

# FACULTY HANDBOOK

July 2002 (Updated November 2011)



University of Pittsburgh

# INTRODUCTION

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Dear Colleague:

Service at a research university, with its emphasis on the discovery and dissemination of knowledge, is a challenge and a privilege that we all cherish. To assure a smooth functioning of the whole, organizations that deal with many thousands of individuals have to adopt formalized procedures and rules. The *Faculty Handbook* attempts to minimize the time and effort needed to become familiar with University policies that define your obligations as well as measures for your protection and security.

Aspects of University governance, benefits, and institutional support change and must be communicated to faculty. Compliance policies and procedures are instituted to satisfy federal and Commonwealth laws and must be made familiar to the faculty. The *Handbook* also serves as a guide with respect to the resources and services available to the faculty. However, only aspects of University governance of particular interest to faculty are included herein. If you need to pursue detailed procedures such as the planning of new programs, grievances, or other contractually binding processes, please refer to the full text of applicable policies.

With this edition, the *Handbook* will be available only online. This online handbook is presented in two versions: one as a PDF file, suitable for printing in whole or in part, and a second version in HTML\*. Topics are accessible through the table of contents as well as through a key word index at the end of the document.

The *Handbook* does not constitute a contract of employment. Changes to the *Handbook* will be included as promptly as feasible so that the University community has the most current description of policies and procedures available at all times.

It is my hope that this edition of the *Faculty Handbook* will aid your work within the University as we endeavor to make this institution an ever more distinguished and dynamic part of our community.

James V. Maher

Provost and Senior Vice Chancellor

\*Now only in PDF form (effective 2011).

# UNIVERSITY OF PITTSBURGH NONDISCRIMINATION POLICY STATEMENT

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh, Office of Affirmative Action, Diversity and Inclusion, 412 Bellefield Hall, Pittsburgh, Pittsburgh, PA 15260, 412-648-7860.

For complete details on the University's Nondiscrimination Policy, please refer to University Policy 07-01-03, *Nondiscrimination, Equal Opportunity, and Affirmative Action* (<http://www.cfo.pitt.edu/policies/policy/07/07-01-03.html>).

For information on how to file a complaint under this Policy, please refer to University Procedure 07-01-03, *Nondiscrimination and Anti-Harassment* (<http://www.cfo.pitt.edu/policies/procedure/07/07-01-03.html>).

The *Faculty Handbook* is prepared by the Office of the Provost to provide essential information to the members of the faculty of the University of Pittsburgh. It is not intended to be a complete statement of all University faculty and academic policies. The policies and practices described are subject to change at the discretion of the University. They are not to be considered or otherwise relied upon as legal terms and conditions of employment, and the language used in this *Handbook* is not intended to create a contract between the University of Pittsburgh and its employees. To the extent any policy contained in this *Handbook* is inconsistent with law, such policy is superseded by law.

We are very grateful to the many reviewers who took the time to provide us with thoughtful and excellent suggestions for this revision of the *Faculty Handbook*. Suggestions for future editions are welcome and should be forwarded to the Office of the Provost, Vice Provost for Faculty Affairs, 826 Cathedral of Learning.

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# I. THE UNIVERSITY OF PITTSBURGH

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## MISSION STATEMENT

The University of Pittsburgh, founded in 1787, is one of the oldest institutions of higher education in the United States. As one of the nation's distinguished comprehensive universities, the resources of the University constitute an invaluable asset for the intellectual, economic, and social enrichment of Pennsylvania, while the international prestige of the University enhances the image of Pennsylvania throughout the world. The University's mission is to:

- provide high-quality undergraduate programs in the arts and sciences and professional fields, with emphasis upon those of special benefit to the citizens of Pennsylvania;
- offer superior graduate programs in the arts and sciences and the professions that respond to the needs of Pennsylvania, as well as to the broader needs of the nation and the world;
- engage in research, artistic, and scholarly activities that advance learning through the extension of the frontiers of knowledge and creative endeavor;
- cooperate with industrial and governmental institutions to transfer knowledge in science, technology, and health care;
- offer continuing education programs adapted to the personal enrichment, professional upgrading, and career advancement interests and needs of adult Pennsylvanians; and
- make available to local communities and public agencies the expertise of the University in ways that are consistent with the primary teaching and research functions and contribute to social, intellectual, and economic development in the Commonwealth, the nation, and the world.

The Trustees, faculty, staff, students and administration of the University are dedicated to accomplishing this mission, to which they pledge their individual and collective efforts, determined that the University shall continue to be counted among the prominent institutions of higher education throughout the world.

## HISTORY

The University of Pittsburgh (<http://www.pitt.edu/>) was founded -- as the Pittsburgh Academy -- in a log cabin in 1787, 11 years after the signing of the Declaration of Independence. It achieved university status in 1819. During its 1966 sessions, the General Assembly of the Commonwealth of Pennsylvania formally recognized the University of Pittsburgh as an integral part of the system of higher education in Pennsylvania and designated it a "state-related" university. The University amended its charter to reflect this designation and changed its official name to "University of Pittsburgh of the Commonwealth System of Higher Education."

A private, state-related, nonsectarian institution, the University receives an annual appropriation from the Commonwealth of Pennsylvania and income from endowments, tuition, gifts, grants, sponsored research, clinical activities, and private sources. The state-related universities -- which also include The Pennsylvania State University, Temple University, and Lincoln University -- are legally instruments of the Commonwealth as specified by statute. Each possesses a separate, nonprofit corporate charter and is governed by a separate board of trustees, fully accountable for the operation of the institution.

The Pittsburgh Campus includes 16 schools: the School of Arts and Sciences, which includes the undergraduate and the graduate programs in the arts and sciences, the College of General Studies, the University Honors College, the Joseph M. Katz Graduate School of Business and College of Business Administration, the Graduate School of Public and International Affairs, the Graduate School of Public Health, and the Schools of Dental Medicine, Education, Engineering, Health and Rehabilitation Sciences, Law, Information Sciences, Medicine, Nursing, Pharmacy, and Social Work. The full-time equivalent student enrollment at the Pittsburgh Campus alone for Fall Term 2001 was 29,613 (for current University data on student enrollment and other management information, visit the Office of Institutional Research Website at <http://www.ir.pitt.edu/>).

The Pittsburgh Campus -- consisting of more than 90 academic, research, and administrative buildings and residence halls, located on a 132-acre site three miles from the city's business center -- is adjacent to 450 acres of rolling civic park land. Nearby are concert halls, museums, theaters, research institutes, book stores, art galleries, restaurants, churches, and playgrounds. Other institutions of higher education located nearby include Carlow College, Carnegie Mellon University, Chatham College, and Duquesne University. Medical education, research, and patient care come together within the UPMC Health System, an affiliate of the University of Pittsburgh, which works closely with the University's six Health Sciences schools. The UPMC Health System includes UPMC Presbyterian, UPMC Shadyside, Western Psychiatric Institute and Clinic, Eye and Ear, and the University of Pittsburgh Cancer Institute.

In addition to the Pittsburgh Campus, the University has regional campuses in Bradford, Greensburg, Johnstown, and Titusville, Pennsylvania.

The University of Pittsburgh at Bradford (<http://www.upb.pitt.edu/>) (UPB), established in 1963, offers a comprehensive array of undergraduate programs leading to the award of the Bachelor of Arts, Bachelor of Science, and Associate of Science degrees. The beautiful 155-acre, modern campus is three hours north of Pittsburgh (one hour south of Buffalo, New York). The city of Bradford offers a small town environment with modern amenities and plentiful outdoor recreational opportunities. As the only institution of higher learning in a six-county area, UPB

plays an important role in the region's cultural, educational, and economic development, and enrolls about 1,200 full-time equivalent students.

