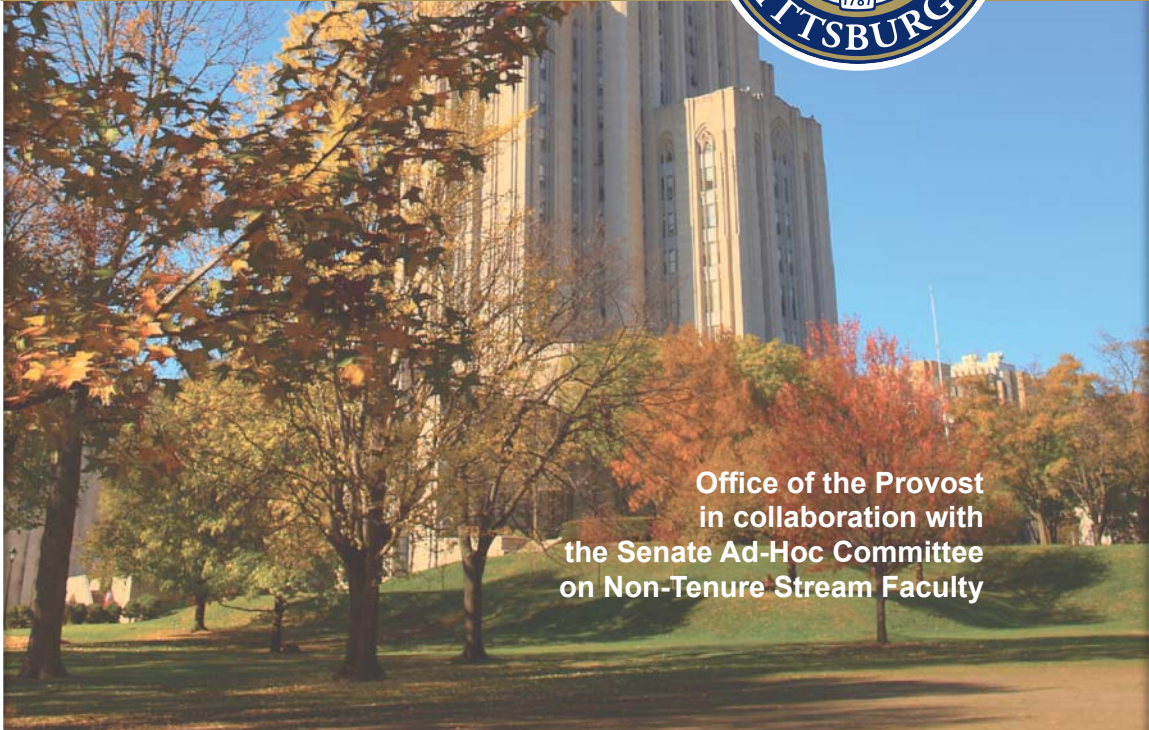




**Teaching Resource Guide
for Full-Time and Part-Time
Faculty**



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

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INTRODUCTION

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.*

This document includes information about the academic calendar, how to access class rosters and post 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.

ACADEMIC CALENDAR AND IMPORTANT DATES

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; and
- Grade submission deadlines.

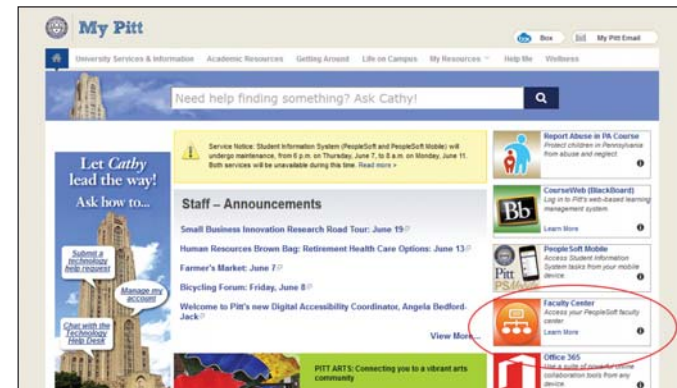
Please see the full academic calendar via registrar.pitt.edu/calendars.html.

 University of Pittsburgh ACADEMIC CALENDAR • 2018–19			
<small>Dates in bold apply to all schools, on all University campuses. Those not in bold apply only to the Pittsburgh Campus. Official dates for degrees awarded apply to all schools, on all University campuses. Specific dates affecting the professional programs in the Schools of Dental Medicine, Law, Medicine, Pharmacy, and the Joseph M. Katz Graduate School of Business may be obtained from the appropriate Dean's Office.</small>			
2018 FALL TERM (2191)			
July	4	Wednesday	<i>Independence Day (University closed)</i>
	11	Wednesday	Fall Term deadline for continuing students to register
August	13	Monday	Office of International Services (OIS) Graduate and Professional Student Orientation
	17-19, incl.	Friday-Sunday	International Undergraduate Student Pre-Orientation
	20	Monday	Residence halls open
	20-26, incl.	Monday-Sunday	<u>New and Transfer Undergraduate Student Orientation</u>
	21	Tuesday	<u>New Graduate and Professional Student Orientation</u>
	22	Wednesday	New and Transfer Undergraduate Student Convocation
	23	Thursday	New Faculty Orientation
	24	Friday	New Teaching Assistant Orientation

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

The Faculty Center is the central online location for accessing course information. To enter, log in to the my.pitt.edu portal using your Pitt username and password and click on “Faculty Center.”



