS ROSTERS AND LATE REGISTRATION

Access your class rosters and submit all grades online in the Faculty Self-Service section of UIC Web for Faculty:

https://apps.uillinois.edu/selfservice/

GRADE CHANGES

Instructors can change grades online through Faculty Self-Service at my.uic.edu. Instructions can be found here: https://registrar.uic.edu/uic_faculty_staff/grades/online-grade-change-request.html

- Online grade changes are the fastest and most efficient, since they go straight to Elizabeth Salvi, the Executive Director of Student Affairs, for immediate approval.
- If you are unable to make a grade change online, you can fill out a Supplement Grade Report (SGR) Form in Jefferson Hall 208, the Student Affairs Office.
- The Student Affairs Office in Jefferson Hall 208, not the SAAH Office in 106, handles all administrative processes for undergraduates.

INCOMPLETE AND NR GRADES

Incomplete grades are appropriate when a student has a circumstance out of their control that will prevent them from completing required coursework (family, medical, mental health, personal emergency)

- Incomplete grades should only be assigned after the instructor and the student have had a conversation about the remaining coursework needed, and the deadline for submitting that coursework
- Incomplete grades are not appropriate when a student has not communicated with the instructor at all, or missed a significant amount of class time (weeks)

- Incomplete grades automatically convert to a grade of F after one year

Incomplete grades can affect financial aid and graduation eligibility, so instructors need to communicate with students about Incomplete grades

ABSENCES

If you have plans to miss a scheduled class, you are required to notify the Director and to include your plans for covering instruction. If you are missing class unexpectedly, due to illness or emergency, please notify the office and a faculty member or Lab Specialist in your area who can make an announcement to your class as soon as possible. Guest lecturers cannot be substitutes. The School of Art & Art History does not have any allocated funds/reimbursements for substitutes.
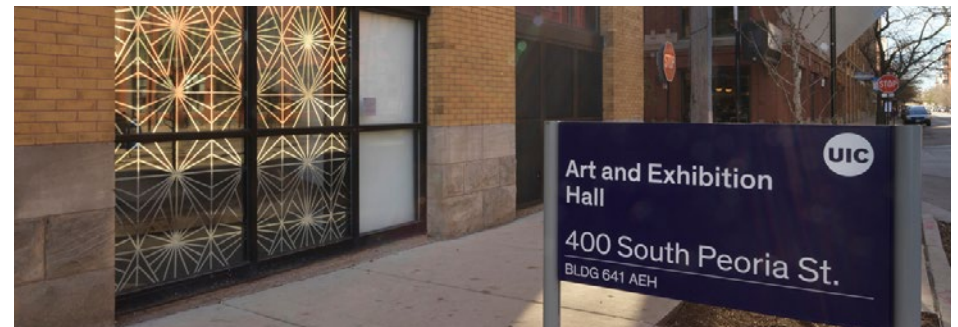
FACILITIES

All facilities related issues, concerns or questions should be directed to Chris Markin, cmarki1@uic.edu. He covers the entire AEH building, and all offices in Henry Hall. Issues, such as power outages, leaks,

heating/cooling, door or physical issues, elevators as well as proposals for facility improvements will be addressed to Chris Markin.

Classrooms in Henry Hall and the SAAH office fall under the purview of the College. For issues in these spaces please contact Daniel Viger, dviger1@uic.edu.

IN-CLASS TUTORIALS

To schedule an in-class tutorial with one of our Lab Specialists will require a minimum 2 weeks notice. You can contact the area specific lab specialist directly with the request of the topic/technique that is desired to be covered. Please include date, time and any material needs required. All areas will be offering workshops as always, however, in-class tutorials have proven to be the most effective means of connecting with our students.

LAB EQUIPMENT POLICY & HEALTH AND SAFETY PROTOCOLS

Any proposed usage of lab equipment by instructors must be authorized by lab specialists. Proposed projects must be compatible with the capabilities of the machine, the safety policies outlined by the lab specialist, and incorporate approved materials. Lab specialists reserve the right to decline activities that threaten the health and safety of operators, students, and or equipment.

