

# *POLICIES and PROCEDURES*

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Current dates can be found at *Important Purdue and Departmental Dates* on <http://www.math.purdue.edu/resources/gta>

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## TAs with disabilities

If you have a disability and may require reasonable accommodations (e.g., modified or special equipment, adjustments to your teaching or class schedule, modified teaching materials, etc.) to enable you to perform your duties as a TA, please contact R. Saerens (MATH 826; (765) 494-1906; saerens@math.purdue.edu) as early as possible.

## Students with disabilities

The Department has pro-active procedures to provide accommodations to students entitled to them under the ADA (American with Disabilities Act). The procedures instructors must follow can be accessed from the right hand side of the <http://www.math.purdue.edu/resources/gta/> web page. Procedures are not the same for all courses and may change from semester to semester. It is your responsibility to read each semester the procedures applicable to the course you are assigned to.

## Health insurance and immunizations

All 1/2-time TAs and all students on fellowship or research are each year automatically offered health insurance through Purdue and are required to go online to enroll or opt out of the program - see the **Student Insurance** tab at <http://www.purdue.edu/push/>. The deadline to do so is usually in early September. International students are required to enroll in the Purdue student insurance program. The insurance premiums for TAs who enroll, are deducted from their paychecks. (Students on fellowship enrolled in the program receive a separate bill.) Changes to health insurance coverage after the deadline are only allowed for changes in dependents due to birth, adoption, death, divorce or marriage.

Indiana state law requires that *all new*, regularly enrolled *students* attending residential campuses of Indiana public universities *are to be immunized* against rubella (10 day measles), rubella (German measles), mumps, diphtheria, and tetanus. In addition, *international students must be tested for tuberculosis after arriving in the United States*. See <https://www.purdue.edu/push/appointments/immunreq.shtml>. This law requires the university to block the enrollment of any student who does not comply with immunization requirements. Please deal with this by late September to avoid problems. Students whose records are blocked (= encumbered) for whatever reason cannot be employed as TAs.

## Computer accounts and Purdue ID cards

Students admitted to Purdue receive a Purdue University ID number (PUID) in their on-line admission letter and are set up with a Purdue computer account and e-mail address (ending in [@purdue.edu](mailto:@purdue.edu)). Their initial PIN is sent in a separate e-mail and they can activate their account via ITaP's activation page at <https://www.purdue.edu/apps/account/AccountSetup>.

Purdue identification cards (Purdue IDs) are obtained from the Card Services Office (Room 130 in the Purdue Memorial Union). You will need some form of picture ID in order to obtain your Purdue one and you will need you know your PUID. International students will need to go to ISS (International Students and Scholars) in Room 136 in Schleman Hall for a SEVIS form before going to the Card Services Office.

Everyone employed by the Department of Mathematics has a departmental computer account (ending in [@math.purdue.edu](mailto:@math.purdue.edu)). The departmental policy is to post only [@math.purdue.edu](mailto:@math.purdue.edu) e-mail addresses on the departmental web pages. Students and others who look up e-mail addresses on our web pages will use the [@math.purdue.edu](mailto:@math.purdue.edu) address. Purdue offices such as the Registrar Office, the Bursar Office and ISS will use [@purdue.edu](mailto:@purdue.edu) addresses. Either check all your e-mail accounts frequently - twice a day on business days -

or save yourself problems: choose one of your addresses as your principal one and forward all the other ones to that one. To forward @purdue.edu e-mail, go to <http://www.itap/email/atPurdue/> and click on **Edit your Directory Information** - you will need your Purdue career login and password. Go to <https://www.math.purdue.edu/resources/internal/qadizada/emailforward/> to set your math e-mail to forward.

Instructors are strongly encouraged to become familiar with electronic mail since it is the preferred mode of communication outside of class between lecturers, students and TAs.

### **Course rosters; sensitive and restricted information**

Instructors download their course rosters (lists of the students enrolled in their classes) from *myPurdue*. You will need your ITaP login and password – see earlier section. Instructions are available at

FERPA certification is required for anyone who has access to certain student information. Compliance with FERPA regulations is expected.

Since Purdue University considers PUIDs and grade records to be "sensitive and/or restricted data", there are restrictions as to how you can download, on what devices you may store grade records, enter scores, etc. Information and guidelines are available at <http://www.math.purdue.edu/resources/gta>. Please read and follow the guidelines. If the guidelines are not followed, instructors may held responsible if sensitive or restricted data in their possession is inappropriately accessed by others.

