

Faculty

Handbook

**School of
Art & Art History**



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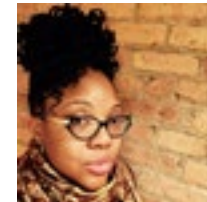
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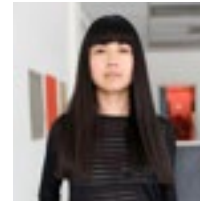
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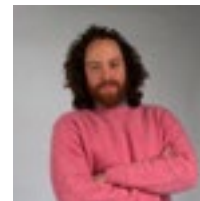
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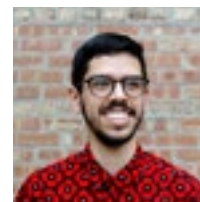
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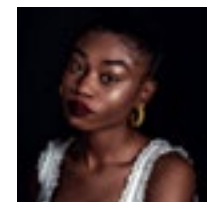
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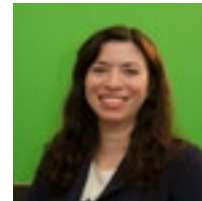
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ADJUNCT HIRE INFORMATION

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 at aacollege@helpdesk.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 "Compensation" tab in NESSIE: <https://nessie.uihr.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.

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/>

BLACKBOARD

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: <http://acc.uic.edu/LTS>

MAIL + COMMUNICATION

The SAAH office in Jefferson Hall, room 106, has mailboxes for Art & Art History faculty/staff, and Art grad students. Art History and Museum & Exhibition Studies grad students have mailboxes in Henry Hall on the 3rd Floor.

We will use your UIC email address for general correspondence from the school, or when a package for you arrives.

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 during the process of scheduling. Below 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 Head/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.

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 Head/ Chair of a dept, the Director, as well as the CADA EPC. 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 request 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 with a review and vote done at the departmental level, followed by a vote at the school level. If approved at both levels within the school, it will move on 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 will attend all needed committed meetings to gain approval. This process usually takes a full academic year to complete.

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.

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.

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

LAB FEES

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.

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. 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 Head/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.

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.

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://ossswebcs.admin.uillinois.edu/webforfaculty/wff.asp>

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.

FIGURE MODELS

*Request for models must be made 4 weeks in advance.

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 to request a model for your class.

GUEST LECTURERS

Faculty should notify the office of any guest lecturers a minimum of 3–4 weeks in advance to allow time for paperwork to be processed.

For international guest speakers:

Please notify the office of any international guest speakers 6-8 weeks in advance to allow for paperwork.

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.

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.

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.

SHARING NEWS

The SAAH Weekly Digest will serve 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 that has been sent out to faculty in order to be formatted and published.

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.

TECHNOLOGY + WEBSITE

The Technology Office in the College will continue to offer training sessions, and are also responsible for fixing technical website errors and printer errors. Website help and general IT support can be directed to ahit@helpdesk.uic.edu.

COURSE MATERIALS (SCANS + PHOTOCOPIES)

Printers are available in Jefferson Hall 106 (B&W only), 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.

PDF scans of course materials can be made and sent to you via email by the Front Desk Coordinator in the SAAH office.

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. 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.

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/oa/ua/policies.shtml>. If you would like to post course materials for your students online, instructions can be found at: <http://www.uic.edu/depts/accc/itl/>

STUDENT + EMPLOYEE RESOURCES

As an Academic Advisor in the School of Art & Art History, Amanda Grant 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 Amanda (agg@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

Critical Care

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.

Each semester the School of Art & Art History will offer a series of interventions, workshops, and events that focus on what we are calling Critical Care.

This initiative encompasses addressing mental health community building, and creating and maintaining a balanced lifestyle. Holding the space in our creative practices to maintain our personal well-being, give into public exuberance, maintain relationships, face our emotions head on, and build community is what makes it possible for us to continue to do the important work of artists and scholars in the 21st century.

Critical Care kits consist of helpful items and resources in the form of scenario cards and important campus locations. Kits are available to pick up with Amanda Grant, Academic Advisor for Art & Art History, in Jefferson Hall 208

Resources on Campus

- **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

Steps for Reimbursements

1. Make sure Brenda Roman is added as your proxy. Login to TEM through the Office of Business and Financial Services (OBFS) website, <https://www.obfs.uillinois.edu/>, select "My Info" and then select "Creator Proxy". Under "Applications" select "Expense Report" and put my NetID (broman5) in the "User ID" field and click "Add Proxy".
2. Submit your itemized receipts and reimbursement form via email to Brenda at broman5@uic.edu. If you do not have a reimbursement form, Brenda 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 will contact you to resolve. It is important to respond to all emails promptly when expecting a reimbursement.

Professional Expense Reimbursements (Union Funds)

Funds will be allocated each year (8/16/19–8/15/20) of this Agreement so that each bargaining unit member shall receive up to \$600 (Union Eligible Faculty) or \$900 (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, 2019 to June 30, 2020 by June 30th. All receipts for July 1, 2020 to August 15, 2020 have to have receipt dates starting July 1, 2020 through August 15, 2020.

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 Interim Director, Jennifer Reeder, 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 and Brenda Roman. 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 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 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 Unit Head 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 Unit Head. TEM (Travel and Expense Management System) 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/>