The University of Pittsburgh at Greensburg (<http://www.pitt.edu/~upg/>) (UPG), established in 1963, is situated on an attractive 160-acre campus in suburban Hempfield Township just three miles southeast of the city of Greensburg and approximately 33 miles southeast of Pittsburgh. UPG offers a variety of four-year undergraduate program options in the arts and sciences and management. The campus provides a small college setting with personalized academic attention for approximately 1,700 full-time equivalent students. In addition to locally available resources, UPG's location is close enough for students to take advantage of cultural and athletic activities on the Pittsburgh Campus.

The University of Pittsburgh at Johnstown (<http://www.upj.pitt.edu/>) (UPJ), founded in 1927 as the Johnstown Center, became a four-year campus in 1971. The largest of the regional campuses within the University system, with more than 3,000 full-time equivalent students, UPJ has a solid academic reputation built on the high priority given to teaching. The spacious, 650-acre campus located about 75 miles east of Pittsburgh is the third largest college campus in Pennsylvania. UPJ offers a wide range of academic majors, student activities, and housing options in a relaxed, friendly atmosphere. In addition to the humanities, natural sciences, and social sciences, UPJ has divisions for education and engineering technology, as well as health science offerings.

The University of Pittsburgh at Titusville (<http://www.upt.pitt.edu/>) (UPT), established in 1963 as a two-year campus, provides relocation and transfer programs for students pursuing baccalaureate degrees, as well as career-oriented programs for those pursuing associate degrees. UPT is located on a 10-acre site in northwestern Pennsylvania in the pleasant residential city of Titusville, the site of the first commercially successful oil well and significant in the early development of the oil industry. With its small class sizes, individual attention both in and out of the classroom, and many opportunities for involvement and leadership in campus affairs, UPT offers approximately 480 full-time equivalent students a favorable beginning college experience.

The Commonwealth's designation and support of the University of Pittsburgh as a state-related university makes educational services available at lower tuition charges to the residents of Pennsylvania. The state-related designation provides state funds for the University's general operating budget; it makes the University eligible for state facility construction grants; yet it permits the University to remain legally a private entity and to retain most of the freedom and individuality of a private institution while it serves more fully the needs of the residents of the Commonwealth. The University still relies on private, federal, and foundation sources -- tuition income, income from service operations, sponsored research funds, and income from endowments and private giving.

The University sets its own standards for admissions, awarding of degrees, and faculty qualifications. The state support permits lower tuition rates that enable more men and women of ability to attend the University, and it helps the institution maintain salary and benefits programs that enhance its ability to attract and retain high-caliber faculty and staff.

The University of Pittsburgh, including all four regional campuses, is accredited by the Middle States Association of Colleges and Schools. The University is an elected member of the Association of American Universities (AAU), composed of approximately the 65 most respected research universities in North America.

# GOVERNANCE

## Board of Trustees

The University of Pittsburgh Board of Trustees is responsible for advancing the purposes of the University; promoting and protecting its independence, academic freedom, and integrity; and enhancing and preserving its assets for the benefit of future generations of students and society at large. Trusteeship is a public trust, and the Trustees bear responsibility for the financial and academic development of the University, for overseeing the management of its resources, and for ensuring that the University meets its obligations to the Commonwealth of Pennsylvania and to society generally.

The Board of Trustees delegates general administrative, academic, and management authority to the Chancellor of the University. The Board retains ultimate responsibility for all University affairs, however, and reserves its authority directly in at least three areas: selection of a Chancellor; approval of major institutional policies, particularly those related to the fiduciary responsibilities of the Board; and definition of the mission and goals of the University.

The Board of Trustees is composed of thirty-six voting members consisting of: the Chancellor; seventeen Term Trustees, elected by the Board; six Alumni Trustees, elected by the Board, on nominations by the University Alumni Association Board of Directors; and twelve Commonwealth Trustees, four each appointed by the Governor, the President *Pro Tempore* of the Senate, and the Speaker of the House. There is, in addition, a class of fourteen Special Trustees elected by the Board of Trustees. They may attend all meetings of the Board and are entitled to and exercise all rights, responsibilities, and privileges of Trusteeship, except the right to vote at Board meetings. The Board of Trustees includes the Governor of Pennsylvania, the Secretary of Education, and the Mayor of the City of Pittsburgh, all three of whom are non-voting, *ex officio* members.

Any person who has served as a Trustee of the University and who is considered worthy of special honor by virtue of leadership, long and devoted service, or other exceptional contribution to the progress and welfare of the institution may be elected an Emeritus/Emerita Trustee. Emeritus/Emerita Trustees may attend meetings of the Board but are not entitled to vote.

There are three or more regular meetings of the Board each year, including an annual meeting. Special meetings may be called by the Chairperson or by the Chancellor, or by the Secretary at the written request of five voting members of the Board. Much of the work of the Board is carried out in committees, and many of these committees include faculty, staff, and students as non-voting representatives.

## Administration

The University of Pittsburgh is an institution of higher learning and research in which policy is shaped with the involvement of Trustees, administrators, faculty members, staff, and students. An environment of collegiality permits individuals and groups to share information and express views in an open and responsive manner. Consultation and consensus-building are important means for approaching decisions, especially in academic and financial matters.

The Chancellor and Chief Executive Officer is the chief academic and administrative officer of the University. The Chancellor and Chief Executive Officer shall be entrusted with the superintendence, protection, and development of the welfare and reputation of the University.

The Chancellor is a member of the Board of Trustees and is responsible to the Board. The Chancellor's deputies in guiding instruction and research are the Senior Vice Chancellor and Provost, the Senior Vice Chancellor for Health Sciences, the deans of the various schools and faculties, the presidents of the regional campuses, the department chairs, and the directors of University centers and institutes. The Chancellor and Chief Executive Officer, the Provost, the Senior Vice Chancellor for Health Sciences, the deans, and the regional campus presidents are recruited and selected in accordance with procedures that involve representative members of the faculty and staff, as well as student leaders. Faculty of the University, particularly those of the relevant schools, and students are urged to recommend candidates for these positions.

Other principal administrative officers of the University include the Executive Vice Chancellor, the Vice Chancellor for Budget and Controller, the Vice Chancellor for Institutional Advancement, Vice Chancellor for Community and Governmental Relations, Vice Chancellor for Public Affairs, Vice Chancellor for Research Conduct and Compliance, and the Secretary of the Board of Trustees.

The University is organized by campuses, colleges/schools, and centers. Each school is administered by a dean. In most of the schools, the basic organizational unit is the academic department, headed by a chair. Traditionally, and by specific delegation from the Trustees and the Chancellor and Chief Executive Officer, departmental faculties determine curriculum design, instructional practice, grading, and admissions, and effectively propose faculty appointments and promotions. In other areas, including budget operation, personnel management, and salary practice, authority is specifically delegated from the Trustees through an administrative chain including the Chancellor and Chief Executive Officer, the Provost, or Senior Vice Chancellor for Health Sciences, Executive Vice Chancellor, Vice Chancellor for Budget and Controller, deans and regional campus presidents, and chairs of the academic departments. In summary, the pattern of governance in the University is one of shared responsibilities and authority, with the ultimate legal authority residing in the Board of Trustees.

Members of the faculty express their views, recommendations, and requests through their departmental and school faculty meetings and committees, through the University Senate, and through the University Planning and Budgeting System. Under the Planning and Budgeting System, the widest participation by administrators, faculty, staff, and students in planning and budgeting takes place in a bottom-up manner, usually beginning at the department/program level.