### **Adding information to your myPurdue course pages**

*myPurdue* allows faculty (= all instructors) to post information (for example, URLs or an office hour schedule, etc.) on their course section web pages which is then viewable to students enrolled in their course sections. ***Do not add any course information in the field "Syllabus" which is located in the subfolder "Faculty Services" under the link "Faculty Detail Schedule". Do not enter your office hours in the part labeled "Office Hours" located in the same place.*** Any information entered will stay with that specific section when it is offered again in the future. Only you, as the person who entered the information, have the authority to change or delete it but you will not be able to do so since you will no longer be the instructor for that section. We were told that no one else is able to delete the information - this is probably not quite true but no one in our Department is able to do so.

### **Submitting an Initial Course Participation Report**

It is a US Government requirement that universities collect "start of course attendance" data for students asking for financial aid. In order to meet this requirement, Purdue University requires that all instructors report on *myPurdue* by the end of the second week of Summer classes and the fourth week of Fall and Spring classes for each student. This can be the first date an assignment was submitted, or a quiz was turned in or by a few roll calls in the week the report is due - doing on a pre-announced quiz day is a good idea. Once the data is entered, it cannot be changed. So, waiting to enter this data until close to the end of the third week. Instructions are at <http://www.math.purdue.edu/resources/gta>. ***Note that you must go on-line and do this even if all the enrolled students attended class during (part of) the first two weeks of Summer classes or first four week of Fall and Spring classes. You must follow the same guidelines on how to handle sensitive and/restricted data as given for entering grades.***

### **Office and mailbox etiquette**

Mathematics graduate students are assigned an office but will share it with several other students. Due to the large number of TAs from other departments, TAs from outside the department do not have offices though they will have the use of a room for their course or private office hours. (Common office hours are held in MATH 205.)

Everyone will have a mailbox either in MATH 630 (for those with offices on the 6th floor), in MATH 419 (for those with offices on the 4th floor) or in MATH 835 (for everyone else). ***Please note that mailboxes are under the names.*** These mailboxes are shared. It is only considerate to everyone that no one lets mail accumulate: remove any mail addressed to you from the mailbox each time you check it, and put the other persons' mail back in the box. Occasionally, you will find in your mailbox several copies of fliers, etc. without names: you should assume that one copy is for you and should remove one.

Mailboxes can be accessed from the hallway even when offices are closed. The combination is available in your mailbox at the start of each semester. (Please note that the location of your mailbox might change from one semester to the next.) When the staff is distributing the mail, access your mailbox from the hallway only.

### **Photocopying and transparencies**

TAs will rarely need to photocopy materials for their classes except if they write their own midterms or have students requiring copies of class materials as part of their academic adjustments under the ADA. In particular, *quiz problems and review problems are to be written on the board or on a transparency – not photocopied or computer printed.* The Department does not have the money for extra copying and printing.

Blank transparencies for quizzes are available in the drawers near the Main Desk in MATH 835. Note that there are two kinds of transparencies: one to write on and one to copy on. Do not use the "write on" transparencies in a printer or copy machine since they will melt. Transparencies for laser printers are not available.

### **Employment periods, vacations and holidays, paid parental leave**

The following University Employment Policies govern your employment as a TA, RA or fellow:

1. The employment period for graduate student staff on an academic year basis begins on the seventh calendar day preceding the first day of class of the Fall semester and ends on commencement day of the Spring semester.
2. *The seven calendar day periods prior to the first day of classes each semester and the periods between the end of classes and the final date for submitting grades (= Tuesday after finals week) are not considered vacation.* Graduate student staff members are expected to be in residence during those periods. Other periods when classes are not in session are vacation periods.
3. During any semester, including the Summer session, a graduate staff member must be enrolled as a graduate student in a degree or teacher license program and be registered for at least 3 credit hours of course and/or research work during the entire appointment period.
4. Graduate student staff members who are employed half-time or more for a semester or longer are eligible for the single, member-only coverage in the University-subsidized health insurance plan - see earlier section. The spouse of a graduate student staff member is eligible for remission of the non-resident tuition fee.
5. Graduate student staff members are eligible for the following leaves of absence with full pay:
  - a. Vacation: only as described in paragraph 2.
  - b. Holidays: the normal University holidays.
  - c. Sick leave: up to ten days per year.
  - d. Jury duty: up to ten days per year.
  - e. Funeral leave: up to three days per occurrence for immediate family.
  - f. Illness in family: up to three days per year for illness of an immediate family member.
  - g. Military leave: up to fifteen days per year.
6. There will be no deviation from these policies without prior written approval from the Dean of the Graduate School or his designee.

The employment dates for specific semesters can be found at *Important Purdue and Departmental Dates* on <http://www.math.purdue.edu/resources/gta>. It is your responsibility to know what they are.

Purdue University has a parental paid leave policy that applies to TAs (both female and male) who become parents through birth or adoption. To know whether you are eligible to such paid leave, please contact R. Saerens at least a month before the start of the semester during which you expect to become a parent.

Business forms have to be filled out for any leave of absence during an employment period. Please contact the Business Office in a timely fashion.

