Nicole Eisenman, *The Drawing Class*, 2011, Oil and charcoal on canvas, 82” x 65”
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Welcome to the Department of Art & Art History at Hunter College!

Brief overview of the Department:
The Hunter Department of Art & Art History is a union of three distinct areas—Art History, Studio Art, and the Hunter College Galleries. Students in the department and in your classes may be artists or would-be artists, practicing in a wide variety of media; they may be studying art history and theory, or helping to curate shows and write catalog essays, gaining practical experience as well as knowledge. This variety of activities and study opportunities—and the diversity of our students and their interests—is a distinctive aspect of teaching in the Department of Art & Art History at Hunter College.

Hunter’s urban environment will also shape your teaching experience. It is inherently conducive to fostering each of the department’s areas of study: the global art world—an integration of production, curating, and historical analysis—is at our doorstep and is part of daily life at Hunter. The faculty actively uses our art-rich environment to meet our learning goals and we shape our courses to incorporate an engagement with our environment. (http://www.hunter.cuny.edu/art)

The best way to learn more about the department is to peruse our website. There you will find general information and many details about the department’s mission, its structure, and the many ongoing programs and initiatives.

Who’s Who:
You will find a complete list of faculty (including fellow adjuncts) and staff, and their contact information, on the department’s website under “contact us.” Below are listed faculty members who also serve administrative duties and key staff members whom you may need to contact. You may want to add the department’s main number (212 772 4995) to your mobile phone in case there is an emergency and you need to reach someone at the department.

Chair: Howard Singerman
howard.singer@hunter.cuny.edu

Staff:
Assistant to Chair: Wendy Ramirez
wramirez@hunter.cuny.edu; tel. 212 772 4995

Office Assistant: Anastasia (Staesi) Davis
ada0002@hunter.cuny.edu; tel. 212 772 4995

Administrative Coordinator: Hugh Walton
hwalton@hunter.cuny.edu; tel. 212 772 5459

IT Academic Coordinator: Christina Freeman
christina.freeman@hunter.cuny.edu
Graduate Advising Assistants: Zac Hale: zhale@hunter.cuny.edu
Sarah Hollars: shollars@hunter.cuny.edu
Laura Frantz: lfrantz@hunter.cuny.edu

Art and Visual Resources Librarian:
Steven Kowalik: skowalik@hunter.cuny.edu; tel. 212 772 5054

Faculty Administrators (2013-14):
Associate Chair of Studio Art: Gabriele Evertz: gevertz1@earthlink.net
Director of Undergraduate Studies in Studio Art: Reiner Leist: rleist.hunter@gmail.com
Director of Undergraduate Curriculum: Paul Ramirez Jonas: paul.ramirez.jonas@gmail.com
Director of Graduate Art Studio Art: Joel Carreiro: icarreiro@gmail.com

Area Heads (2013-14):
A full-time faculty member coordinates each area (loosely grouped by medium). They will be your prime contact for questions pertaining to your teaching; they may also call meetings, advise on curricular development, and help with hiring.

ArtLA 101: Reiner Leist: rleist.hunter@gmail.com
Ceramics: Jeffrey Mongrain: jmongrai@hunter.cuny.edu
Combined Media: Constance De Jong: dejong.constance182@gmail.com
Drawing: Lisa Corinne Davis: lisa.davis@hunter.cuny.edu
Graphics: position currently unfilled
Painting: Valerie Jaudon: vjaudon@gmail.com
Photography: Brian Wood: wbwood@verizon.net
Sculpture: Nari Ward: behold6@aol.com

Studio Monitors:
Each area has a College Assistant who coordinates the day-to-day functioning of studio facilities, including overseeing specialized equipment, ordering communal supplies, providing safety and instructional demonstrations, and organizing student studio monitors. These managers create the “Open Studio” schedule—times when your students can work outside of class—and can help you obtain storage lockers for your students. They will probably get in touch with you before the semester starts to begin coordinating the logistics of studio use.

101/Drawing: Tryn Collins: art_floormanager@hunter.cuny.edu
Ceramics: Paul Krause: paulkrause@gmail.com
Combined Media/Photography: Christopher Burick: christopherburick.hunter@gmail.com
Graphics: Jiyoun Park: jiyoun.hunter@gmail.com
Painting: Shawn Powell: hunterpaintingstudio@gmail.com
Sculpture: David Wilson: djonwilson@gmail.com
Locations and Hours:
Offices and classrooms are located in the Hunter North (HN) Building. The Art & Art History Department Office is located in room 11054, on the 11th floor, as are the majority of faculty offices, studio classrooms, and critique rooms. The exceptions are the ceramics studios, which are located in the basement of Thomas Hunter Hall (the building immediately next to Hunter North on the same block) and the drawing and ArtLA 101 classrooms, which are located on the 16th floor of Hunter North (room numbers HN 1600, HN1603, and HN1604). On the 16th floor HN you will also find the Zabar Art Library (room HN1608), a branch of Hunter’s main library that caters specifically to art and art history students and which is run by the art and visual resource librarian, Steven Kowalik.