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

If you require detailed help, click on “Learn More” (under the Faculty Center login link). The “Recording Final Student Grades Online” and “Recording Mid-Term Student Grades” links 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 at registrar.pitt.edu/grades.html.

ACADEMIC INTEGRITY

Academic integrity at the University of Pittsburgh is based on a set of principles and guidelines described in the *Guidelines on Academic Integrity* located at provost.pitt.edu/faculty-handbook/ch3_acad_int.

These guidelines are used by each unit or school to produce their Academic Integrity code, usually posted on the school's website. If you encounter any academic integrity issue, contact your Department or Division Chair, Associate Dean or Vice President for Academic Affairs, or Program Director.

University of Pittsburgh

OFFICE OF THE PROVOST

Academic Integrity & Freedom

Academic Integrity Guidelines

This document contains a set of principles which shall be applicable to each of the academic units (see below) throughout the University. A student desiring information about an academic unit's specific procedures and makeup of its academic integrity hearing board may obtain a copy of the procedures and other necessary information from the office of the dean, either in the academic unit in which he or she is registered or in the academic unit in which a particular course is taught. Additional information or guidance may be obtained from the Office of the Provost. Copies of this document and guidelines for academic units should be distributed by the deans to all instructional staff in each academic unit.

Academic unit is used to refer to a college, school or regional campus.
Download a printable PDF copy.

Academic Integrity: Faculty Obligations and Student Rights

I. Faculty Obligations and Student Rights

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, (as well as those of the profession).

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstance) to conduct themselves in a professional manner, including the following:

1. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a timely manner.
5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
6. To base all academic evaluations upon good-faith professional judgment.

UNIVERSITY CENTER FOR TEACHING AND LEARNING

“The Teaching Center”

Website: teaching.pitt.edu

E-mail: 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 hybrid course, the Teaching Center can help you deliver high-quality, student-oriented instruction.

University of Pittsburgh

UNIVERSITY CENTER FOR TEACHING AND LEARNING

Learning Initiatives | Technology Resources | Teaching Commons | News & Workshops

Faculty Resources

- Teaching Center Resources
- Staff Directory
- Mission, Vision, Values
- Teaching Center Update
- Memberships & Associations
- New Faculty Orientation
- New TA Orientation
- TCSO
- Teaching Partners
- Workshops & Events

The University Center for Teaching and Learning is the hub for teaching innovation at Pitt. Through a wide variety of specialized talents, we provide Pitt faculty with technological tools, skills and expertise that can enhance instructional and academic activities.

Course Design and Development

Instructors who are developing a new course or revising an existing course may benefit from working with a teaching consultant. Teaching consultants and instructional designers apply

research-based learning and pedagogical 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;
- Using technology in teaching; and
- Building diversity throughout the curriculum.

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

through the Digital Media page of the Teaching Center website: teaching.pitt.edu/digital-media.

Assessment of Teaching

The term “assessment” carries many meanings. The University of Pittsburgh is committed to assessment of teaching through which we evaluate the success of our educational programs.

Assessment of teaching 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 can be found on the Assessing Student Learning page at 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, such as:

- Classroom observations;
- Course reviews;
- Teaching cohorts (peer evaluations);
- Consultations;
- Teaching portfolios;
- Department peer assessment;
- Small group instructional diagnosis; and
- Teaching surveys.

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.

LMS Support and Consulting

The Teaching Center supports a variety of educational technology solutions to use in your courses and provides consulting and workshops to assist faculty in implementing the most appropriate technologies for the most effective learning outcomes. Some of the more common areas of faculty interest include the following.

CourseWeb, the University's learning management system. With CourseWeb, you can share information, accept and grade assignments, communicate with students in your course, manage student groups, deliver surveys and quizzes, and more.

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

Audience response systems, such as Top Hat, which allow students to digitally interact with your material in the classroom in the form of in-class polling questions.

Turnitin, an internet-based anti-plagiarism technology that can be linked to your CourseWeb class.

Visit teaching.pitt.edu/workshops for a current schedule of workshops. You can also schedule a consulting appointment at lms@teaching.pitt.edu.

Classroom Support & Technology

Laptops, tablets, audio equipment, video cameras, clickers, and other classroom technologies are available to faculty interested in using technology to enhance their teaching. You can find information about the available technology and services at teaching.pitt.edu/classroom-services or by calling 412-648-7240.



Some classrooms on the Pittsburgh campus are supported by individual schools, while 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. 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 8:30 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 regional campuses, use the following contacts.