## Grief attendance Policy for Students (= GAPS)

Purdue's *Grief Attendance Policy for Students* - states how many days of excused work students are entitled to for the death of a family member. When needed, refer to <http://www.purdue.edu/odos/services/griefabsencepolicyforstudents.php>. This policy also applies to graduate students but does not impact the above paid leave policy.

## Pay scales and tuition remission

The Department of Mathematics has a system of pay scale steps to reward both academic progress and progress in teaching of its graduate students. The following steps are currently in place for Mathematics graduate students:

- Step 0 Failed the screening and approved for grading only.
  - Step 1 Passed the screening.
  - Step 2 Teacher  $\geq$  1 year, did not pass Ph.D. qualifiers, has made satisfactory academic progress, has at least conducted recitation successfully, has participated in the workshop on getting ready to teach one's own course.
  - Step 3 Teacher  $\geq$  1 year, passed Ph.D. qualifiers, has made satisfactory academic progress, has at least conducted recitation successfully, is ready to teach his/her own class.
  - Step 4 Teacher  $\geq$  1 year, passed Ph.D. advanced topics, has taught his/her own class successfully.
  - Step 5\* Outstanding TA based on performance and capability to carry out difficult teaching assignments.
- (\* Step 5 is meant to be a distinction and is not automatic.)

Please note that a TA's salary step is not based on the TA's actual assignment - for example, a TA who passes the screening and is assigned to grade is at Step 1 - not at Step 0. Steps are only adjusted at the start of the Fall semester.

The salaries of graduate students from departments other than Mathematics are based on the number of years teaching for us.

TAs are entitled to a tuition and fee remission for most but not all the amount. Some Schools charge additional fees that are *not* waived. If you are a graduate student in another department than Mathematics, check with your department. The Department informs the Bursar Office which graduate students are entitled to a tuition and fee remission because of their employment with us. We have no control on how quickly the Bursar Office processes this information and adjusts its billing.

## Canceling classes because of an illness, emergency, etc.

***You do not have the authority to cancel a class meeting even in case of illness, emergency, etc.*** Recitation instructors are always required to try to contact the lecturer first since he/she might want to take over the class personally. If this is not the case or you teach your own class, the Department will try to find someone to substitute for you and some TAs have "emergency teaching" as part of their regular assignment. It is, therefore, crucial that you inform the Main Office (41901) or J. Morris (45964) as early as possible that you will not be able to meet your class(es) due to an illness or emergency. Be prepared to give all necessary information: course number, meeting time and place, lesson to be covered, etc. Please note that ***sending an e-mail or leaving a message on a voice-mail system is not sufficient***: the person might not be in to check his/her messages. If you reach a voice-mail system, leave a message but follow it up with other calls until you reach a person. Inform that person also about the voice-mail message you left.

Under no circumstance are you allowed to require students to attend a meeting at times different from the regular class time. Missing a meeting for which nobody substituted or falling behind schedule can not be dealt with in that way. If you do miss a class or are late for one, you need to inform R. Saerens immediately. You also need to contact the lecturer or course coordinator. (***Non***-mandatory evening help sessions - e.g., before exams - are allowed.)

You are required to keep absences for non-emergencies to a minimum. Avoid scheduling non-emergency doctors' appointments and personal errands in conflict with your teaching or office hours. If creating such a conflict is unavoidable, you are responsible for finding someone to substitute for you and to fill out a "switch/substitution form" (available in the Main Office - MATH 835) and a business form (available from MATH 840) at least 3 business days in advance.

In case of any unscheduled absence, check with the Business Office as soon as possible to find out whether you have to fill out any forms.

### Adding or dropping a course, transfers between sections within a course

Students can freely add or drop a course or transfer between sections of the same course on-line during the Open Enrollment period (through the first week of classes). After the first week, students need to submit a Course Request Form 23 signed by the "instructor" - see <http://www.math.purdue.edu/resources/gta> for a copy of Form 23. In the large lecture Calculus courses (MA 16100, 16200, 16500, 16600, 26100), students must secure the signature of the recitation instructor whose section they wish to join and the lecturer's signature. We encourage you to be flexible in allowing students to transfer between sections or to add the course but you are urged **not** to accept students who wish to **transfer** between sections if it makes your section too large (see the lecturer or course coordinator for reasonable class size). In other courses, the lecturer signs the Form 23, but in Algebra/Trigonometry courses (MA 15200, 15300, 15400, 15900) the course coordinators are in charge of all section changes. This is usually explained at the organizational meeting before classes start.

**NOTE:** Do not sign Form 23's before the end of Open Enrollment (= the Friday of the first week of Fall and Spring classes; the Wednesday of the first week of Summer classes). Those for whom you sign Form 23's during that period might be added to your section after that week and on top of all those who added directly on-line and even if your section is "full".

