

# Faculty Assistants: Instructions for Faculty

(Revised August 22, 2018)

This document provides details of the general policy regarding Faculty Assistants, as well as instructions on how to use the Faculty Assistant System to post openings for approved Faculty Assistant positions at the iSchool.

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**Link:** Go to <https://fa.ischool.syr.edu> , then login with your NetID and password. See instructions on page 3.

## POLICY REGARDING FACULTY ASSISTANTS:

Please direct FA policy questions to Art Thomas, Associate Dean for Academic Affairs, [aphomas@syr.edu](mailto:aphomas@syr.edu) .

1. All full-time iSchool faculty, as well as part-time faculty on multi-year contracts at the iSchool, have been pre-approved for a budget that will support the hiring of a Master’s program graduate student to fill the role of Faculty Assistant (FA) at the \$11/hour pay rate for 10 hours per week during the period from the start of the Fall Semester through the end of the Spring Semester, as well as while teaching classes during weeks beyond this period (such as quarter-term online classes, or classes in special sessions such as Maymester).
2. Part-time faculty who are contracted on a course-by-course basis (not multi-year) who are teaching specific courses must first be approved for the hire of a Faculty Assistant. Part-time faculty should contact Art Thomas, Associate Dean of Academic Affairs, at [aphomas@syr.edu](mailto:aphomas@syr.edu) for approval to hire a Faculty Assistant before publicizing a position or selecting a student. If approved, you may be requested to share a Faculty Assistant role across class sections with other Part-time faculty, so it should not be assumed that you will have access to all 10 hours unless this has been approved. Specific courses that may qualify for such Faculty Assistant support are typically those that involve technical labs or very large classes.
3. More than one Faculty Assistant position may be allocated to one faculty member as long as the total hours and pay fall within the existing budget. Faculty who believe they are justified for more than the existing 10 hours/week should contact Art Thomas for prior approval of the quantity of hours or positions that you are requesting before publicizing positions or selecting students.
4. International students are limited to 20 hours per week of paid work while in school, but they may work more than this during periods where school is not in session. You and the selected student will be informed if SU records indicate that the work level of the position will mean that the student has a work hour total that exceeds this amount.
5. **Faculty Assistants may not perform any role involving a course that they could take, but have not yet taken, as a part of their own degree program, unless they can provide evidence to you of a formal course waiver prior to hire. Please ensure that your FA has previously completed, or formally waived, any course for which they will be in contact with course materials, assignments, exams, etc.. This restriction applies also to FA work with Undergraduate courses that are similar to those of a graduate-level in the same topic area. If you have any questions about this, please ask first.**
6. Faculty Assistants are not formal “Graduate Teaching Assistants (GAs or TAs)” and are therefore not permitted to teach classes for you on their own, to assign final grades to any portion of a student’s work

in a course, or to have exclusive authority to determine any component of a final grade for a class. Such activity conflicts with your ultimate role as Instructor as well as with the Master's level Faculty Assistant's peer relationship with students at the iSchool that could involve FERPA regulations. Please do not place your Faculty Assistant into these sorts of roles that create a conflict of interest for them. Faculty Assistants may pre-assess assignments for you to assist in your final grading, but you must be the one to assign final grades for any component of your course. This includes class attendance-taking: While you may have your FA gather attendance or participation records, you should have some means for ensuring general validity of records before assigning final grades for attendance/participation.

7. Faculty Assistants should be assigned roles that will broaden their knowledge or skills as information professionals under your direction. Roles such as mentoring students with assignments, groups, labs or other helpful information are certainly appropriate. Assisting you with research projects of any kind, gathering or distributing materials for courses, testing labs or sequences for you, pre-assessment of assignments to assist you with final grades, or performing some course administrative work that will help you with your instruction.
8. **You will be required to personally authorize a time record for time worked by your FA each week using the official online payroll reporting system through MySlice.** FAs will enter their time records of time worked, and then the system will automatically route this record to you for online authorization using MySlice. **Time records must be authorized by no later than end of day Wednesday of each calendar week.** Time reported must represent time worked by the FA between Thursday of the previous calendar week through Wednesday of the current calendar week. Delays on entry and approval of time records may delay payroll.

### **TO HIRE AN APPROVED FACULTY ASSISTANT THAT YOU HAVE SELECTED:**

If you have selected your FA through the automated Faculty Assistant System, please ensure that the chosen applicant status is marked "Accepted" and the posted position's check box for "Currently Viewable" is NOT checked. See further details on the use of the Faculty Assistant System continued below.

Please send an email with the subject line: "FA Hiring Request" to Maureen O'Connor-Kicak at [mokicak@syr.edu](mailto:mokicak@syr.edu). The email must come directly from your SYR email account and must contain the following information (you can copy/paste this information from your position posting):

1. Position effective date:
2. End date:
3. Reports to: (your name)
4. Student title: – Faculty Assistant
5. Hourly rate: \$11.00
6. Hours per week: 10
7. Location Syracuse: yes or no
8. Explain why the position is needed: (Default to the following: Assist faculty member in research, student mentoring for coursework, course administration and other duties that align with the student's degree program studies, and which further the student's knowledge in particular subject areas related to that degree program.)
9. Job Description: (Default to the following: The Faculty Assistant will assist the faculty member with research projects, gathering or distributing materials for courses, testing labs or sequences, pre-assessment of assignments to assist the instructor with final grading or with course administrative work, and mentoring students with assignments, groups, labs or other helpful information for course(s) taught by the supervising instructor.)
10. Responsibilities: (Put here the specific responsibilities for your FA)