**University of Pittsburgh at Bradford and
University of Pittsburgh at Titusville:**

- Bill Kline
814-362-7667 (office)
compassion@pitt.edu
- Greg Miller
814-362-7664
gwm9@pitt.edu
- Bernie Picklo (CourseWeb issues only)
814-362-7644 (office)
814-366-7472 (mobile)
bernie.picklo@pitt.edu

University of Pittsburgh at Greensburg:

- Scott Coulson
724-836-9927 (office)
slc28@pitt.edu
- Jeff Antal
724-836-9872 (office)

724-771-3180 (mobile)
jta3@pitt.edu

University of Pittsburgh at Johnstown

- Rob Eckenrod
814-269-7105 (office)
robeck@pitt.edu

Instructional Accessibility @ Pitt

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.

The screenshot shows the website for the University of Pittsburgh Teaching Center for Teaching and Learning. The header includes the university logo and name, a search bar, and social media icons. The navigation menu has options for Learning Initiatives, Technology Resources, Teaching Commons, News & Workshops, and About. Below the menu are three main sections: Accessibility 101, Recommendations, and Resources. The 'Accessibility 101' section is expanded, showing a sub-menu with Accessibility Home, Accessibility 101, Recommendations, Resources, Pitt Resources, and External Resources. The 'Instructional Accessibility @ Pitt' section contains a grid of icons representing different types of disabilities and a text block explaining the center's mission and the Universal Design for Learning (UDL) framework.

For information and resources about technology accessibility, visit Accessibility 101 at teaching.pitt.edu/accessibility.

PROFESSIONAL DEVELOPMENT FOR FACULTY

Workshops

Professional development workshops for faculty are offered throughout the year by the Teaching Center and by the Office of the Provost. In addition to workshops about using educational technologies, you will find a wide variety of teaching-related workshops on topics 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:

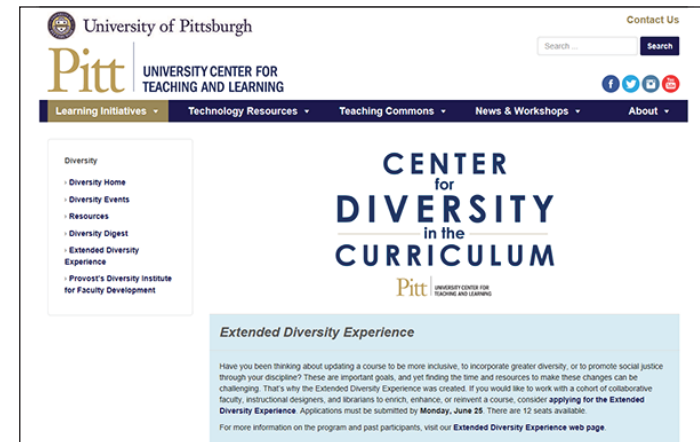
- teaching.pitt.edu/workshops, and
- provost.pitt.edu/faculty/career-development-and-resources-faculty/professional-development-offerings.

Diversity Programming

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 fostering a classroom environment that is inclusive, respectful, and welcoming to all.

This programming includes the annual Provost's Diversity Institute, Extended Diversity Experience,

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:

- teaching.pitt.edu/diversity, and
- provost.pitt.edu/faculty-handbook/ch3_fac_dev.

Online Learning

Lynda Online Learning is a video tutorial service available at no cost to all University Faculty. It offers online training in hundreds of topics, like classroom management, teaching, presentations, and creative skills. You can access Lynda.com at lynda.pitt.edu.

USEFUL WEBSITES

Office of the Provost

provost.pitt.edu

Faculty Handbook

provost.pitt.edu/faculty-handbook

Information for Faculty

provost.pitt.edu/faculty

University Library System

library.pitt.edu

Health Sciences Library System

hsls.pitt.edu

Barco Law Library

law.pitt.edu/library

Student Affairs

studentaffairs.pitt.edu

Academic Integrity

provost.pitt.edu/faculty-handbook/ch3_acad_int

Faculty & Staff Guide for Helping Distressed Students

studentaffairs.pitt.edu/dean/distressedstudents

Office of Human Resources

hr.pitt.edu

Office of Diversity and Inclusion

diversity.pitt.edu

Parking, Transportation & Services

pts.pitt.edu

University Policies and Procedures

cfo.pitt.edu/policies/index.html

Information Specific to the University of Pittsburgh at Bradford

Academic Policies and Guidelines

upb.pitt.edu/academicpolicies

Faculty and Staff Guide Assisting Troubled Students

upb.pitt.edu/uploadedFiles/Student_Life/
Student-Services/Counseling_Services/
FacultyStaffGuideAssistingTroubledStudents.pdf

Student Affairs

upb.pitt.edu/studentaffairs

Technology Assistance

upb.pitt.edu/facultystaffservices

Information Specific to the University of Pittsburgh at Greensburg

Faculty & Staff Guide for Helping Distressed Students

pre.studentaffairs.pitt.edu/wp-content/
uploads/2015/11/Helping-Distressed-Students-
Guide1-1.pdf

Student Life

greensburg.pitt.edu/student-life

Student Resources

greensburg.pitt.edu/student-resources

Faculty Affairs, Development,
and Diversity

Office of the Provost



801 Cathedral of Learning
4200 Fifth Avenue
Pittsburgh, PA 15260
provost.pitt.edu
faculty@pitt.edu

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