More detailed information about labs and lab-specific health and safety protocols are currently under revision and will be available to you shortly through the Instructional Lab Specialists. Resources at UIC's Environmental Health and Safety Office: https://ehso.uic.edu/

OPEN ACCESS & SERVICE BUREAU

Service Bureau Only Equipment
The following equipment is considered service bureau use only. By service bureau, it is meant that the listed equipment can only be operated by lab specialists and their trained assistants. Work must be requested ahead of time and carried out on a predetermined schedule (i.e. no last-minute requests).
- CNC Router Machine
- Ceramic Kiln
- Laser Cutter
- 16 mm processing machine

OPEN ACCESS LABS

Open access labs require a safety authorization prior to use. Please contact lab specialists in each area for more information and scheduling an orientation.

- Woodshop
- Metal Shop
- Moldmaking Room
- Photo Darkroom
- 16mm Darkroom
- Basement computer lab

STAFF LAB USE

Individual lab usage by faculty and adjuncts must be coordinated with the respective lab specialist in order to ensure that:

- students have priority over the use of the space
- students have priority over the checkout of materials
- safety protocols are observed

ORDERING SUPPLIES

All class supply purchases must be made through the department. Requests for supply orders must be made 2 weeks in advance. Do not use your personal credit cards for classroom purchases, as it is not possible for you to be reimbursed. Please contact your lab specialist or work with Tenesha Edwards, tenesha@uic.edu.

LAB FEE USE

Course fees are listed in the UIC Timetable. Lab Specialists will get an updated report showing the balance of your area's class lab fees. **Please check with the Lab Specialist in your area prior to spending lab fees.** Please get approval for any additional needs and spending from Tenesha Edwards.

Note that guest lecturers are covered by lab fees for Art classes. Guest lecturers can not be substitute teachers. Food purchases cannot be made with lab fees.

Field Trips
Check with lab specialists 3 weeks in advance to see if it's a possibility. Any applicable admission fees/ticket costs come out of lab fees.

LAB FEE ADDITION/CHANGE

Occasionally, there is a need for a change or addition to these fees. To complete this process for any academic semester, Lab Fee Submission will need to take place 6 months in advance of the start of any academic semester. Forms can be requested from Chris Markin, cmarki1@uic.edu. To complete the form you will need to have an itemized list of what the fees will be going to upon the request made. The form will then go to the Chair for approval and then to the College. Once approved internally, it will move on to OBFS (Office of Business and Financial Services) for implementation.

EQUIPMENT ACQUISITIONS

The University assumes title to equipment that is acquired through purchase, constructed using University funds, or received as a donation or transfer. Upon leaving employment from UIC, you would need to return your equipment to the CADA Tech Office. Exceptions may apply. Learn more: https://www.obfs.uillinois.edu/equipment-management/equipment-acquisitions/

FIGURE MODELS

Request for models must be made 4 weeks in advance. Rate of pay per session is $150.

1. Know dates and class time you would like your model(s) to come in
2. Also know your model preference—male or female / clothed or nude
3. Contact Brenda Roman to request a model for your class.

GUEST LECTURES

Faculty should contact Brenda Roman and Tenesha Edwards of any guest lecturers a minimum of 3–4 weeks in advance to allow time for paperwork to be processed. Faculty should inform vendors to also submit this paperwork within that time frame to avoid delays in processing and payment.

For international guest speakers:
Faculty should contact Brenda Roman and Tenesha Edwards of any international guest speakers 6–8 weeks in advance to allow for paperwork to be processed.

Additional Guest Lecturer information:
Each class can have 2 guest speakers per semester at the rate of $150/guest. Art faculty should check in with their lab specialist to confirm that this is allowed for their course.

Current undergraduate and graduate students cannot be paid as a guest lecturer. In addition, gift cards cannot be purchased to pay them. For former students to be a guest speaker, they must be away from the University for a year before we can complete paperwork for them to be a speaker.

SHARING NEWS

The SAAH Weekly Digest serves as the school's weekly e-newsletter. Any content that faculty, staff, and students would like to be included must be submitted through an online form in order to be formatted and published: https://forms.gle/PtSQC2tH99s8LBpE6

Content received by Mondays at 12pm will be reviewed and included in the weekly Wednesday email. If you are submitting multiple stories/events/resources a separate form must be submitted for each.

