

# Teaching Resource Guide for Full-Time and Part-Time Faculty



Office of the Provost  
*in collaboration with the  
Senate Ad-Hoc Committee on  
Non-Tenure Stream Faculty*

University of Pittsburgh  
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This **Teaching Resource Guide for Full-Time and Part-Time Faculty** has been developed to provide all faculty with some helpful University resources, tools, and information that are designed to enhance your teaching role as a faculty member at the University of Pittsburgh. Pitt is deeply committed to its support of all faculty in their instructional responsibilities. **Please be sure to check with your department, division, or school to obtain information and resources that may be specific to your school or regional campus.**

Included in this document is information about the academic calendar, accessing class rosters and posting grades through the Faculty Center, academic integrity, resources available to faculty through the University Center for Teaching and Learning, professional development for faculty, and websites at Pitt that contain useful information for all faculty.

## **UNIVERSITY'S ACADEMIC CALENDAR AND IMPORTANT DATES**

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The University's academic calendar contains important dates such as:

- Term Dates
- Add/Drop Periods
- Holidays/Breaks
- Final Exam Periods
- Enrollment Deadlines
- Monitored Withdrawal Deadlines
- Grade Submission Deadlines

For other dates and additional information, please see the academic calendar here: <http://provost.pitt.edu/students/academic-calendar>.

Please be sure to check with your department, division, or school to obtain calendars and important dates that may be specific to your school or regional campus.

## **THE FACULTY CENTER**

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The Faculty Center is the central online location for accessing course information. You will need your Pitt username and password to access the Faculty Center. To access the Faculty Center, log into the my.pitt.edu portal and click on "Faculty Center."

Once you have logged in to the Faculty Center, click on Self Service. You will be able to access your schedule and your class rosters through the Faculty Center. The Grade Rosters will appear in your Faculty Center once they have been generated for the current term.

If you require detailed help, before you click on Faculty Center Login, click on 'Learn More' (listed under the Faculty Center Login). The online links, Recording Final Student Grades Online and

Recording Mid-Term Student Grades, allow you to choose either a PDF file or a video on how to record grades.

Additional information on grades, including the grading system and grade options, can be found on the University Registrar's website: <http://registrar.pitt.edu/grades.html>.

## ACADEMIC INTEGRITY

Academic Integrity at the University of Pittsburgh is based on set of principles and guidelines described in <http://provost.pitt.edu/faculty-resources/academic-integrity-freedom/academic-integrity-guidelines>. These guidelines are used by each unit or school to produce their Academic Integrity code, usually posted on the school's web site. If you encounter any academic integrity issue, contact your Department or Division Chair, Associate Dean or Vice President for Academic Affairs, or Program Director.

## THE UNIVERSITY CENTER FOR TEACHING AND LEARNING

“The Teaching Center”

Website: <http://www.teaching.pitt.edu/>

Email: [teaching@pitt.edu](mailto:teaching@pitt.edu)

Phone: 412-624-3335

The Teaching Center is a centralized resource for faculty seeking support for course design and development, teaching, assessment, and educational technology. If you are assigned to teach in a traditional face-to-face classroom, online, or in a course that combines both delivery methods, the Teaching Center can help you deliver high quality, student-oriented instruction.

### Course Design and Development

Instructors who are developing a new course or revising a pre-existing course may benefit from working with an instructional designer. Instructional designers apply research-based learning and instructional theory to course development. Course design can include all or some of the following components:

• Drafting the syllabus	• Organizing and sequencing information
• Creating clear expectations	• Developing tests and other evaluation measures
• Selecting instructional strategies	• Selecting grading strategies
• Creating lesson plans	• Increasing student motivation
• Designing effective media	• Developing projects and assignments

<ul style="list-style-type: none"> <li>Using technology in teaching</li> </ul>	<ul style="list-style-type: none"> <li>Building diversity throughout the curriculum</li> </ul>
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## Teaching

Teaching Consultants are available to work with faculty in a variety of areas to strengthen teaching, including how to maximize student engagement, how to improve pacing and delivery, how to increase relevance in the class, and how to use feedback on instructional styles. Many instructors find it useful to have a consultant observe their class and provide confidential suggestions for improvement. In addition, faculty can arrange to have a class video recorded contacting the Teaching Center at [teaching@pitt.edu](mailto:teaching@pitt.edu).

## Assessment

The term “assessment” carries many meanings. The University of Pittsburgh is committed to a culture of assessment through which the success of our educational programs is evaluated.