### Record keeping, assigning and submitting final grades

Most course coordinators and lecturers require that instructors keep their students' homework, quiz and exam scores in spread sheets and many provide pre-set grade spread sheets. Some courses ask the recitation instructors to enter quiz scores on-line. If you are uncertain how to use a grade record system required by the lecturer or course coordinator, ask immediately for help from that person. If you are not required to use a specific grade record system, you may set up and use electronic grade sheets - this can easily be done from down-loaded class lists - or you may use paper grade record sheets available from MATH 242. Since grade sheet information is used after each exam, it is required that your grade sheets be accurate, neat, legible, photo-copiable, up-to-date and easy to understand by others.

Data on grade sheets is considered *sensitive and/or restricted data* by Purdue and instructors are responsible to see that it is treated according to Purdue rules. More information and guidelines are available at <http://www.math.purdue.edu/resources/gta>. You are expected to read and follow the guidelines. If you use paper grade sheets, make sure to regularly make copies of them and to keep these copies separately and securely. You are also required to dispose of old copies in the secure recycling bins available on the 6th, 7th and 8th floors. Departmental servers and ITaP managed servers are regularly backed up.

TAs not responsible for assigning and submitting final grades are required to give their grade record sheets to the instructor after the grading and all the requested computations have been done - keep a copy for your own records.

TAs responsible for assigning and submitting final grades will receive precise guidelines from their lecturer or course coordinator on how to do this. Following these guidelines is a must since not doing so may lead to grade appeals not only by the students in those sections but by students in the other sections (if they were treated less leniently).

Instructors responsible for assigning final grades are (usually) also responsible for submitting them on-line. A memo outlining the general procedures is available at <http://www.math.purdue.edu/resources/gta>. Though Purdue's deadline for submitting grades is 5:00 pm on the Tuesday after finals week, *the departmental deadline is always noon of the Tuesday following finals week. Paper copies of the grade records sheets and print-outs of the grades submitted on-line together with the cut-offs for the various letter grades are to be turned in to the course coordinator or MATH 842 (depending on the course policies) by noon of the Tuesday following finals week.* Copies without cut-offs will **not** be accepted. Some course coordinators require that TAs show their grades to them before submitting them. In that case earlier deadlines might apply. (If turning in these copies to the course coordinator, please inform MATH 242 when you have done so.)

Changing grades after they are submitted and without prior approval of the lecturer, course coordinator or Associate Head is unacceptable and could result in the loss of employment in the Department.

Since exams must be kept until the deadline for grade appeals has passed (= the end of the 5th week of the next semester a student is in residence, not counting Summer) and contain *sensitive and/or restricted data*, the Department recommends to turn in all the midterm and final exams you have to MATH 242 at the end of the semester.

### **Tutoring**

It is unethical and against departmental regulations to tutor for pay students enrolled in any section of the course for which you are a TA or instructor. Undergraduate students needing a tutor can obtain a tutor list from <http://www.math.purdue.edu/academic/tutor>. International students on F and J visas should check with ISS before accepting to tutor for pay.

### **Discrimination, harassment, amorous relationships and conflict of interest**

The *University Regulations* see [http://www.purdue.edu/faculty\\_staff\\_handbook/](http://www.purdue.edu/faculty_staff_handbook/) - outlines Purdue's policy on discrimination, sexual and other forms of harassment. (It also explains how to proceed if you believe you have been the victim of discrimination or harassment.) It is important to be aware that Purdue University will take and has taken incidents of harassment of students by a graduate instructor very seriously. Such incidents can lead and have led to immediate dismissal of graduate instructors in our department.

Purdue University has a policy that forbids amorous relationships between instructors and their students. Purdue's definition as to which (or when) relationships are to be labeled amorous is unclear. However, since our departmental policies (stated below) are stricter, this is not an issue.

It is against departmental policies to date or attempt to date a student enrolled in classes you teach or for which you grade. Do not invite any of your students (even as part of a group) to parties, dinners or a movie. Do not accept such invitations (even as part of a group). Wait until the student is no longer taking the class. You are required to inform R. Saerens immediately if you find yourself in a situation with a student, which might lead to a conflict of interest or might be perceived as one (for example, having family members, friends, people with whom you regularly socialize, people with whom you share living quarters, etc. enrolled as students in your courses). Though you might treat these students the same way you treat all your other students, they might perceive you as treating them more harshly (or claim that you do) while other students might perceive you as favoring them (or claim that you do). The Department prefers to prevent this from happening rather than possibly having to deal with problems later on.

### **Student-Faculty Relations**

Purdue policies and regulations concerning instruction are available at the [Student Teacher Relations](#) part of the Faculty-Staff Handbook. It is your responsibility to know the policies and procedures governing your employment.