COURSE SCHEDULING

Each department is responsible for working directly with Chris Markin to create and submit the Course Scheduling for each academic semester: Fall, Spring and Summer. Documents used to manage and organize this process will be provided by Chris Markin during the process of scheduling. Following are tentative time frames for the process for each academic semester (Times frame are relative per Classroom Scheduling. Exact date will be given per semester):

FALL
- Large Room Request: October
- Pre Proof 1: Beginning of December
- Pre Proof 2: Middle of December(before end of semester)
- Pre Proof 3: Middle of January

SPRING
- Large Room Request: Early July
- Pre Proof 1: Start of September
- Pre Proof 2: Middle of September
- Pre Proof 3: Beginning of October

SUMMER
- November to December

All questions, concerns and follow up information/changes in the process can be directed to Chris Markin. The Chair of each dept. will also be updated weekly on enrollment numbers to help address any deficiencies, issues, or cancellations needed.

COURSE CHANGE OR NEW COURSE CREATION

To create or make changes to a course in our school offerings, a faculty member from the dept. will need to request the proper CRS paperwork from Chris Markin, cmarki1@uic.edu. There are very specific guidelines that must be followed to execute this process with a typical timeframe from start to finish of 6–8 months. Proposals for new courses should be submitted to Chris Markin by Monday of the third week of the semester. All proposals will need to be passed by individual departments prior to being submitted to the SAAH EPC. Materials submitted after this will be reviewed by the school EPC, but they will not be able to be reviewed by the college EPC until the following semester.

The change/creation of any course may adhere to requirements within the currently approved degree requirements for our school. Any and all course changes/creation must be reviewed and approved by the Chair of a dept., the Director, as well as the CADA EPC (Education Policy Committee). Once approval has been reached at all internal levels, it will be moved through the CRS process for approval or corrections. All information and assistance in the process will be handled by Chris Markin.

PROGRAMMATIC CHANGE TO DEGREE REQUIREMENTS

In the case of creating a proposal for a change, addition or correction to any degree requirements to our school offerings, we will need to go through a series of steps. Forms for this process can be requested from Chris Markin, cmarki1@uic.edu. Once the faculty groups have determined what needs to be changed/corrected to a degree, the change proposal form will be completed by Chris Markin with a review and vote done at the departmental level, followed by a vote at the school level.

Proposals for program changes should be submitted to Chris Markin by Monday of the third week of the semester. All proposals will need to be passed by individual departments prior to being submitted to the SAAH EPC. Materials submitted after this will be reviewed by the school EPC, but they will not be able to be reviewed by the college EPC until the following semester. If approved at both levels within the school, it will move on to the CADA EPC (Education Policy Committee) for approval. After approval at the EPC it will begin the process of going through various committees at the university level and final approval by the IBHE (Illinois Board of Higher Education). Chris Markin will follow this process through and unless otherwise requested, Chris Markin will attend all needed committed meetings to gain approval. This process usually takes a full academic year to complete.

CADA OFFICE OF STUDENT AFFAIRS (JEFFERSON HALL 208)

The CADA Office of Student Affairs handles all administrative processes and academic advising for undergraduates in all four CADA schools.

- Undergraduate academic advising
- Late Course Add/Drop
- Semester withdrawals
- Credit overload approval (going over 18 credit hours)
- CADA major or minor declaration
- Final Credit Checks
- Course approvals
- General Petition for transfer credit
- Academic Probation
- Admissions applications review and recruitment events
- New Student Orientation
- ISA 100 First-Year Seminar (required for all first-time first-year students)
- Commencement ceremony information and graduation certification
- Referrals to campus and community resources

For in-class academic or behavioral issues with students (that have not been resolved by the instructor), instructors can contact the SAAH Academic Advisor. Include full name of student, UIN, course name/number, and description of the issue.

If the student is a SAAH major, the Academic Advisor will follow up with them. If the student is not a SAAH major, they will refer the concern to the appropriate advisor.

STUDENT + EMPLOYEE RESOURCES

As an Academic Advisor in the School of Art & Art History, Liv Jordan helps undergraduate students from the school navigate the process of registration, pick the right classes for them, authorizes undergraduate course approvals, and helps guide them along their university journeys.

If a student is in crisis, contact Liv (ojordan2@uic.edu, 312-996-3351) to take steps that can aid the student, such as by contacting an appropriate on-campus resource.