The department office is open from 9:30 am to 5:30 pm, Monday through Friday. It is closed for lunch from 1:00 to 2:00. These hours are subject to change. In addition, some staff work limited hours. If you are teaching in the summer or in January, you should check with the department for hours of operation as they may be more limited than those listed above.

Please note: Use Elevator Bank A to reach departmental floors; the elevators are express elevators and do not stop at every floor. Cars A1-A4 go from the C-Level to the 3rd floor, skipping the 4th-9th floors, then stopping at the 10th-15th floors. You'll need to get off the 15th floor and walk up a flight to get to the 16th floor. Only car A5 stops at every floor from C-Level through 16.

Beyond Hunter North, the department’s facilities include: The Bertha & Karl Leubsdorf Art Gallery, located on the ground floor of the West Building, and the MFA Building, located at 205 Hudson Street (Tribeca), which houses the MFA and BFA studios and a gallery. The East Harlem Gallery is in the Silberman School of Social Work, (119th St. & 3rd Ave).

Special lectures, symposia, and conferences organized by the department take place in various locations across the Hunter campus.

Paperwork/Contract:
Upon your appointment, you will receive a packet from Wendy Ramírez that you must complete fully. You will not be able to get an ID or have access any Hunter email, online systems, or resources until your paperwork is complete and fully processed through a cumbersome Hunter bureaucracy, so we encourage you to fill out the paperwork as soon as possible and submit it to Wendy.

Online Verification of Employment:
Before the semester starts, you will receive an email from Human Resources letting you know that your paperwork has been processed by the college: the email will provide you with instructions and you must then verify your teaching appointment via the Adjunct Employee Management System.

https://orapp.hunter.cuny.edu/411/e411.adjunct_wr_pkg.login
Without verification your paper work will not be processed by the payroll dept. Here you will also have to complete the Workload Form and indicate if you are employed by another CUNY institution.

Note: If you are hired as a Visiting Professor, your verification is handled differently; please contact Wendy directly.

**Hunter NetID Activation:**
In order to log-in to the Management system, or to use any of Hunter’s online resources, you must first receive your Hunter NetID (which is assigned by Human Resources) and activate it here: [https://netid.hunter.cuny.edu/login?next=/](https://netid.hunter.cuny.edu/login?next=/)

Our Human Resources representative is Lauren Coleman; 212-650-3890 (lauren.coleman@hunter.cuny.edu).

Additional resources available with the HunterNetID can be found below in the CUNY-wide Systems section of this manual.

**Studios and Classrooms:**
At the beginning of the semester you will find a key for your classroom in your mailbox, located in the department’s main office (for more info about your mailbox see Communication section in this manual). You should receive an email from Hugh Walton letting you know that the key is available for pick up. If you don’t find a key in your mailbox, you should contact Hugh directly. At the end of the semester you will receive an email from Hugh requesting return of the key.

Your Studio Monitor (see list on page 3), in coordination with Hugh and your Area Head, oversees the functioning of your classroom facilities. The monitor organizes student lockers, facilitates open studio hours, conducts safety and instructional demonstrations, orders supplies… and that’s just the tip of the iceberg. As you can imagine, an area like Ceramics has very different facilities and needs than an area like Combined Media or Drawing; please learn the proper procedures for your area as soon as possible.

The Studio Monitor can also give you information on finding and using the area’s AV cart(s). Most studios are equipped with Macintosh computers that are connected to projectors. All computers carry the Microsoft suite (including PowerPoint). To connect to WiFi network, enter your NetID and corresponding NetID password on the purple page that will pop up. You do not need a password to access classroom computers. If for some reason the computer is logged out, please choose the “faculty/staff” account and enter the password: hunter.

If you have further computer-related questions please contact your Studio Monitor. You may also contact Classroom Technology Services (The Audio Visual Center), located on the in room 333 Hunter North (212 772 4943, av_res@hunter.cuny.edu).
No food or beverages other than water and coffee/tea in closed lid containers are allowed in the classrooms. Some studio art classes run multiple hours, however, so feel free to use your discretion.

If you rearrange the classroom, please put everything back in order at the end of the class and allow time for cleanup. Custodians do not clean these studios, so it is up to us to maintain humane working and teaching conditions. If you have any room issues, please contact your studio monitor.