*(continued next page...)*

11. Job Qualifications: (Default: Current Master's Program Student in good academic standing in the iSchool, with permission to work for the university for the quantity of hours per week required – typically 10 hours/week).
12. Specific Qualifications: (Put here the specific qualifications for your FA, such as having to have taken the course for credit and passed with a grade of ....., etc.)
13. Student's Name:
14. Student's SUID#:
15. Student's SYR Email Address:
16. Quantity of hours per week for their assignment to you as FA:
17. Course Number/Section or other information as appropriate for the position:

## TO POST AN OPPORTUNITY FOR A FACULTY ASSISTANT AND REVIEW/SELECT CANDIDATES:

We have an online system to post FA opportunities and receive applications from students.

**Link:** Go to <https://fa.ischool.syr.edu>, then login with your NetID and password. If you have not posted any positions into the system, you will be prompted to “Create A New Posting”.

### The procedure to use the system to post a new FA position is as follows:

Enter the following information: (Fields with an asterisk (\*) are required)

**Title\*:** A title of the position that will appear on the position list. We recommend that it include a course number if applicable.

**Position ID\*:** To generate a unique Position ID please use your NetID followed by a hyphen and a sequence number. Example (aphthomas-1; aphthomas-2). In the future, this will be automatically generated.

**Posted by\*:** The name of the person writing the post

**Currently Viewable:** Check this box to make the position viewable to applicants. (default)

**Priority Date:** (Use this to include a separate date only if you plan to review the application at a time before the application deadline. This informs the student that, although the application is due later, applicants who apply by this date will get priority)

**Class Title:** Course number, section code and term. (ex: IST645 M001 Fall 2017) Leave this field blank if your FA position is not associated with a course. If you have multiple courses or sections, then you should include each in the format above.

**Employer\*:** For Future Use – Defaults to “Syracuse University”

**Department\*:** For Future Use – Defaults to “School of Information Studies”

**Applicant prerequisite:** Any information about what the applicant must have completed or done prior to being considered for the position.

**Geographic Location:** The location where the majority of the work for this position will be located – such as “SU Campus” or other location if appropriate.

**Type of student accepted for position\*:** Choose the appropriate level of the position applicants that you are seeking – this should be restricted to “Graduate” for now.

**Pay Rate\*:** This defaults to \$11.00/hour which is the approved rate of pay for most all FA positions. Any other rate of pay should be approved prior to posting.

**Hours Available:** The total amount of hours per week that your FA should plan to work

**Job Type\*:** For Future Use – Defaults to “Student Employment”

**Job description\*:** (Default to the following: The Faculty Assistant will assisting the faculty member with research projects of any kind, gathering or distributing materials for courses, testing labs or sequences, pre-assessment of assignments to assist the instructor with final grading or with course administrative work, and mentoring students with assignments, groups, labs or other helpful information for course(s) taught by the supervising instructor.).

**Required Qualifications:** Freeform information on the qualifications needed or leave blank.

**Job Specific Qualifications:** Freeform information on additional details of qualifications needed or leave blank.

**Tools/Equipment:** Freeform information on any skills that involve specific software or hardware tools, special equipment or other devices needed for this position.

### **Additional System Functions:**

#### **Edits:**

You can edit your position at any time by going back to the main page and clicking on the “Edit” tab of the position. It will automatically update with any changes. At this stage, you cannot delete a position from the system, but you can disable it by un-checking the “Currently Viewable” check box described above.

#### **View Applicants:**

Click on “View Applicants” tab to view all applications for the position. You can sort applications by clicking on the right corner of each field. Click on “View” under the Action row to review an individual applicant’s profile and resume. You will not be able to view applications for other faculty members’ open Faculty Assistant positions.

#### **Rank Applicants:**

**Applicant rank:** With this field, you can select a rank for each applicant based on their qualifications – this information is not disclosed to the applicants.

1: Not Qualified ..... 5: Excellent Candidate

#### **To Accept an Applicant for a position:**

**Accepted:** Check the box located on the right side of the screen to select which candidate(s) you want to accept for your position. Make sure to click “Submit” to update the application. The accepted candidate will see on their list of applications that you have selected them for this position.

**Once you select the candidate(s) you want for a position please close the position to prevent further applications.** Once closed, applicants will not be able to find the position or apply to it.

#### **How to “close” a position:**

1. Go to the application main page
2. Click “Edit” under the Actions row for a specific position
3. Uncheck “Currently Viewable” field located under the “Posted By:” field
4. Click “Submit”

After closing a position, all the information about position, the application and the applicants remains stored and will remain accessible to the owner of the position. If you want to reopen the position again, just check the “Currently viewable” box.

#### **Hiring your FA:**

To complete the hiring of a Faculty Assistant, you must follow the instructions “TO HIRE AN APPROVED FACULTY ASSISTANT THAT YOU HAVE SELECTED:” in the previous section of this document.

**To go back to the main page, click on the “Hello!” tab in the upper right of the screen.**

**To Logout, click on the “LOGOUT” tab in the upper right of the screen.**

**Please note: The search icon in the upper right of the screen is reserved for future use.**

*Please direct FA System use questions to Andy Li, Project Leader for iConsult through Academic Affairs at [zli50@syr.edu](mailto:zli50@syr.edu).*