Employee Resources

The Employee Assistance Service (EAS) provides free professional, confidential assessments, short term counseling, referrals, and follow-up for UIC employees and their families.

- Mental health needs
- Address life transitions
- Cope with a crisis
- Grief and loss
- Marriage and family concerns
- Stress/Anger Management
- Domestic Violence
- Workplace conflict
- Substance abuse
- Assistance with linkages to managed care providers
- Specialized sessions for units in crisis

If you have any questions or would like to schedule an appointment, contact Geri Biamonte of the Employee Assistance Service by phone at 312-996-3588 or by email at gbiamol@uic.edu

Resources on Campus

The UIC School of Art & Art History is committed to the health and wellness of our students, faculty, and staff. We are working hard to create a stigma-free environment that promotes a culture that ends stigma around mental health conditions and promotes support, awareness, and empathy. Please see below for campus resources available.

- **UIC Counseling Center:** 312-996-3490
- **Disability Resource Center:** 312-413-2183
- **UIC Gender + Sexuality Center:** 312-413-8619
- **UIC Wellness Center:** 312-413-2120
- **UIC Police Station:**
  emergency: 312-335-5555
  non-emergency: 312-996-2830

DISABILITY RESOURCE CENTER

The DRC is responsible for administering accommodations for students with a documented issue that affects their academic performance (physical or intellectual disability; chronic medical or mental health condition; short-term disability such as an injury, etc.)

- Students registered with the DRC will receive a Letter of Accommodation (LOA) that can be shared with their instructors each semester
- The LOA does not need to be renewed each semester
- Any questions regarding accommodations in the classroom should be directed to the Disability Services Specialist listed on the student's LOA

Visit https://drc.uic.edu/facultystaff/ for more information.

ALLYSHIP/ SOCIAL JUSTICE 101

SAAH has created a Allyship 101 zine, now circulated as Social Justice 101, as a primer on how to support movements for social justice and equity, and a more inclusive environment in the School, and College at large. It brings together resources that have been selected by faculty, staff, and students. The PDF can be viewed on Box:
https://uofi.app.box.com/file/754433213354

DECOLONIZING THE SYLLABUS RESOURCES

Keele's Manifesto for Decolonising the Curriculum:
Keele University asks what it would mean to decolonise the university curriculum, and offers 11 principles.
https://www.keele.ac.uk/equalitydiversity/equalityawards/raceequalitycharter/keeledecolonisingthecurriculumnetwork/#keele-manifesto-for-decolonising-the-curriculum

Revolutionizing my Syllabus: The Process:
This website is offered as a resource for faculty in all stages of syllabi development—origination (before), development process (during), and revision stage (after). In "Revolutionizing my Syllabus," Professor Chanelle Wilson shares her own syllabus revision and decolonization process.
https://www.brynmawr.edu/tli/syllabusdesign/theprocess

Antiracist Pedagogy Reading List:
The Antiracist Pedegogy Reading List is a working document with the goal of better understanding antiracist pedagogy in higher education, compiled by Andrea Aebersold, Ph.D - University of California, Irvine.
https://docs.google.com/document/d/1AQ_R4RYF99wCQu-g3voubICEq7q0ILmGc4PCL1ceV7E/edit?usp=sharing

ADDITIONAL RESOURCES

For a list of a additional resources, including support for software and connectivity, technology questions, and more from the School, College, and University, visit: http://uiccada.pbworks.com/ w/page/139251462/Additional%20support

FINANCIAL INFORMATION

OBFS policy states that receipts must be submitted within 60 days or they may become taxable income. More information on this policy can be found here: https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/provide-justification-after-60-days

Please note, all purchases must be in the employee's name. Reimbursements are not possible for purchases where the employee is not the cardholder for the purchase.

Steps for Reimbursements

1. Make sure Brenda Roman is added as your proxy. Login to Chrome River through the Office of Business and Financial Services (OBFS) website, https://www.obfs.uillinois.edu/, click on your name, click Account Settings, click Delegate Settings, and enter broman5 in the "User ID" field and click "Add Delegate".

2. Submit your itemized receipts and reimbursement form via email to Brenda Roman at broman5@uic.edu. If you do not have a reimbursement form, Brenda Roman can email it to you. Make sure you are giving all possible information. If you are submitting an airline ticket for reimbursement, please remember to include your boarding pass. Digital boarding passes are accepted.