At certain points in the semester (such as for a midterm or final critique), you may wish to reserve the large critique room located across from the main art office. To do so, please contact Wendy Ramirez (wramirez@hunter.cuny.edu).

**Students:**

In your undergraduate classes you will encounter studio art and art history majors, as well as students from other majors who take your class as an elective. The students in your class will span a full range from those struggling with the English language to honors students who could be at the top of the class in any U.S. university. Their level of preparation for college also varies widely. In addition, many of our students work full time, or have significant family obligations. They are, for the most part, earnest hard workers with a strong desire to learn. But attending classes and completing the work may be a challenge for some of them. In other words, teaching here involves a balance of teaching with high standards to the brightest students, and paying attention to students who might get lost in the shuffle.

Because of the diversity of our students’ backgrounds, many faculty members find it helpful to distribute a questionnaire on the first day of class. This questionnaire could cover anything from their previous art experience to their expectations of the class.

For the most part, our students won’t ask for mentoring. But they will be receptive to it. We understand that mentoring students take time, but we encourage you to reach out to our students, who would certainly benefit from your guidance. And mentoring can be a particularly rewarding aspect of the teaching experience.

Over the course of the semester, students may approach you with questions concerning their overall course requirements or other aspects of their major. Please advise students to direct their queries to undergraduate or graduate advisors who hold regular walk-in office hours, which are posted on the departmental website and bulletin boards on the 11th floor. More specific information on the undergraduate major in art studio is available here: http://www.hunter.cuny.edu/art/studio-art/undergraduate-program-1/undergraduate-program

If you have students struggling with issues outside of class to the point that it affects his or her work, please contact the Chair or Associate Chair. Other useful information is available
over the semester begins, or in person during the first class session.

You are encouraged not to register additional students once a class is full. Please keep the following items in mind. The enrollment for each class varies based on the type of course and the medium involved (ex. 101, Advanced Photography, Unconventional Drawing, etc.). You should be especially careful about overfilling classes that require extensive use of limited equipment. The maximum number of over tallies is 2, but you are encouraged to contact the area head as well as the studio art chair prior to giving permission, as over-tally may result in the cancellation of other classes short a student or two at registration. This should be a last resort on rare occasions.

It is important that you keep track of how many students you are adding to your own roster. (Staesie and Wendy cannot keep track of the enrollment of individual classes.) You can find enrollment numbers for your class on CUNYfirst (explained in the CUNY-wide systems section below). If you do give permission to an undergraduate student to over tally, the student must show written permission from you (either an email or signed over-tally form) to Staesie in order to be able to register. Graduate over tallies are handled differently, and you must contact Laura, Sarah, or Zac.

Auditors:
Undergraduate studio art courses are popular among auditors. All auditors must obtain permission from the instructor before auditing a course. It is your right to decline auditors. Our current policy specifies that there should be no auditors allowed in graduate classes. On the first day of class, the auditor(s) intending to sit in on your class should request your permission. Auditors in undergraduate classes will count against enrollment and will take away seats from registered students. Under no circumstances should you allow an auditor to take a spot away from registered students (matriculated or non-matriculated). You should also take into account your studio’s capacity to accommodate multiple students safely and efficiently. Contact your area head for guidance on this issue.

Room Changes:
If you would like to change your classroom, you must have your request approved by the Associate Chair of Studio Art (Gabriele Evertz) before it is submitted to Wendy. Please copy Wendy on your request to Gabriele.

Schedule and Calendar:
Each class comprises of 14 sessions and 1 final exam session (for a total of 15 sessions). In classes without a final exam, the final class meeting should be during exam week. You
should consult the Hunter academic calendar while preparing your syllabus to account for all holidays, changes to your regular class meeting days, and special exam week schedule.

In order to assure that every class meets 14 times with all holidays observed, the Hunter academic calendar will sometimes switch meeting days. For example, it may indicate that a particular Tuesday follows a Thursday schedule. Therefore, if your class meets regularly on a Thursday at 4pm, it will meet on that particular Tuesday at 4pm. If your class meets regularly on Tuesdays, it would not meet at all that particular week. It is imperative that you follow this main calendar because student’s schedules in other classes will be adjusted accordingly.

You can find Hunter’s academic calendar on Hunter’s main page: http://www.hunter.cuny.edu/main/ (scroll down on right margin).

**Syllabi & Policies:**
A Hunter College syllabus template can be found here: http://www.hunter.cuny.edu/provost/repository/files/Hunter College Syllabus Checklist.pdf/view

**Academic Integrity:**
Your syllabus must include Hunter’s statement on Academic Integrity:
“Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.”