## **University Senate**

The purpose of the Senate is to create and maintain communication channels among students, staff, faculty, administrative officers, and the Board of Trustees for discussion and consultation on all matters affecting the welfare of the University. At least one general meeting of the Senate is held during the academic year to discuss matters of central concern to the University community and the work of the Senate bodies.

The membership of the Senate shall consist of: (1) The Chancellor of the University; (2) all persons who hold full-time academic appointments in the University of Pittsburgh or a degree-recommending unit with the titles of lecturer, senior lecturer, instructor, assistant professor, associate professor or professor; (3) all part-time tenured faculty; (4) all persons who hold full-time appointments at the University of Pittsburgh as faculty librarians; (5) those part-time untenured faculty who annually indicate to the Director of the Senate Office their desire for membership and who, during each of the two academic years previous to the desired year of

membership, have taught a minimum of six credits per year for remuneration; (6) eight administrators who are members of Senate Council; (7) four additional administrators designated by the Chancellor; (8) the Deans; (9) student and staff members of Senate Council and of Senate Standing Committees; (10) those emeriti and retired faculty and librarians who were Senate members at the time of their retirement and who indicate to the Director of the Senate Office their desire to remain members; and (11) such other individuals as shall be elected by the Senate.

Senate recommendations are usually expressed through two deliberative bodies, the Senate Council and the Faculty Assembly. The Council is composed of elected faculty members (see below), the Chancellor, administrative appointees designated by the Chancellor, three staff members, and students representing various graduate and undergraduate constituencies within the University.

The Faculty Assembly is a representative forum of the faculty whose membership is established by election from across the University's several schools, divisions, and campuses, and also includes Standing Committee Chairs. The elective process for faculty provides for a three-year term for membership on the Faculty Assembly; the second and third years of the term include membership on Senate Council. The Senate Council and the Faculty Assembly meet at regularly stated times that are published in the University's Academic Calendar. Meetings of both are open to members of the University community as observers.

The Senate has three elected officers: President, Vice President, and Secretary. Each officer's term is one year. An officer can serve no more than three consecutive terms. These officers, along with the most immediate Past President and the Director of the Office of the University Senate, both of whom are non-voting, *ex officio* members, form the Executive Committee and are responsible for supervising the affairs of the Senate, including the setting of meeting times and agenda.

Recommendations from Senate bodies are made to the Chancellor of the University or other appropriate University officers on policy matters including (but not limited to): education; tenure; academic freedom; student affairs; physical plant (including expansions); substantive and procedural budgetary matters; health and welfare of the faculty, students, and staff; athletics; admissions; nondiscrimination; creation, termination, or merger of schools or major academic divisions; creation or termination of major administrative units; the University-wide mission and plan; and other matters of University-wide concern. It is the responsibility of the administrative officers to consult with and seek the advice of the Senate on major changes that affect the faculty in these policy areas.

Standing Committees of the Senate are: Admissions and Student Aid; Anti-discriminatory Policies; Athletics; Benefits and Welfare; Budget Policies; Bylaws and Procedures; Commonwealth Relations; Community Relations; Computer Usage; Educational Policies; Library; Plant Utilization and Planning; Student Affairs; Tenure and Academic Freedom; and University Press. Special committees may be formed by the Council and the Faculty Assembly as each body deems appropriate. Special *ad hoc* committees may be formed by the Senate Executive Committee, the Council, and the Assembly as each body deems appropriate.

The Office of the University Senate, 1234 Cathedral of Learning, assists in coordinating the activities of the officers, the committees of the Senate, and its deliberative bodies. Further information on the organization of the Senate is available from the Office of the University



Senate, telephone 412-624-6505, or visit the Website at <http://www.pitt.edu/univsenate/index.html>.

## School and Campus Governance

In each school or campus, faculty members are responsible for encouraging free inquiry and free expression, and for maintaining conditions conducive to learning, research, and service. The faculty influences policies and programs through participation in the governing bodies of the school or campus. The faculty of each school or campus has primary responsibility in the areas of curriculum design, degree requirements, program content, methods of instruction, academic advising, and the conduct of research and public service.

For additional information, refer to University Policy 02-04-01 (<http://www.cfo.pitt.edu/policies/policy/02/02-04-01.html>), *Role of Faculty in School and Regional Campus Governance*.

The University is organized by schools/campuses and faculties, each administered by a dean/campus president. The basic organizational unit of the school/campus is the department/division, headed by a chairperson. Chairs may consult with other faculty in their department/division and, when possible, develop a faculty consensus in carrying out particular responsibilities. Chairs also preside over faculty deliberations leading to the development of a faculty position on academic matters. Department/division chairpersons regularly evaluate faculty, make recommendations to the dean/campus president regarding faculty salary increments and other faculty personnel issues.

For additional information, refer to University Policy 01-03-08 (<http://www.cfo.pitt.edu/policies/policy/01/01-03-08.html>), *School and Regional Campus Governance*.

## Planning and Budgeting System

The Planning and Budgeting System (PBS) is the central and collegial process for responding to the challenges and opportunities of the University. The PBS facilitates academic, research, service, and support activities of the University by ensuring full access to relevant information and by providing a rational, clear, and consistent framework for planning and budgeting decisions. Under PBS, wide participation by faculty, staff, students, and administrators takes place at every organizational level. Planning and Budgeting Committees at the responsibility center level and at the departmental/program level coordinate and prioritize their plans and budgets. The aim is to make each department/program and responsibility center planning process as effective and as creative as possible within the constraints imposed by its role within the University. The Planning and Budgeting System (PBS) document is available at <http://www.pitt.edu/~jdl1/PBSdoc.htm>.

## University Planning and Budgeting Committee

The University Planning and Budgeting Committee (UPBC), which is chaired by the Provost, advises the Chancellor in the development of University operational and long-range plans and budgets. UPBC work includes: developing planning parameters and planning information; reviewing planning proposals from the Senior Vice Chancellors and Vice Chancellors who report directly to the Chancellor; and drafting proposed University plans and budgets for the Chancellor's consideration. In addition, the UPBC reviews policy matters including: facilities

planning; the creation, termination, or merger of schools or major academic divisions; the creation or termination of major administrative units; the University-wide mission and strategic plan; and other matters of University-wide concern. Members of the UPBC include the Senior Vice Chancellors and elected and *ex officio* representatives of Pittsburgh Campus and regional campus faculty, staff, deans, and students.

## Council of Deans

The Council of Deans provides advice and counsel to the Provost on academic matters and University-wide issues, including business and policy practices, staff and faculty benefits, institutional advancement, and budget and planning. Membership of the Council includes the deans, the directors of major centers, the regional campus presidents, and other key administrators in the Provost's Area. The Council of Deans is chaired by the Provost. The Council meets regularly throughout the academic year.

## Provost's Advisory Committee on Undergraduate Programs

The Provost's Advisory Committee on Undergraduate Programs (PACUP) reviews, evaluates, and makes recommendations to the Provost concerning basic standards, regulations, and policies of undergraduate study, as well as academic planning proposals for: (1) new or substantially modified majors, degree programs, academic departments or schools; (2) termination of majors, degree programs, academic departments or schools; (3) new certificate programs, areas of concentration, or minors; and (4) termination of certificate programs, areas of concentration, or minors. PACUP also receives periodic reports from the appropriate faculty councils and committees on the current status of all undergraduate degree and certificate programs and, when necessary, conducts its own reviews. Two PACUP members serve on the Subcommittee for the Evaluation of Academic Programs. PACUP comprises ten voting members from the undergraduate faculty, two voting members from the undergraduate student body, and four non-voting *ex officio* academic administrators. All members serve on a rotating basis. PACUP is chaired by the Provost's designee.