3. Once you have submitted your report, keep an eye on your email. You will be notified if your report has been rejected. Brenda Roman will contact you to resolve. It is important to respond to all emails promptly when expecting a reimbursement.

Professional Expense Reimbursements (Union Funds) will be allocated each year in mid-August of this Agreement so that each bargaining unit member shall receive up to $750 (Union Eligible Faculty) or $1000 (Tenure Track Faculty) for expenses related only to research and/or teaching-related professional development, to be reimbursed in accordance with University policy and guidelines. Please note that the fiscal year end is June 30th. Please submit all receipts from August 16, 2022 to June 30, 2023 by June 30th. All receipts for July 1, 2022 to August 15, 2022 have to have receipt dates starting July 1, 2022 through August 15, 2022.

In the event that a bargaining unit member has an opportunity to travel for professional meetings/conferences, specific to their employment duties, then they may be eligible for an additional $600. Pre-approval for the additional funding must be obtained from the Director prior to the trip and, if approved, will be reimbursed in accordance with University policy and guidelines. These funds supplement departmental professional development budgets, if any, rather than replace them.

In your email, include the name, date, and any details regarding the professional meeting or conference. Include a statement on why attending the professional meeting or conference benefits your research. If approved, please save the email. Immediately after returning from the trip, please submit all receipts and the approval email to Tenesha Edwards, tenesha@uic.edu, and Brenda Roman, broman5@uic.edu. Please include a statement why the professional meeting or conference benefits UIC.

All purchases have to be placed by faculty and submitted as reimbursement. For example, books, travel and lodging, conferences, museum tickets, etc. For any third party services, contact the SAAH office.

Travel Reimbursement Policy
Under IRS regulations, business expenses are reimbursed as nontaxable income to the employee only when adequate documentation to request a reimbursement is received by University Payables (UPAY) within 60 calendar days of
(a) the last day of travel (for travel reimbursements) or
(b) the date that the business expense was paid or incurred by the employee (for miscellaneous reimbursements).

If the reimbursement expense report (ER) is not submitted within 60 days of the expenditure, the reimbursement is considered taxable income to the employee, unless a reasonable justification for an exception is requested in the TEM system and approved by OBFS.

Taxable amounts will be submitted to the OBFS, University Payroll and tax of approximately 30% will be withheld from the employee's paycheck. These amounts will be included on the employee's Form W-2.

It is recommended that you submit your receipts to Brenda Roman as soon as you return from travel. Reimbursement is not possible for travel until after travel has happened.

The payee must sign the reimbursement form attesting to the accuracy and completeness of the claim for reimbursement. University Payables cannot process forms signed on behalf of the payee. The department business office cannot sign for the payee.

Note that the Office of Business and Financial Services (OBFS) does not accept receipts that are not translated. Please submit all receipts with a typed translation.

Making Travel Arrangements
Travel must serve the best interest of the University of the Illinois System, have a legitimate business purpose, and be related to the employee's job duties. Units may make travel arrangements for non-employees traveling on behalf of the system.

All travel must be by the most direct route, using the most economical mode of transportation available considering travel time, costs, and work requirements. When reserving lodging, employees must request the lowest available rate that does not exceed state lodging maximums.

Travelers who interrupt their business travel or deviate from the direct route for personal convenience or leave are reimbursed only at the rate for uninterrupted travel by the most direct route. The Travel Card (T-Card) cannot be used for transportation and lodging that includes expenses for personal convenience.

When travelers must use premium transportation, such as first/business class, for medical reasons, documentation from a medical provider is required stating the need and duration for premium transportation. This documentation must be renewed annually with the medical provider and submitted for review and approval prior to paying the expense.

The Chair or delegate must approve travel and verify the unit has funds available.

To make travel arrangements:

1. Plan ahead. Some trips, especially group or international travel, can be complex. The most convenient and economical travel may require extra planning time.
Special restrictions may apply to travel for sponsored projects.

2. Obtain approval and verification of funding from your Chair. Chrome River can be used to obtain pre-trip approval and compare planned expenses to actual trip expenses. Consult the job aid for Travel Plan for Pre-Trip Approval for step-by-step instructions.