Note: If you would like to use an online plagiarism prevention tool, Hunter supports Turnitin and SafeAssign. You can find information on setting up accounts and training here: http://www.hunter.cuny.edu/it/it-services/plagiarism-prevention-tools-safeassign-and-turnitin

If you would like to report a violation of the policy, please consult the webpage of the Office of Academic Integrity: http://www.hunter.cuny.edu/studentaffairs/deanofstudents/student-conduct/academic-integrity. On the left hand margin, you will find useful links, including “Procedures for Reporting Violations and “Reporting Violations Flowchart.”

We encourage you to alert the Associate Chair for Studio Art (Gabriele Evertz) of any violation; they will be happy to advise/assist you during the procedure.

**Accessibility/ADA policy:**
Your syllabus must also include the following Accessibility statement:
“In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and
accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical, and/or Learning) consult the Office of AccessABILITY, located in Room E1214B, to secure necessary academic accommodations. For further information and assistance, please call: (212) 772-4857 or (212) 650-3230.”

Your student roster may include students with disabilities and special learning needs. It is Hunter’s policy that instructors accommodate students with special needs. Students will approach you during the semester to let you know about their special requirements. They should be registered with the Office of Accessibility, which will contact and assist you with accommodating the student.

**Attendance:**
Hunter College allows instructors to set attendance policies. We recommend that you take attendance before every class, put an attendance policy on your syllabus, and discuss it with students in the first class. A sample policy might read as follows:

Attendance is mandatory, and any absence will affect your grade negatively. In the case of an emergency or illness, a note from your doctor or dean is required. If you miss three (3) or more classes, you risk failing this course. If you arrive late to class, after attendance has been taken, you will be considered absent.


**Instructor Absences:**
You are expected to teach/attend every class session. If you miss a class, you are required to make it up at a time agreed upon with your students, unless you have received permission to do otherwise from the associate chair of studio art. In the event that you must miss a class unexpectedly, notify your students as soon as possible via email. And please contact Wendy or Staesi so they can put up a sign on your classroom door.

**Grading:**
You are responsible for submitting all grades via CUNYfirst, and will be given a due date toward the end of the semester. If you miss the deadline, you will be required to submit all grades manually.

Hunter’s grading guidelines can be found here: [http://catalog.hunter.cuny.edu/content.php?catoid=18&navoid=2010](http://catalog.hunter.cuny.edu/content.php?catoid=18&navoid=2010)

You should also consult these guidelines for rules on credit/no credit requests and for appropriate grades for students who stop attending class but do not withdraw officially.

You may give a student a grade of incomplete at your discretion. If you do so, there are three important steps that must be followed:

1) Student must get an Incomplete Form from the Oasis (HN217)
2) The student must submit the form to you for your signature.
3) Once work is complete, you must submit this form, along with a completed change of grade form to Wendy or Staesi. (Change-of-Grade forms are available in the Records Office (HN238) or in the department office

Information on the student grade appeals process can be found here:
http://www.hunter.cuny.edu/provost/repository/files/COLLEGE-WIDE%20GRADE%20APPEALS%20PROCEDURES%205-4-05.pdf/view

If one of your students appeals a grade, please feel free to contact the Associate Chair for Studio Art (Gabriele Evertz) or your Area Head for assistance.

Communication:
The bulk of communication carried out on college and departmental levels is done via email. Please make sure to give Wendy your personal email if you prefer the department to use it. You will also receive announcements from the college via your Hunter email. Since many announcements are time-sensitive, it is essential that you monitor your Hunter College email regularly (or forward it to another email address). In addition to electronic communication, the department also maintains mailboxes housed inside the main office. You will be assigned a mailbox. You should check it periodically for classroom keys, fliers, paystubs, and teaching evaluations-related correspondence. You can use the mailbox for submission of student papers or leave papers for student pick-up. Students don’t have access to your mailbox, but departmental staff on duty can deposit or retrieve materials for students.

Online newsletter:
Make sure that you subscribe to the departmental newsletter, which is emailed every Friday to faculty, staff, and students. You can also find a link to it on the department’s website. The newsletter provides information about upcoming events that are organized by the department through its various initiatives, as well as a wide range of faculty news (exhibitions, lectures, publications, etc.). Among the initiatives are: Judith Zabar Visiting Artist Program, the Artist’s Institute, The Kossak Painting Fellowship, and Cisneros Initiative for Latin American Art. You are encouraged to submit announcements that pertain to your professional activities that you would like to share with the listserv by Friday at noon. You can subscribe or submit announcements by sending a message to:
hunterartnews@gmail.com or shollars@hunter.cuny.edu.