For additional information, refer to University Policy 01-03-11 (<http://www.cfo.pitt.edu/policies/policy/01/01-03-11.html>), *Provost's Advisory Committee on Undergraduate Programs*.

## University Council on Graduate Study

The University Council on Graduate Study (UCGS) reviews, evaluates and makes recommendations to the Provost concerning proposals to establish or terminate post-baccalaureate degree and certificate programs throughout the University. It develops basic standards, regulations and policies applicable to all fields of graduate instruction and prepares and approves changes to *Regulations Governing Graduate Education at the University of Pittsburgh*. It is charged to keep informed regarding the quality of graduate education throughout the University and to conduct its own reviews of programs when necessary. Five of its members serve on the Subcommittee for the Evaluation of Academic Programs. Through the work of its committees and *ad hoc* task forces, it examines and makes recommendations concerning the changing aspects of graduate education, University policies directly affecting graduate students, and resources available to graduate education. UCGS members include twenty-one regular members of the Graduate Faculty, distributed according to the number of

Graduate Faculty in each school, and six graduate students. It is chaired by the Vice Provost for Graduate Studies.

For additional information, refer to University Policy 01-03-10, (<http://www.cfo.pitt.edu/policies/policy/01/01-03-10.html>), *University Council on Graduate Study* or visit the Website at <http://www.pitt.edu/~graduate/ucgs.html>.

## **University Research Council**

The University Research Council (URC) (<http://www.pitt.edu/~vpres/URC/>) is an advocate for research and reviews and assists in the development of policies pertaining to the conduct of research, scholarship, and creative activities within the University. Members are appointed by the Provost. The faculty members that serve on the University Research Council are broadly representative of the research-oriented schools and departments of the University, and include two representatives of University Senate. The Council reports to the Chancellor and is chaired by the Chancellor's designee. The Council is the principal faculty voice for research, and URC members serve as research liaisons with their academic areas. The University Research Council also advises the Vice Provost for Research on matters pertaining to the University's small grants program and the operation of the Office of Research.

## **Provost's Advisory Council on Instructional Excellence**

The Advisory Council on Instructional Excellence advises the Provost on the means to encourage instructional development and teaching excellence at the University of Pittsburgh. It realizes these goals through the sponsorship of special programming and the disposition of grants to faculty members seeking funding for curricular- and technology-driven proposals to advance instructional development and teaching excellence. Council members are appointed by the Provost from academic units across the University and are recognized for their own instructional accomplishments. The Council meets regularly throughout the academic year and is chaired by the Vice Provost for Faculty Affairs. Members serve on a rotating basis.

For additional information, visit the Website at <http://www.pitt.edu/~facaffs/acie/index.html>.

## **Council on Academic Computing**

The Council on Academic Computing (<http://www.pitt.edu/~vpres/CAC>) advises the Provost on academic computing needs throughout the institution. It will endorse proposals and recommend priorities and broad policies in the areas of network services, acquisition of instructional software, and the development of specialized facilities. The Council provides a forum for technical discussions of faculty computer interests through Council members who are knowledgeable on the state of computing across the University. The Council chair is appointed by the Provost.

## **Equipoise**

Equipoise is an organization of African American students, faculty, staff, and administrators that advises the senior administration on African American issues. The organization was established several decades ago as the Organization of Black Administrators, Faculty, and Staff (OBAFS). In 1980 the name was changed to Equipoise. The purpose of Equipoise is to facilitate the unique goals and objectives related to African American faculty, administrators, staff and students.

The organization consists of an Advisory Committee and four Subcommittees with responsibility for issues pertaining to (1) Community-University-Interface, (2) Recruitment, Retention and Promotion of Staff and Administration, (3) Recruitment, Retention and Graduation of African American Students, and (4) Recruitment and Retention of Faculty. Membership is open to all.

### **Provost's Advisory Committee on Women's Concerns**

The Provost's Advisory Committee on Women's Concerns (PACWC) (<http://www.provost.pitt.edu/pacwc/>) is appointed by the Provost. PACWC is charged with: reviewing the environment for women at the University; identifying areas in which the University could improve responsiveness; suggesting solutions for identified problems; and representing women in all areas of the University. It seeks to ensure a productive educational and work environment for students, faculty, and staff, particularly in areas related to women's concerns. PACWC consists of faculty, staff, administrators, and students. The Provost appoints the chair.

### **Information Technology Steering Committee**

The Information Technology Steering Committee (ITSC) is appointed by the Chancellor and chaired by the Provost to develop broad policy recommendations across the broad spectrum of information technology planning. The ITSC prepares and reviews on a regular basis the University's strategic information technology plan and recommends funding for its accomplishment. In addition, it recommends the annual distribution of the student network services fee within the context of the strategic plan. The members of the ITSC include senior administrators, deans, faculty representatives from Senate committees, and student representatives.

## II. FACULTY POLICIES

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### APPOINTMENT AND TENURE: UNIVERSITY OF PITTSBURGH BYLAWS, CHAPTER II

#### The Faculty

##### Article I. Membership

1.1 **Membership of University Faculty.** The membership of the University Faculty shall consist of such officers of the Corporation or other persons as may be designated by the Chancellor and Chief Executive Officer, and all members of the teaching staff with positions described in Articles IV and V.

1.2 **Membership of Degree-Recommendng Units.** The membership of the Faculty of each degree-recommending unit shall consist of the Chancellor and Chief Executive Officer, the Provost and the appropriate Senior Vice Chancellor, the Dean, and all other persons in the unit with positions described in Articles IV and V, and those full-time persons with positions described in Article VI.

##### Article II. Academic Tenure: Purposes and Obligations

2.1 **Basic Mission of the University.** The basic mission of the University of Pittsburgh is the advancement of learning. This purpose stems from the particular objectives of its founders and is carried out in the framework of tasks developed and shared by the community of higher education. The University seeks to discover knowledge and to transmit it to students in a fashion that not only will stimulate them to further pursuit of knowledge but may also prepare them for careers in the various professions. Autonomy and freedom of inquiry are required for the University to carry out its mission. The faculty must have high qualifications, academic standards should be challenging, and neither research nor teaching should be slighted.

2.2 **Other Elements of Mission.** In this country we have come to link the acquisition of knowledge with its application to the goals of society. The University's mission is also shaped, therefore, by a commitment to public service and to the development of individuals as free, responsible citizens.

2.3 **Academic Tenure.** The institution of academic tenure is an indispensable element in the environment of free inquiry required for a university to carry out its tasks. The purposes and obligations of tenured appointment at the University of Pittsburgh are set forth in the following paragraphs:

2.4 **Purposes of Tenure.** Academic tenure is a status accorded members of university faculty who have demonstrated high ability and achievement in their dedication to the growth of human knowledge. Tenure is intended to assure the University that there will be continuity in its experienced faculty and in the functions for which they are responsible. The University encourages the independence of the mind and the freedom to inquire. Therefore, promotion to tenured rank constitutes recognition by the University that a person so identified is qualified by achievements

and contributions to knowledge as to be ranked among the most worthy of the members of the faculty engaged in scholarly endeavors: research, teaching, professional training, or creative intellectual activities of other kinds.