The University of Pittsburgh assessment of learning outcomes processes are faculty driven. Please check with your Department or Division Chair, Associate Dean or Vice President for Academic Affairs, or Program Director. General information about assessment of learning outcomes can be found at: <http://www.academic.pitt.edu/assessment/index.html>

The Teaching Center can help you with a variety of specific assessment needs related to the courses you are teaching. Perhaps you want to:

- develop low- or high-stakes assessments/evaluations for your students as evidence about their levels of understanding;
- design informal assessments for mid-term distribution to students to gather opinions about your course;
- develop a survey that examines specific attitudes about a topic; or
- assemble a portfolio of artifacts from your classes in preparation for a departmental review.

The Teaching Center is also responsible for administering the university’s online Student Opinion of Teaching survey through the Office of Measurement and Evaluation of Teaching (OMET). Be sure to check with your department, division or school for policies and guidelines related to using OMET and other forms of assessing teaching.

## Educational Technology

The Teaching Center supports a variety of technology solutions to use in your courses. The Center provides consulting and workshops to assist faculty in implementing technology in their courses. Some of the more common areas of faculty interest include:

**CourseWeb (Blackboard)** is the university’s learning management system. With BlackBoard, you can share information, present instruction, accept and grade assignments,

communicate with students in your course, manage student groups, deliver surveys and quizzes, identify students at risk, and more.

**Panopto** is a video platform for recording, editing, and sharing audio and video presentations. When faculty post videos, they are available 24/7 for students for review.

**Audience Response Systems** allows students to digitally interact with your material in the classroom in the form of in-class polling questions.

**Turnitin** is an internet based anti-plagiarism technology that can be linked to your BlackBoard course.

**Peerceptive** is a peer review tool within Blackboard. Many instructors use peer review with students to provide feedback on assignments. Contact the Educational Technology Center to set this up in your class.

Visit <http://www.teaching.pitt.edu/workshops/> for a current schedule of workshops or contact the Educational Technology Center to set up a consulting appointment at [teaching@pitt.edu](mailto:teaching@pitt.edu).

### Classroom Support & Technology

Laptop computers, tablets, audio equipment, video cameras, clickers and other classroom technologies are available to faculty interested in using technology to enhance their teaching. Information about the available technology and services offered is available on the Teaching Center website (<http://www.teaching.pitt.edu/classroom-services/>) or by calling 412-648-7240.

Some classrooms on the Oakland campus are supported by individual schools and others are supported centrally. Check with your department, division or school to determine technology support responsibility for your assigned classroom. For school-managed classrooms, the school's IT staff may be the primary contact for technology-related support. For all other classrooms, contact the Teaching Center for classroom technology support at [teaching@pitt.edu](mailto:teaching@pitt.edu). The Teaching Center has staff available to offer primary or secondary technology operation and assistance in classrooms. For an immediate response to resolve technology problems in any campus learning space, call 412-648-7240 from 8:00 a.m. until 8:30 p.m. Monday through Thursday, and until 5:00 p.m. on Friday.

**For assistance with technology at the University of Pittsburgh at Bradford & at the University of Pittsburgh at Titusville, contact:**

Bill Kline  
Office Phone: (814) 362-7667  
Email: [compassion@pitt.edu](mailto:compassion@pitt.edu)

Greg Miller  
Office Phone: (814) 362-7664  
Email: [gwm9@pitt.edu](mailto:gwm9@pitt.edu)

Bernie Picklo  
**(CourseWeb issues only)**  
Office Phone: (814) 362-7644  
Cell Phone: (814) 366-7472  
Email: [bernie.picklo@pitt.edu](mailto:bernie.picklo@pitt.edu)

**For assistance with technology at the University of Pittsburgh at Greensburg, contact:**

Scott Coulson  
Office Phone: (724) 836-9927  
Email: [slc28@pitt.edu](mailto:slc28@pitt.edu)

Jeff Antal  
Office Phone: (724) 836-9872  
Cell Phone: (724) 771-3180  
Email: [jta3@pitt.edu](mailto:jta3@pitt.edu)

**For assistance with technology at the University of Pittsburgh at Johnstown, contact:**

Rob Eckenrod  
Office Phone: (814) 269-7105  
Email: [robeck@pitt.edu](mailto:robeck@pitt.edu)

### Technology Accessibility

As technology and electronic resources are increasingly incorporated into the teaching process, it is important to ensure that online course materials are accessible to all students, including students with disabilities. Visit <http://www.teaching.pitt.edu/accessibility/> for information and resources about technology accessibility.