Office hours:
Your contract should stipulate whether or not you are required to hold weekly office hours and if so, how many per week. If you are to hold regular office hours, you should let your students know about time and location. You can use the main advising room located within the department’s main office, but you have to schedule with the department first (contact Staesi).
Faculty Observation:
At some point during the semester you will receive an email from a faculty member about setting up a time to come to your class session and observe you teaching. This is standard procedure and is administered every semester before or around your tenth class. Afterward, you will receive an evaluation of your performance. You should review it, and if you don’t have any questions or concerns, sign and return it to the observer who will submit it to the department. Please note that signing the observation means that you have read it, not necessarily that you agree with it. In case you have questions or concerns, you can request a conference with your observer. The evaluations are kept on file at the department. As adjunct faculty, you will not be asked to observe other faculty members.

Student Course Evaluations:
At the end of the semester, students will be asked to fill out an online course evaluation. Student participation has decreased considerably since evaluations went online. Therefore, we encourage you to allow 15 minutes at the end of one class during the evaluation period (near the end of the semester) for students to do the online evaluations in class on their laptops (or on borrowed laptops in the Zabar art library). Student evaluations will be helpful to you in the future, so we thank you for your help in improving student participation. The results will be made available to you electronically; you will be notified by email.

Change of Address:
If you move, you are responsible for registering your new address with the Human Resources Department (Hunter East 1502). The form can be found here:
http://hr.hunter.cuny.edu/forms/Change%20of%20Address%20Form.pdf

ID Card
After your paperwork is complete and fully through the system, you may obtain your ID card (the Hunter OneCard) at the office located in Hunter West, room 126). You must use it to enter all Hunter Buildings, the library, etc.

CUNY-wide systems: CUNYfirst, CUNY Portal, Blackboard, Hunter NetID
Each can be accessed from Hunter College home page: http://www.hunter.cuny.edu/main/ (tabs are located at upper right).

If you need help with accessing and learning how to use any of the CUNY-wide systems, you should visit Instructional Computing and Information Technology Department located in Thomas Hunter Hall, 4th floor; ask for Faculty and Staff Help Desk. It’s a bit hard to find, but can be invaluable if you are feeling thwarted by these systems. Or you can start with the Help Desk’s webpage: http://www.hunter.cuny.edu/it/it-services, which offers many online tutorials and “how to” manuals.

You will need to use the following computerized systems:
CUNYfirst
CUNYfirst is a CUNY-wide integrated resources and services tool. You will need to register for CUNYfirst in order to (1) access your class schedule, (2) access and verify attendance roster, and (3) submit your final grades. After the semester begins, you will be asked via email to verify your attendance roster, this is done through the CUNYfirst site, and your time to do so is limited, approximately two weeks. It is imperative that you confirm student attendance, as financial aid depends upon it. The same goes for the final grade roster. At the end of the semester, you will be asked via email to submit your final grades using CUNYfirst.

You are encouraged to upload your syllabus and textbook information to your course on CUNYfirst.

For training and self-service guides for CUNYfirst go to:
http://www.hunter.cuny.edu/cunyfirst/faculty-and-staff/campus-solutions/cunyfirst-training-and-support

Blackboard
The electronic site for the course(s) that you are teaching is automatically created on Blackboard, the learning management system through which you can manage your communication with the students. You and your students have access to your course, but you will still have to activate it so your students can see the content that you are posting and uploading. It is not required that you use Blackboard in your course, but it is a convenient tool for posting announcements, assignments, exams, as well as to manage and calculate your grades. Blackboard offers tutorials on how to use it on its website. You can also consult materials prepared by the Instructional Computing and Informational Technology Department: http://www.hunter.cuny.edu/it/blackboard/blackboard-9.1-faculty-resources.

Hunter Net ID
Every student, staff or faculty member at Hunter is issued a NetID. NetID is used for signing your appointment letter (as noted above), rosters with pictures, teacher evaluations networked services, including email, wi-fi access and library resources. Here are some important links that you will use throughout the semester using your Net ID:

Net ID Central (Email set-up, Changing Password, Etc.):
https://netid.hunter.cuny.edu/login?next=/

Adjunct Employee Management System:
https://saturn.hunter.cuny.edu:4443/pls/sims/sims.adjunct_pkg.login

Online Webroster (student pictures):
You can access rosters from CUNYfirst as well.
Hunter Email Account:
https://mail.hunter.cuny.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.hunter.cuny.edu%2fowa%2f

Viewing Teacher Evaluations:

CUNY Portal
CUNY Portal offers information about the entire CUNY system. It is geared toward all CUNY employees and students. It is worth browsing through this extensive website as it offers information about CUNY-wide faculty initiatives. You may register and login here:
https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp

Resources, services, teaching aids and supplies:
Office facilities and electronic equipment:
The Department does not have any offices or electronic equipment intended for exclusive adjunct faculty use. You are, however, welcome to use the computer and printer in the advising room located adjacent to the main office (HN11061). It is available on a first-come, first-served basis, and you cannot use the room during other faculty member’s scheduled advising office hours. The schedule is posted in the room as well as outside the room, to the right of the doorframe. If you decide to hold regular advising hours for your students, you are welcome to use the advising room. You must to arrange days and times with Staesi.