**2.5 Obligations and Responsibilities of Tenure.** Tenure entails special and important obligations.

- a. The primary responsibilities of the tenured faculty are effective teaching and creative research throughout their careers, which advance their respective fields of learning and research, and initiate others into these fields through creative and effective teaching.
- b. Secondly, tenured appointment imposes stringent concern for the quality of the faculty. It is the duty of all members of the faculty to seek the best qualified persons for appointment. This duty weighs most heavily on the tenured in their service on those bodies entrusted with responsibility for retentions and promotions. When none of the available candidates meets the standards of excellence, only an explicitly temporary appointment should be made in order to prevent permanent appointments of less than fully-qualified faculty.
- c. Thirdly, those who accept the rights and immunities of tenured appointment owe it to their colleagues unfailingly and unflinchingly to defend independence and freedom of mind in their field of competence. The tenured faculty should create and sustain an intellectual ambiance in which their non-tenured colleagues can think, investigate, speak, write, and teach secure in the knowledge that their intellectual vitality is both essential and welcome.
- d. Fourthly, it falls to all, but again most stringently to the tenured, to see that no improper consideration enters into the appointive process. Academic freedom, no less than academic excellence, requires that academic appointments be made on academic grounds alone.
- e. And lastly, the acceptance of an appointment, whether for a term or permanently, implies a commitment to the University as an intellectual community. The rights to membership on the faculty and to academic freedom carry with them the obligations to uphold academic freedom against invasion or abuse, to not violate the academic freedom of others, and to perform in a productive, professional fashion so as to deserve membership on the faculty. It is equally a responsibility of the officers of the University administration and of the Board of Trustees to assure, to protect, and to defend academic freedom. The tenured faculty and the officers and Board members should work together to that end.

Thus the tenure system entails not only the maintenance of the highest standards by which the merits of alternative candidates are to be appraised, but also the special obligations and responsibilities of those who are awarded tenure.

### **Article III. General Policies of Appointment and Tenure**

**3.1 Non-Merit Considerations for Appointment and Promotion.** The work of the University requires a wide variety of talents, balanced among specialized fields. Because these needs change over time, the University must be capable of responding to these changes. Therefore, all recommendations of appointment and promotion not

only must be evaluated in terms of the individual merits of the candidate, but also must take into account the current standards of the relevant discipline or profession at large and the requirements of the candidate's department or school at the time of the recommendation and for the then-foreseeable future. Because it is necessary to retain flexibility within the anticipated resources of the University, the proportion of tenured to non-tenured faculty must not rise to a level that would impair the University's or school's capacity to respond to changing demands for its services. When a faculty member becomes eligible for consideration for promotion with tenure, this factor may be important to those who participate in the decision on whether or not tenure will be awarded.

**3.2 Periodic Review.** There will be periodic review (at least annually) of the faculty member's situation during probationary service. The faculty member will be advised of the time when decisions concerning renewal and tenure are to be made, and submit material so as to assure adequate consideration of questions of renewal and tenure.

**3.3 Assistance of Senior Colleagues; Decisions on Appointment and Promotion.** The non-tenured faculty member should seek advice and assistance from senior colleagues; the ability of senior colleagues to advise, assist, and ultimately to make a sound decision on renewal or tenure will be enhanced by an opportunity for regular review of the qualifications of non-tenured faculty members. A total separation of the senior faculty roles in counseling and evaluation will not likely be possible, but review of a faculty member can be presented by a colleague and received by the subject faculty member in such a manner as to assist the subject faculty member's professional development. The initial locus of consideration for faculty appointment is at the department or school level, by peers. However, concurrence by his or her dean and the Provost is required. In addition, only the Chancellor and Chief Executive Officer can award tenure.

**3.4 Power of Appointment and Dismissal.** The power of appointment and correlative power of dismissal of any member of the faculty are committed to the Board of Trustees. However, it is the policy of the Board to delegate those powers to the Chancellor and Chief Executive Officer as head of the University Faculty, who may redelegate these powers except in the case of tenured faculty.

**3.5 Tenure Policies.** The following policies that regard tenure shall not be applied retroactively to those who hold tenure; and insofar as these change prior or existing policies of tenure, they shall have prospective application only.

- a. Conferral of tenure, promotion to professor, and an appointment in the tenure stream at the rank of associate professor or professor are made by the Chancellor and Chief Executive Officer. The Chancellor and Chief Executive Officer takes into account recommendations of the Provost and, if the appointment is in a school of the Health Sciences, of the Senior Vice Chancellor for Health Sciences.
- b. Other appointments, promotions, and renewals of appointments are made by the Provost, who takes into account recommendations from the appropriate dean or campus president, or, if the appointment is in a school of the Health Sciences, from the Senior Vice Chancellor for and the deans of the Health Sciences.

- c. A faculty member who has retired may be reappointed on a yearly basis if the University has a special need for his or her services.
- d. The University shall send to each new Member of the Faculty a letter setting forth the terms and conditions of his or her appointment. Each newly-appointed person shall receive a copy of the *Faculty Handbook* which will summarize the policies governing faculty appointments which are in effect at the time.
- e. In the following articles of this document, the word "year" refers to the length of a faculty member's contract for one academic year. A "year" may be of eight, nine, ten or 12 months' duration. Tenure for full-time faculty implies a minimum appointment of two academic terms in each academic year. The actual length of appointment in each year may differ. It is independent from tenure status and is specified by the letter of appointment.

#### **Article IV. Full-Time Tenured or Tenure-Stream Faculty**

**4.1 Criteria for Appointment and Promotion in General.** The ranks of professor, associate professor, assistant professor, and instructor comprise the tenure stream. The University has established the following minimum criteria for each of the tenure-stream ranks. In rare instances, the requirement of a doctorate may be satisfied through accomplishments that can be considered a reasonable substitute for formal study. Faculty must demonstrate a capacity for cooperation with associates in meeting program needs and fulfilling their share of department responsibilities. Most schools or regional campuses and some departments have developed supplemental criteria for appointment, promotion, and tenure appropriate to their discipline or profession. Copies of these are available in the departmental or deans' offices.

**4.2 Criteria for Instructor.** The instructor should have an earned doctorate or the highest appropriate professional degree, or provide evidence that he or she is successfully pursuing such a degree and expects to receive it within reasonable time. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends upon satisfactory scholarly progress and a demonstrated interest in and ability to pursue an academic career.

**4.3 Criteria for Assistant Professor.** An assistant professor should evidence demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would enable him or her to make a comparable academic contribution. The assistant professor should possess a doctorate or appropriate professional degree. He or she should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts, and should have demonstrated ability in guiding and counseling students. To be appointed or promoted to an assistant professorship, a person should have the potential for promotion to associate professor.

**4.4 Criteria for Associate Professor.** An associate professor should possess a doctorate or appropriate professional degree and have substantial experience in teaching and research or applicable professional experience. The person should show a capacity and will to maintain teaching effectiveness and the ability for continuing



growth as a teacher, scholar, and member of his or her profession. He or she should also have progressed in attaining eminence in a scholarly or professional field. An associate professor must display consistently mature performance in course and curriculum planning, in guiding and counseling students and junior faculty members, and in participating in the activities of the University.

**4.5 Criteria for Professor.** The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. The professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for ranks shown above.

