

**DEPARTMENT OF ART AND ART
HISTORY SAN JOSÉ STATE UNIVERSITY**

ART 1701: Policy on Teaching Associates

- Whereas** the Department of Art & Art History is committed to providing training in college art instruction to graduate students enrolled in the MFA program; and
- Whereas** oversight for the Teaching Associate program should be shared by permanent faculty within each area of studio art (who practically speaking, take on the additional workload of supporting Teaching Associates) and the area coordinators (who recommend scheduling and staffing; and
- Whereas** the AGC will periodically review and assess the effectiveness of the Teaching Associate program; be it therefore
- Resolved** that the prerequisite to a Teaching Associate interview shall consist of:
a) one or more semesters as Teaching Assistant (Art 260) to tenured/tenure-track faculty member in the course to be taught; or exception made at the discretion of the area coordinator or chair; and
b) completion of ART 276 (Artists Teaching Art) with a grade of B or better; and be it further
- Resolved** that interviews shall be conducted by two or more permanent faculty in the area, including the program coordinator, or by program coordinator of the area and the department chair (if insufficient permanent faculty are available); and be it further
- Resolved** that interview questions shall be standardized by course and based on documents which the Teaching Associate candidate prepares in advance (including a syllabus for the prospective course to be taught); and be it further
- Resolved** that, as a result of the interview, the candidate may be asked to undergo additional training before being admitted to the Teaching Associate pool; and be it further
- Resolved** that the responsibilities of a Teaching Associate—in addition to responsibilities of teaching the assigned class – shall include:
(a) compliance with all University requirements, including online training.
(b) careful attention to all of the departmental instructions for developing syllabus and submission of the syllabus to the program coordinator before the start of the semester.
(c) consultation with permanent faculty supervisor on a regular basis (e.g. submission of sample assignments).

(d) consultation with both the program coordinator and the department chair as soon as issues begin to develop with individual students (about grading, about non-attendance, about behaviors in classroom, etc.) ; and be it further

Resolved that criteria to serve as a Teaching Associate for more than one semester and/or for more than one course shall include:
(a) admission to Teaching Associate pool for the particular course, which will last the duration of that student's time in the MFA program.
(b) recommendation by faculty supervisor based on evaluation of Teaching Associate success (including evidence such as SOTES and peer evaluations); and be it further

Resolved That Teaching Associate Supervision Responsibilities (a workload matter for permanent faculty) shall include:
(a) admission to Teaching Associate pool for the particular course, which will last the duration of that student's time in the MFA program.
(b) recommendation by faculty supervisor based on evaluation of Teaching Associate success (including evidence such as SOTES and peer evaluations).

Resolution passed by the Permanent Faculty at the meeting of October 18th, 2017. Yes=9; No=0; Abstain=0