Copy machine and Hunter Duplicating Services: You are welcome to use the departmental copier (ask Staesi for the password) to copy materials that relate to preparation for your Hunter classes. You should not use this copier to make duplicates of syllabi or handouts, however; those should be done through Hunter’s Duplicating Services. The department has pre-approved Duplicating Request Forms (ask Staesi for their location), which you will need to fill out and submit with one copy of the document you wish to duplicate. The Duplicating Services office location and hours of operation are indicated on the form. It takes at least 48 hours to process your order.

Images:
Although the department doesn’t have scanning equipment available to adjuncts, you can request scans needed for your class. If you wish for the Department to make scans for you, drop of your materials with Steven Kowalik (Zabar Art Library, 16th floor, Hunter North). Steven will require at least 48 hours to complete the order. Hunter subscribes to ARTstor.
You can create an account with ARTstor using your Hunter user ID. Hunter maintains its own image database called Image Kiosk. You have full privileges to use it. For more information visit Zabar Library homepage: http://library.hunter.cuny.edu/about/zabar

Teaching and research aids:
The Research Guides section accessible from Hunter library’s main page includes a research guide to Art. This could be a useful resource for you and your students.
Hunter also has a Reading and Writing Center with guides for citations, research, etc. [http://rwc.hunter.cuny.edu](http://rwc.hunter.cuny.edu). The center also offers writing assistance. Many of our students are not native English speakers, or struggle with writing. Therefore, you should encourage students in need of writing assistance to take advantage of this resource. A student can visit it as needed and take “potluck” on whom he or she sees, or if the student initiates contact early in the semester, he or she can schedule weekly appointments with the same tutor. The tutors at the writing center are an excellent Hunter resource and students of all levels can benefit from their expertise.

**Books and periodicals:**
As an adjunct, you have full borrowing privileges from all colleges within the CUNY system. The library handles interlibrary requests for materials within and outside of the CUNY system. For more information about Hunter main library faculty support go to: [http://library.hunter.cuny.edu/services/faculty](http://library.hunter.cuny.edu/services/faculty)

In addition, you are entitled to apply for a Manhattan Research Library Initiative (MaRLI) pass, which provides access and borrowing privileges to a number of academic and non-academic libraries within New York: Bobst Library, NYU, Columbia University libraries, NYPL. To apply for MaRLI access, you need to obtain a NYPL library card. After that, complete the online application at [http://www.nypl.org/help/finding-things/MaRLI-application](http://www.nypl.org/help/finding-things/MaRLI-application)

**Textbook ordering for your class:**
You have two options for ordering your textbooks. You can place your order either with Hunter College Bookstore or Shakespeare and Co. Hunter Bookstore is located on the ground floor of the West Building. Shakespeare and Co. is located on Lexington Ave., btw 68th and 69th Streets. It takes several weeks to process your order.

**Course Reserves:**
Course reserves are processed and held at Hunter’s main library (East Building, 3rd floor, main circulation desk). You will need to speak with someone at the main circulation desk on the 3rd floor, and fill out appropriate forms for each item to be placed on reserve. Hard copies will be placed on regular course reserve. If you provide the library staff with copies of articles that you wish to place on course reserve, you can request the library to make pdf scans and post them on electronic reserve. Once your order is processed, you will receive an email from the Course Reserves staff letting you know what your access password is for electronic reserve. You will need to provide your students with the password. (Note that the library is very busy with such requests at the beginning of the semester, so you should bring your requests in as early as possible.)

More information on this process, including contact information and online forms, can be found here: [http://libguides.library.hunter.cuny.edu/reserves](http://libguides.library.hunter.cuny.edu/reserves)
Software:
As an adjunct faculty you are entitled to some free computer software, including Microsoft. You will find information on the CUNY eMall tab at the top of the page after you've logged into CUNY Portal.

Faculty Dues:
Each year, the department asks the entire faculty for annual dues, which go toward the cost of the end of semester luncheons and other group faculty initiatives. The amount set for adjunct faculty is currently $5 per course (fees are adjusted occasionally). You will receive an email from the Department as to when to submit the dues.