3. Use the most direct route and most economical transportation, taking into consideration travel time, expense, length of absence from university, and convenience. Consult Reimbursement Rates for Travel Expenses to ensure your travel arrangements do not exceed allowable limits. For employees, obtain separate quotes when booking a travel "package" where one price is charged for airfare, hotel, rental car, and so on. Travel packages cannot be reimbursed unless detailed, itemized, receipts are submitted for each portion of the "package." The Travel Card (T-Card) can be used to purchase a travel package only for guests of the system.

4. The state of Illinois and the system have contracts with several travel service providers. For detailed information about these contracts, consult:

Contracted Travel Agencies

https://www.obfs.uillinois.edu/travel/contracted-agencies/

Hotels

https://www.obfs.uillinois.edu/travel/hotels/

Car Rental

https://www.obfs.uillinois.edu/travel/car-rental/

CADA OFFICE OF STUDENT AFFAIRS: FAQ FOR ART INSTRUCTORS, 2022–2023

CONTACTS:
CADA Office of Student Affairs:
https://cada.uic.edu/academics/advising/
312-996-3351

Liv Jordan, Academic Advisor / SAAH
ojordan2@uic.edu
312-355-0979

Tom Moss, Associate Dean for Student Affairs / CADA
tommoss@uic.edu
312-996-3351

A student hasn't been showing up to class and I can't get in touch with them. What should I do? What if there is a student listed on my roster who has never shown up for class?
If a student is not showing up to class and is unresponsive to emails, please inform Liv Jordan (Academic Advisor, SAAH). There is no further action needed after this. Students have a responsibility to communicate with their instructors about absences and missed classwork. Please do not assign an Incomplete grade ('I') if the student has stopped attending class and hasn't been in communication.

I have a student asking if they can leave a class early because their class overlaps with another. Is this ok?
Allowing a student to regularly leave class early or arrive late is up to the discretion of the instructor. In general however, this arrangement is not advisable as it can be disruptive to the entire class and can create additional work for the instructor (such as having to repeatedly catch the student up). You may advise the student to contact their academic

advisor for assistance in finding another class that fits better in their schedule.

I have a student who has been missing class due to work outside of school. What do you suggest?

In these circumstances, the instructor should make every effort to talk to the student and determine whether the student will be able to address the time conflict with their workplace. Many of our students work outside of school to finance their education. Juggling schedules - including childcare schedules for some - can be a major, ongoing challenge. Based on the conversation, you may decide whether it is feasible to accommodate the student. For example, an instructor can give an extension on assignments or offer extra help after class. If the issue persists however, then it may be better for the student to withdraw from the class and take it in a future semester. Please ask the student to contact Liv Jordan to find out whether withdrawing from the class would affect their projected graduation date or financial aid.

I have a student who has been falling asleep in class. What would be the appropriate way to address this?

Falling asleep in class can sometimes be a sign that the student is experiencing housing or food insecurity, chronic stress, or other wellness issues. Please tread lightly. Instructors are encouraged to refer students to our Academic Advisor Liv Jordan if the issue persists. Liv Jordan will be able to provide the student with referrals to student support and wellness resources on campus. You may also share the resource lists included in this folder with the student: Food + Housing Insecurity, Wellness, & Legal resources for STUDENTS @ UIC

Depending on the level of concern, you may fill out a Student Assistance and Support Referral Report form. The Office of the Dean of Students (DOS) works directly with students to find solutions to situations that are negatively impacting their lives and/or their student status at UIC. The DOS can coordinate resources and implement

a centralized response for providing assistance to individuals. For example, they may be able to locate temporary on-campus housing for a student in need. Be sure to let the student know when/ if you have filled out this form as the DOS will try to contact the student directly in order to assist.

I received a Letter of Accommodation (LOA) from a student. I read it, but I'm unclear on what my responsibilities are. Should I meet with them about it? What questions are appropriate to ask?

Though it is not required, instructors are highly encouraged to meet with students with LOA's within the first two weeks of the semester. The information provided in the LOA letters can be somewhat generic, so talking to the student directly about their needs is always a good idea. This meeting can be brief, with the basic goal of ensuring that all parties are on the same page about how a student's accommodations can / will be implemented during the semester. Reaching out to the student's assigned Disability Resource Center (DRC) Coordinator is also a good idea as they can provide additional guidance about how to set expectations and implement accommodations. (The DRC Coordinator's name, phone number and email are listed at the very top of the letter.) They can also advise you on what questions would be appropriate to ask when discussing accommodations with a student.