**4.6 Terms of Appointment and Tenure.**

- a. With the exception of physician faculty members in the School of Medicine with clinical responsibilities, the total number of years which a faculty member may serve without tenure in the tenure stream shall not exceed seven. If a person has served for seven years in the tenure stream, either he or she must be promoted to associate professor or professor with tenure or his or her service in the tenure stream must be terminated. Notification of termination must be made prior to the end of the sixth year in the tenure stream. The maximum allowable duration of service in the tenure stream without tenure shall be independent of previous service at another college or university. For physician faculty members in the School of Medicine with clinical responsibilities, the total number of years of service without tenure in the tenure stream shall not exceed ten. If a person has served for ten years in the tenure stream, either he or she must be promoted to associate professor or professor with tenure or his or her service in the tenure stream must be terminated. Notification of termination must be made prior to the end of the ninth year in the tenure stream. The maximum allowable duration of service in the tenure stream without tenure shall be independent of previous service at another college or university.
- b. The terms of appointment of faculty members in the tenure stream below the rank of associate professor and professor may be for one, two, or three years. When a decision is made not to renew an appointment, the faculty member on a first one-year appointment shall be notified in writing no later than March 15; on a second or subsequent consecutive one-year appointment by December 15; by December 15 of the second year of a two-year appointment; and twelve months prior to the end of a three-year appointment.
- c. A year of appointment in the tenure stream is recognized if the appointment became effective on or before December 31. In cases where the appointment became effective January 1 or later, the remainder of the academic year is disregarded for this purpose, and the next year is counted as the first year of appointment in the tenure stream.
- d. Leaves of absence do not interrupt tenure-stream status but may prolong the maximum allowable period in the tenure stream. When a tenure-stream faculty member is granted a leave of absence, the official letter of notification from the

Provost may state that the term or probationary appointment has been extended and that the period of leave will not be counted as a part of the term or probationary period of service. The minimum extension and period of non-counted service will be one academic term or semester, even though the leave was for a shorter period. Such an extension shall be made solely for the purpose of enabling the individual concerned to have an opportunity for evaluation substantially equivalent to that of persons not taking leave. A leave of absence for the purpose of professional enhancement is normally limited to one year. The leave may be renewed with the appropriate approval.

- e. Except for physician faculty members in the School of Medicine with clinical responsibilities, a faculty member may receive a temporary appointment outside the tenure stream if the Provost determines that exceptional circumstances prevail that both prevent normal progress in the tenure stream and are beyond the control of the individual. A temporary appointment outside the tenure stream extends (by the duration of the temporary appointment) the allowable period before a tenure decision must be made. The extension of the probationary period under this provision shall be limited to two academic years. For faculty in the Health Sciences schools (other than the School of Medicine) who have clinical responsibilities, the probationary period may be extended by up to thirty-six months.
- f. Tenure may be held only by professors and associate professors. Tenure shall be held by a faculty member only in the School or Regional Campus where the tenure is granted. Once it has been awarded, tenure is obligatory for the University, optional with the faculty member. Tenure does not apply to administrative positions which may be for indefinite terms, and are terminable at any time.
- g. Promotion to the rank of associate professor may be made without the award of tenure. Usually the individual will have completed at least three years in the tenure stream. With the exception of physician faculty members in the School of Medicine with clinical responsibilities, the appointment shall be for a minimum of two years and not longer than four years. For physician faculty members in the School of Medicine with clinical responsibilities, the appointment shall be for a minimum of two years and not longer than seven years. If there is no intention of awarding tenure, the individual must be given at least twelve months' notice of termination prior to the end of the appointment.
- h. Initial appointments at the rank of associate professor or professor shall be for a probationary period of three or four years. The award of tenure may take place at any time during the probationary period. If tenure is not to be awarded, the probationary appointee at the associate professor or professor level must be given at least twelve months' notice prior to the end of probationary appointment. Under exceptional circumstances, the initial appointment of an associate professor or professor may be made with tenure.

**4.7 Full-Time to Part-Time Status.** A tenured or tenure-stream faculty member may request to diminish his or her University responsibilities to no less than half-time

and be permitted to retain membership in the University Faculty and continue as tenured, or in the tenure stream at a proportionately reduced salary and fringe benefits. These requests are approved by the Provost, who acts upon the recommendation of the relevant dean or campus president, and, if in a school of the Health Sciences, of that Senior Vice Chancellor. No person holding a full-time tenured or tenure-stream appointment, however, shall be required to accept less than a full-time appointment.

#### **4.8 Termination of Appointment for Cause.**

- a. Termination of any appointment, other than by expiration of term, may be made for cause. The University recognizes the right of the individual concerned to be informed of the reasons for the termination of his or her appointment. Prior to such termination, the Chancellor and Chief Executive Officer shall seek the advice of a hearing board.
- b. The procedure for selecting the membership of the hearing board is as follows:
  - (i) The hearing board will be composed of five members of the faculty, selected from the elected faculty on Senate Council, and a chairperson appointed by the Chancellor and Chief Executive Officer, who may, but need not, be a member of the faculty. The chairperson may not vote on the outcome, but otherwise may participate fully in the proceedings.
  - (ii) When a hearing board is needed, the Chancellor and Chief Executive Officer shall ask the President of the Senate to select twelve nominees from among the elected faculty on Senate Council. The faculty member and the senior administrator involved shall each have three preemptory challenges against any of the twelve persons selected, and the Clerk of the Senate shall reduce the list by lot to five names.
- c. The hearing board shall transmit its findings and recommendations to resolve the matter to the Chancellor and Chief Executive Officer and to the Chairperson of the Board of Trustees, for consideration and action by the Chancellor and Chief Executive Officer or after review of the process by a committee of the Board of Trustees.
- d. A hearing may also be arranged at the discretion of the Chancellor and Chief Executive Officer when a faculty member makes a specific claim within thirty days following completion of prescribed administrative procedures that there has been unfair practice with reference to the terms and conditions of appointment, such as failure to reappoint and award tenure.

**4.9 Financial Exigency.** The Board of Trustees may, upon due notice, terminate the service of any member of the Faculty because of a financial exigency that is demonstrably bona fide, subject to the right to a hearing as provided in Section 4.8 of this Chapter.

#### **Article V. Part-Time Tenured or Tenure-Stream Faculty**

**5.1 Criteria for Appointment and Promotion.** Part-time faculty who serve at least on a half-time basis are eligible for tenure or tenure-stream appointments at the same ranks and under the same criteria described in Article IV of this Chapter.

## 5.2 Terms of Appointment and Tenure.

- a. The total number of years which a part-time faculty member may serve without tenure in the tenure stream may not exceed thirteen. If a person has served for thirteen years in the tenure stream, either he or she must be promoted to associate professor or professor with tenure, or his or her services in the tenure stream must be terminated. Notification of termination must be made prior to the end of the twelfth year of service. The maximum allowable duration of service in the tenure stream without tenure shall be independent of previous service at another college or university.
- b. The terms of appointment of part-time faculty members in the tenure stream excluding those appointed at the rank of associate professor and professor may be for one, two, or three years. When a decision is made not to renew an appointment, the faculty member on a first one-year appointment shall be notified in writing no later than March 15; on a second or subsequent consecutive one-year appointment by December 15; by December 15 of the second year of a two-year appointment; and twelve months prior to the end of a three-year appointment.
- c. A year of appointment in the tenure stream is recognized if the appointment became effective on or before December 31. In cases where the appointment became effective on January 1 or later, the remainder of the academic year is disregarded for this purpose, and the next year is counted as the first year of appointment in the tenure stream.
- d. Tenure may be held only by professors and associate professors. Tenure shall be held by a faculty member who serves on a part-time basis only in the school or at the regional campus where the tenure is granted. Part-time tenured faculty appointments may be for no less than half-time. Once it has been awarded, tenure is obligatory for the University, optional with the faculty member. Tenure does not apply to administrative positions which may be for indefinite terms and are terminable at any time.
- e. A part-time person may be promoted to the rank of associate professor without receiving tenure. Usually the individual will have completed at least six years in the tenure stream. The appointment shall be for a minimum of four years and not longer than six years. If there is no intention of awarding tenure, the individual must be given at least twelve months' notice prior to the end of the appointment.
- f. Initial part-time appointments at the rank of associate professor or professor shall be for a probationary period of six years. The award of tenure may take place at any time during the probationary period. If tenure is not to be awarded, the probationary appointee at the associate professor or professor level must be given at least twelve months' notice prior to the end of the probationary appointment. Under exceptional circumstances, the initial appointment of an associate professor or professor may be made with tenure.