Future Employment:
Your appointment is for one semester (or in some cases, if expressly stated in your appointment letter, one year), and expires at the end of that period. If you would like to teach for the Department again in subsequent semesters, you should contact the faculty member who serves as your area head and cc the Associate Chair of Studio Art (the position currently held by Gabriele Evertz) as well as the Assistant to the Chair (Wendy Ramirez). You should specify what courses you would like to teach and when you are available. Please note that the Department cannot guarantee any such subsequent appointments.

Please be aware, too, that scheduling usually happens late in the preceding semester and depends upon registration and funding.

Notes:
The intention behind the manual is to make your teaching experience at the Department of Art & Art History as smooth as possible. This manual should be used in addition to the general Hunter Adjunct Handbook, which can be downloaded from the Hunter main webpage: http://www.hunter.cuny.edu/fda/fda-resources/faculty-handbooks/adjunct-faculty-handbook. Although slightly out of date (it doesn't provide any information about the recently introduced CUNYfirst), the Hunter Adjunct Handbook provides valuable information that will help you navigate through Hunter’s complex bureaucracy. It offers, for example, additional information about facilities and services, administrative procedures, the academic calendar, teaching expectations, syllabus content and format, information on your union, and advice about instructor-student communication. Created specifically for incoming adjunct instructors, it also includes answers to the many “how to” questions, such as: how to obtain Hunter ID, how to make copies of your syllabus, how to inquire about your payroll status. It also explains the rights and restrictions that come with your status as an adjunct.

This manual was created to help you gain better understanding of the Department of Art & Art History, its routines and ways of communication, to provide information about its faculty, staff, and students, and to explain procedural matters that relate to your teaching appointment. If you do not find answers to any of the questions or concerns that you may have prior, during, or after your appointment, please do not hesitate to contact the department.
Hunter College Contacts:

AccessABILITY Office (for all students with documented disabilities):
(212) 772-4857; Room 1214B Hunter East

Audio Visual Center/Classroom Technology Services:
(212) 772-4943; av_res@hunter.cuny.edu; Room 333 Hunter North

CUNY Alert (weather and emergency notifications):
http://www.cuny.edu/news/alert.html

Facilities:
Any regular facilities issue should be reported directly to your studio monitor and area head. If you have an after-hours emergency, the facilities department can be reached at 212 772 4422.

Faculty & Staff Help Desk (email, CUNYfirst, etc):
(212)-772-4357; helpdesk@hunter.cuny.edu; Thomas Hunter Hall, 4th Floor
http://www.hunter.cuny.edu/it/get-help

Human Resources Department:
(212) 772-4451; Room 1502 Hunter East

Library:
(212) 772-4143; 3rd floor Hunter East

OneCard (Hunter ID):
Room 126 Hunter West

Payroll:
Lauren Coleman; 212-650-3890; lauren.coleman@hunter.cuny.edu, Rm 1501 Hunter East

Public Safety:
In the case of any on campus emergency: (212) 772-4447;
http://www.hunter.cuny.edu/publicsafety

Student in Crisis Counseling Guide Information:
(212) 772-4931; personalcounseling@hunter.cuny.edu; Room 1123 Hunter East
http://www.hunter.cuny.edu/studentservices/counseling-and-wellness/pcs/facultyguide

Zabar Art Library:
(212) 772-5054; skowalik@hunter.cuny.edu; Room 1608 Hunter North
**Checklist & Quick Reference Guide:**

**Before the semester starts make sure that you have:**
- Signed your contract
- Verified your appointment via the Adjunct Employee Management System
- Received a Hunter OneCard
- Received a Hunter email account
- Signed up for CUNYfirst
- Consulted Hunter College academic calendar and verified dates of your class sessions
- Submitted syllabus to duplicating services
- Set up regular and/or electronic course reserve
- Signed up for CUNY Portal for access to Blackboard
- Uploaded materials to Blackboard and activated the site
- Picked up your classroom key from your departmental mailbox
- Printed out your class roster from CUNYfirst

**On the first day of class:**
You will be approached by students who want to over tally your course and by auditors who wish to sit in on your class.

**Issues that will arise during the semester:**
**Student attendance:** one or two weeks into the semester you will be asked via email to verify your student attendance roster on CUNYfirst, you will be given instructions on how to do it and the deadline by which to submit your class attendance roster.
**Syllabus for next semester:** if you are scheduled to teach the following semester, you will receive an email from the department asking you to submit your course description for the next semester.
**Faculty observation:** approximately half way through the semester, a faculty member will contact you to set up a time for him or her to observe you teaching.
**Student evaluations:** two or three weeks before the end of the semester you will receive an email asking you to remind your students to fill out online class evaluation form.
**Final grade submission:** you will receive an email with instructions how and by when you should submit your final grades using CUNYfirst.
**Keys:** you will receive a reminder from Hugh to return the classroom key as soon as your class ends.
Addendum: Overview of ArtLA 101 curriculum and procedures

As the introductory class into the entire Hunter Department of Art and Art History, ArtLA 101 plays a very important foundational role. It is a liberal arts class in the studio environment, hence the “LA” in ArtLA. The purpose of the course is to introduce students to the basic concepts of visual thinking and culture through hands-on studio-based projects supported by readings as well as verbal and written analysis.