## PROFESSIONAL DEVELOPMENT FOR FACULTY

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**Professional development workshops** for faculty are offered throughout the year from the Teaching Center and from the Office of the Provost. In addition to workshops about using educational technologies, you will find a wide variety of teaching-related workshops such as dealing with distressed students, cheating and plagiarism, recognizing and mitigating unconscious bias, and teaching with case studies.

For information about current offerings and to register for workshops, visit:

- <http://www.teaching.pitt.edu/workshops/>
- <http://provost.pitt.edu/faculty/career-development-and-resources-faculty/professional-development-offerings>

**Diversity programming for faculty development** is offered by the Office of the Provost in conjunction with the University Center for Teaching and Learning. These faculty development programs are aimed at building faculty awareness and capacity to develop curricular materials that reflect a diverse environment, and to foster a classroom environment that is inclusive, respectful and welcoming to all. This programming includes the annual Provost's Diversity Institute and other workshops that address issues such as race relations in the classroom, the role of unconscious bias in

classroom pedagogy, constructing an open learning environment for LGBTQIA+ students, and understanding the diversity of the student population.

For information about current offerings and to register for workshops, visit:

- <http://www.teaching.pitt.edu/diversity/>
- <http://www.provost.pitt.edu/faculty-development/index.html>

**Lynda.com** offers online technical training in hundreds of topics, which is available here: <http://lynda.pitt.edu/>. Online training is available through Lynda.com in topic areas such as classroom management, teaching, presentations, and much more.

## OTHER USEFUL WEBSITES

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- Office of the Provost: <http://www.provost.pitt.edu/>
- Faculty Handbook: <http://provost.pitt.edu/faculty-handbook>
- Information for Faculty: <http://www.pitt.edu/faculty>
- University Library System: <http://www.library.pitt.edu/>
- Health Sciences Library System: <https://www.hsls.pitt.edu/>
- Barco Law Library: <http://www.law.pitt.edu/library>
- Student Affairs: <http://www.studentaffairs.pitt.edu/>
- Academic Integrity: <http://provost.pitt.edu/faculty-resources/academic-integrity-freedom/academic-integrity-guidelines>
- Faculty & Staff Guide for Helping Distressed Students: <http://www.studentaffairs.pitt.edu/dean/distressedstudents/>
- Office of Human Resources: <http://hr.pitt.edu/>
- Office of Diversity and Inclusion: <http://diversity.pitt.edu/>
- Parking, Transportation & Services: <http://www.pts.pitt.edu/>
- University Policies and Procedures: <http://cfo.pitt.edu/policies/index.html>

### Information Specific to the University of Pittsburgh at Bradford:

- Academic Policies and Guidelines: <http://www.upb.pitt.edu/templates/academics.aspx?id=406>
- Faculty and Staff Guide Assisting Troubled Students: [http://upb.pitt.edu/uploadedFiles/Student\\_Life/Student-Services/Counseling\\_Services/FacultyStaffGuideAssistingTroubledStudents.pdf](http://upb.pitt.edu/uploadedFiles/Student_Life/Student-Services/Counseling_Services/FacultyStaffGuideAssistingTroubledStudents.pdf)
- Student Affairs: <http://www.upb.pitt.edu/studentaffairs/>
- Technology Assistance: <http://www.upb.pitt.edu/facultystaffservices/>

**Information Specific to the University of Pittsburgh at Greensburg:**

- Faculty & Staff Guide for Helping Distressed Students: <http://pre.studentaffairs.pitt.edu/wp-content/uploads/2015/11/Helping-Distressed-Students-Guide1-1.pdf>
- Student Life: <http://greensburg.pitt.edu/student-life>
- Student Resources: <http://greensburg.pitt.edu/student-resources>

**Information Specific to the University of Pittsburgh at Johnstown:**

- Academic Integrity Guidelines: <http://upj.pitt.edu/globalassets/documents/academics/upj-academics-integrityguidelines.pdf>
- Academic Policies and Procedures Manual: <http://upj.pitt.edu/globalassets/academic-policies-procedures.pdf>
- Student Affairs: <http://upj.pitt.edu/en/campus-life/student-affairs/>
- Technology and Classroom Technology Assistance: <http://www.upj.pitt.edu/en/campus-life/information-technology/user-services/faculty-and-staff-services/>
- Helping Distressed Students (Care Reports): <http://www.upj.pitt.edu/en/campus-life/counseling/counseling/care-reports/>

**Information Specific to the University of Pittsburgh at Titusville:**

- Academic Guidelines: <http://www.upt.pitt.edu/academic-guidelines>
- Student Affairs: <http://www.upt.pitt.edu/office-student-affairs>