5.3 **Termination of Appointment for Cause.** Termination of any appointment, other than by expiration of term, may be made for cause, as provided for in Section 4.8 of this Chapter.

5.4 **Financial Exigency.** The Board of Trustees may, upon due notice, terminate the service of any member of the Faculty because of a financial exigency that is demonstrably bona fide, subject to the right to a hearing as provided in Section 4.8 of this Chapter.

## **Article VI. Full- and Part-Time Non-Tenure-Stream Faculty**

6.1 **Nature of Non-Tenure-Stream Appointments.** Among the various faculties there are persons who possess special skills contributing substantially to the mission of the University who are not hired to devote full-time effort to the University, or whose positions are funded for a finite period, or whose professional and academic preparations are not complete, or who are not expected to perform the same range of duties expected of a tenure-stream member of the faculty or to make the same contributions to the University community, and who are agreeable to a non-tenure-stream appointment without implication of tenure.

6.2 **Titles and Ranks.** Under these or other exceptional circumstances, appointments outside the tenure stream and without tenure may be made at the ranks and with the title of professor, associate professor, assistant professor, and instructor. In exceptional cases, and with good reasons, a person may apply to leave the tenure stream to seek an appointment outside the tenure stream. Appointments with the following prefixes to the above ranks, and the following other ranks, are outside the tenure stream:

### **Prefixes**

**VISITING:** One whose appointment is on a temporary basis; usually for not more than one academic year.

**RESEARCH:** One whose primary assignment or contribution is investigative, and who is not ordinarily expected to undertake regular teaching responsibilities.

**ADJUNCT:** One whose primary employment is outside an academic unit of the University, but who is fully-qualified professionally and who performs on a part-time basis, duties which would otherwise be assigned to members of the full-time faculty.

**CLINICAL:** One whose major contribution is as a preceptor of students and trainees in clinical skills, whether within the University or in another setting.

**FIELD:** One whose primary assignment or contribution is in supervising student field-work, who is geographically removed from the University, and who does not undertake class responsibilities.

### **Ranks**

**SENIOR LECTURER:** A title reserved for persons of considerable professional attainment, of eminence, or with recognized expertise in their fields of scholarship or in the creative arts.

LECTURER: The term should be used to designate the "occasional" teacher, whose responsibilities are limited and defined in the letter of appointment.

PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, OR INSTRUCTOR OF CLINICAL (SUBJECT, e.g., Medicine): One whose major contribution is usually limited to clinical practice and teaching.

**6.3 Terms of Appointment.** The terms of appointment of full-time faculty members outside the tenure stream may be for one to five years and are renewable. When a decision is made not to renew an appointment of a faculty member who has completed less than five full years of continuous service, the faculty member shall be notified in writing no later than three and a half months prior to the end of the appointment. When a decision is made not to renew an appointment of a faculty member who has completed at least five full years of continuous service, the faculty member shall be notified in writing no later than five and a half months prior to the end of the appointment. Faculty members outside the tenure stream who are supported in whole or in part by grants must be notified by the applicable time before the termination of the grant as to whether or not they will be reappointed should a supporting renewal or replacement grant be obtained.

**6.4 Termination of Appointment.** Full-time, non-tenure-stream members of the faculty who are terminated prior to the expiration of appointment may avail themselves of the appeals process described in Section 4.8 of this Chapter.

\* \* \*

**End of excerpt from the *University of Pittsburgh Bylaws***

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## Faculty Librarians

Effective March 3, 1970, faculty status for librarians was approved by the Chancellor.

The appointment of faculty librarians is outside the tenure stream.

Within the University Library System (ULS), librarians may be appointed to one of the four ranks of faculty librarians (Librarians I-IV). Criteria and procedures for the appointment and promotion of faculty librarians in the ULS are included in the document *Guidelines for Faculty Librarians: Appointment, Review, Promotion and Appeal* (<http://www.library.pitt.edu:8000/manuals/prc.html>).

Faculty librarians outside the ULS should consult their library administration for their guidelines and practices.

All faculty librarians are voting members of the University Senate and elect representatives to serve as voting members of the Senate Council and the Faculty Assembly.

For additional information, refer to University Policy 02-02-14 (<http://www.cfo.pitt.edu/policies/policy/02/02-02-14.html>), *Faculty Librarian Status*.

## **Policy on Transfer of Faculty from Tenure-Stream Appointments to Appointments Outside the Tenure Stream**

Since the Appointment and Tenure Policies in the *University of Pittsburgh Bylaws* do not clarify and describe the circumstances in which a faculty member may be transferred to an appointment outside the tenure stream, the following policy was developed. The transfer of a faculty member with an appointment in the tenure stream to one outside the tenure stream should occur only in exceptional cases when there is a compelling argument that it is in the best interests of both the individual and the University. A transfer to a non-tenure-stream appointment may occur only under the following two circumstances:

### **Type A -- Temporary Transfer Out of the Tenure Stream**

Except for physician faculty members in the School of Medicine with clinical responsibilities, a faculty member in the tenure stream with not more than two years remaining before the mandatory review for tenure may request to be temporarily transferred to non-tenure-stream status. Such transfer requires mutual agreement among the faculty member, the faculty committee responsible for recommending tenure in the department or equivalent unit, and the dean of the school. If there is no such faculty committee, this agreement is the responsibility of the tenured faculty members of the unit. All of the concerned parties must agree that a reasonable expectation of fulfilling tenure criteria exists, given the time extension.

This transfer can be done only when exceptional circumstances prevail. Exceptional circumstances that prevent normal progress in the tenure stream must be beyond the control of the individual. Examples of such circumstances might include long-term serious illness of the faculty member or spouse; expanded teaching, administrative, or clinical duties to meet explicitly-defined department, school, or University needs; or an individual's scholarly activity that clearly requires additional time to judge its outcome.

The suspension of the tenure-stream clock shall be for a period of no longer than 24 months, but normally shall be for 12 months, after which period the individual will automatically revert to the tenure-stream status. For faculty in the other Health Sciences schools who have clinical duties, the clock may be suspended for up to 36 months. The length of time shall be determined at the time of the suspension and justified by a designated plan for the necessary effort to remove the burdens that prevented progress.

The normal process of review for promotion shall take place 12-24 months later than would have been the case in the absence of the time extension (12-36 months in the other Health Sciences schools). All of the rights and privileges of a tenure-stream faculty member shall apply during the entire period, including the added months resulting from the suspension of the tenure-stream clock.

### **Type B -- Permanent Transfer Out of the Tenure Stream**

An academic unit may decide to transfer a faculty member from a tenure-stream appointment to a non-tenure-stream appointment, in which case the language in the Provost's letter of notification and appointment must explicitly indicate that the transfer is intended to be permanent. The University's expectation of activities must be stated in the letter as substantially different from its faculty who are in the tenure stream. The transfer of an individual to non-tenure-stream status shall be made after consultation with the faculty committee concerned with

recommending tenure, promotion, and hiring within the individual's department or equivalent unit, and the dean of the school. If there is no such faculty committee, the consultation should be with tenured faculty members of the unit. Such transfer to the non-tenure stream shall not be used with the intent of substituting for a tenure-stream appointment or otherwise subverting the University's Appointment and Tenure Policies.

## **Graduate Faculty**

### **Qualifications for Membership in the Graduate Faculty**

According to the 1971 reorganization of graduate study at the University of Pittsburgh, "membership in the Graduate Faculty shall be of two classes, 'Regular' and 'Adjunct.'" *Regular membership* shall be recommended for full-time faculty or part-time tenured/tenure-stream members of the University faculty or academic staff with faculty status who are approved to direct graduate study and research at all levels. *Adjunct membership* shall be recommended for persons whose primary responsibility is outside the University but who hold a part-time faculty or adjunct appointment and are approved to direct graduate study and research at all levels.