The majority of the students enrolled in ArtLA 101 are non-majors and do not intend to become art majors. For those who do decide to take further courses from the Art Department, this class is a prerequisite. ArtLA 101, like the other art courses at Hunter, presents a unique challenge to us as studio faculty working in a liberal arts framework: to provide students with a dynamic and thorough grounding in visual art while being sensitive to the diverse and heavy course loads and outside employment most of them carry.

ArtLA 101 is an introduction to visual thinking and the creative process geared toward a broad array of students. It is not a traditional art school foundation but an introduction to visual thinking as both discourse and making. As conceived by Tony Smith, each section of ArtLA 101 is split into two classes with two different instructors so that students are simultaneously exposed to the varied approaches of different artists. Please meet with your teaching partner as soon as possible to co-ordinate assignments, material needs, gallery- and/or museum visits etc.

Using hands-on projects, readings and writing, ArtLA 101 should challenge students to consider the parameters of what art can be. Ideally lateral thinking, close analysis and a recognition of how concepts are embedded with materiality and context will instill creative models for experimentation and problem solving. Assignments should be an invitation to work with a genuine sense of self-investment and discovery. To achieve this, students need to work with their hands, work with simple materials, learn about eye-hand engagement, and follow quick spontaneous processes and then longer processes that require a series of transformations of materials, method or vision. They need readings and lectures to set the stage, critiques to frame the issues, peer interaction for motivation and mutual learning.

Syllabi are required by college policy for all classes and must include the following: the course title, the instructor’s name, office location, office hours, office telephone, e-mail address, learning goals, required textbooks and other readings, grading policy, dates and times of examinations – including the final exam, due dates of papers and other assignments, and policy on late papers, late grades, attendance policy, credit/no credit and incompletes. A copy of your syllabus needs to be on file with the Department of Art and Art History within two weeks of the start of the semester.

The Department requires that all classes meet for 15 days as per the academic calendar and meet an additional 16th day for final critique during the exam period. Please notify the department as soon as possible in case of any absences and arrange for a substitute to be
approved by the chair.

**Grade Averaging:**
The final grade for each student will be based on an agreement between the two instructors who may either average their two grades numerically or arrive at a grade by discussion.

**ARTLA 101 Material Fees:**
The administration has mandated that many departments, including ours, collect undergraduate course fees as additional tuition. As a result, all students taking ArtLA 101 courses are now being charged a $25.00 per-semester fee. Because each ART LA 101 class is comprised of two sections, the $25 fee is halved and becomes $12.50 per student per section — this will be used to purchase general supplies for the classrooms. In most cases, additional supplies will be needed for individual sections and should be listed on the syllabus to be purchased at stores by students. If asked by students, you may explain that the fee only covers a limited supply.

The general supplies will include cleaning equipment (paper towels, brooms and dustpans) classroom storage equipment and a few items of shared bulk materials. The rolling cabinet in each room currently stocks some pencils, clamp lights, artist tape, hot glue guns, glue, rulers, scissors, box cutters, paper towels, and rolls of white butcher paper. Once the semester begins, purchases will be made for additional rolls of oversized paper, plaster, and x-acto knives. All these tools and materials are to be used in the classroom, stored in the locker and not distributed. These materials are to be shared by all sections. Therefore if one section requires excessive amounts of a single material, students should be required to purchase their own.

**Distribution of class materials:**
Rolling cabinets are secured with a combination lock. The combination for each rolling cabinet is 1600, 1603, or 1604 (as relating to your specified classroom); simply dial in the number on the underside of the lock, push up and then pull down.
and stop at the third number.

**Storage:**
There is a small amount of storage space in each classroom for each instructor's individual materials and projects. One locker will be labeled with your name; it's up to you to bring a lock if you feel these materials should be secure.

**Reiner Leist** will serve as the Area Head overseeing all adjuncts, including all faculty teaching ArtLA101. At least one voluntary meeting of the entire ArtLA 101 faculty will be scheduled during the semester – please make sure Reiner Leist and the department have your updated contact information.

The staff member who manages these facilities is **Jean Seesdadt**. If you have issues regarding the classrooms or supplies, please contact her at:
[art_floormanage@hunter.cuny.edu](mailto:art_floormanage@hunter.cuny.edu)