I'm worried about one of my students. They seem to be going through a difficult time. Can I suggest that they seek counseling?

Absolutely. Many students experience difficult situations and mental health distress while in college, but they may not know how to seek assistance on their own. Or, they may simply need some encouragement to do so. If you are uncomfortable about broaching the topic with them, please contact Liv Jordan and fill her in on the details. Otherwise, you can refer the student to the UIC Counseling Center located on campus. Their counselors can often assist students same-day if needed (see: Single-Session Appointments). While you cannot make an appointment for a student, you can call the counseling center to let them know that a student you are concerned about will be contacting them. Please provide them with the student's UIN. The

Counseling Center will make every effort to see the student as soon as possible. Aside from individual counseling sessions, the Counseling Center offers many resources on their site, as well as Group Therapy and the Peer Support Network. See: https://counseling.uic.edu/services/ for a list of their services and resources.

I have a student who is contesting a grade I gave them, what do I do?
Making grade changes is up to the discretion of the instructor. If you feel that the grade you submitted was fair, then you can refer the student to UIC's grade dispute policy. If you need to change a grade after the semester ends, contact the SAAH Student Affairs Office (info above) for details on the process.

I have a disruptive student in my class, any suggestions?
From the Dean of Students site: "Disruptive behavior can assume many forms. It is important to differentiate disruptive behavior (i.e., behavior which directly interferes with the ability of an instructor to teach and/or the ability of other students to benefit from the classroom experience) from behavior that is merely rude or uncivil. While the latter may become disruptive when it is repetitive or persistent, it usually is best addressed by talking to the student, giving the student a specific example, and discussing appropriate ways to communicate."

Suggested steps:

1. Consult with your Area Coordinator in Art. Let them know what is happening + discuss best approaches.

2. Speak to the student privately and in person (if possible). During this conversation, address the behavior directly and let him or her know your concerns.

3. Address their behavior according to classroom protocol; provide corrective feedback and offer to help. (Related resource: UIC Standards of Classroom Behavior, UIC Student Disciplinary Policy handbook, p.13)

If disruptive behavior persists or escalates, there could be something more serious going on with the student. In this case, the instructor should reach out to Tom Moss (CADA Associate Dean for Student Affairs). Additionally, it is advisable that you inform the Dean of Students (DOS) via their Student Assistance and Support Referral Form. The DOS's services are designed to work with faculty and students in order to address concerns BEFORE they reach a level of violating the Standards of Conduct per the Student Disciplinary Policy.

I have a student who feels I've discriminated against them. What do I do?
A claim of discrimination is a serious issue and can be deeply upsetting for all parties involved. Please do not try to mitigate this on your own. Instructors should contact Tom Moss, CADA Associate Dean for Student Affairs.

REMOTE TEACHING RESOURCES

In addition to keeping our students, faculty, and staff safe and healthy during the COVID-19 pandemic, UIC's College of Architecture, Design, and the Arts remains committed to providing education of the highest standard. The following guide includes tips and resources to help you teach from a distance, reflecting recommendations shared from faculty in each school, the college, and the university. It is updated as circumstances evolve.
http://uiccada.pbworks.com/w/page/139106586/CADA%20academic%20continuity%20wiki

UIC's Hotspot and Laptop Lending program for students and faculty/staff:
https://it.uic.edu/services-support/student-resources/equipment-lending/

Virtual Computer Lab help page for remote access to specialized software, visit the:
https://it.uic.edu/services-support/student-resources/software-resources/remote-access-to-specialized-software-with-virtual-computer-labs/

CADA Coursebuilders to assist CADA faculty with remote learning technologies, especially Blackboard. Please note this support is technical and task specific, not conceptual and/or open-ended.
https://uic.ca1.qualtrics.com/jfe/form/SV_3wT249I4mMxIg29

The Center for the Advancement of Teaching Excellence (CATE) is also offering a variety of workshops, materials, and recordings this fall to support faculty:
https://teaching.uic.edu