The competence to direct graduate study and research at all levels is the primary qualification for membership in the Graduate Faculty. Hence, each nomination for membership should include documentation of the candidate's experience in research, in the teaching of graduate-level courses, in the supervision of graduate research, as well as scholarly publications and professional employment. The completion of a doctoral dissertation, while highly desirable, is not in itself sufficient evidence of qualification for membership in the Graduate Faculty. At the same time, faculty members without an earned doctorate are not automatically excluded and may be designated if they have exceptional qualifications by virtue of experience and accomplishment.

Appropriately qualified faculty members who are not either Regular or Adjunct members of the Graduate Faculty may be assigned by their department chairs (if approved by the Graduate Faculty of the department) the responsibility for the teaching of graduate courses and the direction of master's level research. In addition, they may serve on doctoral dissertation committees, provided that a majority (three or more) of the committee are Regular or Adjunct Graduate Faculty members. These responsibilities provide some of the experience required for later appointment to membership in the Graduate Faculty. Individuals who are candidates for advanced degrees, and especially those seeking a degree from the University of Pittsburgh, do *not* normally qualify for membership on doctoral dissertation committees and, except in a few professional areas, they should not normally be assigned the responsibility for the teaching of *graduate* courses.

### **Procedure for Nomination**

All nominations for Regular or Adjunct membership in the Graduate Faculty must originate in the department or school offering graduate degree programs. All Regular Graduate Faculty members in the department, school, or unit must be polled, and the nomination must be signed by at least six of the Graduate Faculty members, the department chair, and the dean of the school making the nomination. If there are fewer than six Graduate Faculty members in the unit, additional support (including signatures) should be obtained from Graduate Faculty members in closely related areas of the University.



The Graduate Faculty of any school may determine appropriate discipline subclusters to act on nomination procedures, if the total faculty so desires.

If a department or school nominates for Regular membership in the Graduate Faculty an individual whose primary appointment is in another department, the nomination must include the concurrence of the department of primary appointment.

All nominations for Regular or Adjunct membership in the Graduate Faculty should be submitted to the Provost on the appropriate form. The required supporting evidence should include a listing of graduate courses taught, service on graduate committees, research supervised, and scholarly publications.

### **Appointment to the Graduate Faculty**

Appointment to membership in the Graduate Faculty is made by the Provost of the University.

The Provost reviews all nominations before final approval and appointment. This review is based upon the qualifications to teach and direct graduate research at all levels in accordance with the objectives of the degree programs.

For additional information, refer to University Policy 02-02-13, (<http://www.cfo.pitt.edu/policies/policy/02/02-02-13.html>) *Graduate Faculty Qualifications*, or the document *Regulations Governing Graduate Study at the University of Pittsburgh*, which may be obtained from the Office of the Provost, or visit the Website at <http://www.pitt.edu/~graduate/>.

### **Distinguished Professorships**

The appointment of a faculty member to a Distinguished Professorship at the University of Pittsburgh constitutes the highest honor that the University can accord a member of the professorate. Eligibility criteria are established by the dean of the school in which the faculty member holds tenure. All recommendations are reviewed by a group of distinguished faculty appointed by the Provost, in consultation with the Senior Vice Chancellor for Health Sciences. Distinguished Professorships may be awarded by the Chancellor on the recommendation of the Provost in consultation with the Senior Vice Chancellor for Health Sciences.

#### **General Criteria and Definitions:**

The excerpt from the *University of Pittsburgh Bylaws* in this section of the *Handbook* defines each faculty rank. The following are additional criteria, demanding accomplishments and contributions beyond the authoritative knowledge, stature and service expected of a full professor in any school.

#### *Distinguished University Professor*

Designation as a Distinguished University Professor recognizes eminence in several fields of study, transcending accomplishments in and contributions to a single discipline. National and, where appropriate, international recognition in at least one field is required. These individuals are also expected to contribute to the intellectual advancement of their home departments and schools, to other departments and schools, and to the institution as a whole.

### *Distinguished Professor*

Designation as Distinguished Professor recognizes extraordinary, internationally-recognized, scholarly attainment in an individual discipline or field. These individuals are expected to make special contributions to the intellectual advancement of their home departments and schools, as well as to the institution as a whole.

### *Distinguished Service Professor*

Designation as a Distinguished Service Professor recognizes distinctive contributions and outstanding service to the University community in support of its multi-faceted teaching/research/service mission, as well as performance excellence in the faculty member's department or school, and national stature in his or her discipline or field.

### *Endowed Chair*

Designation as an Endowed Chair recognizes eminence in a field of study that reflects outstanding contributions to a discipline. National and, where appropriate, international recognition in a field is expected. The availability of such positions is dependent upon external support.

Copies of the Policy and Procedure Governing Appointments to Distinguished Professorships (<http://www.provost.pitt.edu/faculty-affairs/distinguished.html>) are available from the Office of the Provost, telephone 412-624-4222.

## **Chancellor's Distinguished Awards**

The Chancellor's Distinguished Awards is an annual program that recognizes faculty members for outstanding teaching, research, or public service. Advisory committees of distinguished faculty may select up to five individuals every year in each category on the basis of peer nominations and letters of reference. Guidelines for nominations are distributed to all faculty members in the fall term by the Office of the Provost. For more information, contact the Office of the Provost, telephone 412-624-4222.

## **Joint Appointments**

Institutional policy encourages the appointment of individuals to the faculties of two or more schools or departments concurrently. Such appointments might be made in connection with interdisciplinary or interprofessional teaching and research programs involving several departments.

When a school determines the need for faculty expertise that is beyond the scope of its discipline or field, it should attempt to meet the need for services through existing faculty in another school or department of the University.

If, in unusual circumstances, shared services or a joint appointment cannot be arranged, special permission may be granted by the Provost to allow a primary appointment of an individual in a discipline not normally appropriate to a school.

The concurrent appointment of individuals to the faculty of the University of Pittsburgh and the faculty of another institution of higher education is also possible. Such arrangements can benefit both the institutions and the faculty member in many ways, not the least of which is the mutual ability of the institutions to support a full-time appointment in an area so specialized that neither

institution would be capable of such support alone. In such cases, specific approval by the Provost is required and full disclosure should be made in the case where the faculty member holds tenure at both institutions.

In making joint appointments, there is a need to clarify such matters as: primary administrative jurisdiction; division of responsibilities; and the criteria for promotion and salary increases, tenure, and budget allocations. In order to avoid misunderstandings and conflicts of interest, the following principles apply to joint appointments.

Joint appointments are of two primary categories:

- Where each department or school carries a portion of the salary.
  - Where there is no sharing of salary.
1. The appointment documents shall state clearly: the primary department and/or school in which tenure is held; where primary responsibility rests for the individual's professional development, salary increases, promotion, research and teaching assignments; and the extent of responsibility, if any, of the other departments and schools in which he or she holds an appointment in regard to these same matters. Tenure may only be held in the department of the primary appointment.
  2. The department or school having secondary interest in the individual shall be consulted on pertinent details of the original appointment. Such department or school, if it desires to make a secondary appointment, shall obtain the approval of the Provost or the Senior Vice Chancellor for Health Sciences before a secondary appointment is offered. Similarly, in such matters as faculty development, evaluation, reappointment, promotion, and distribution of time for teaching, research, or administrative duties, the department or school involved in the secondary appointment shall be consulted and actions taken in accordance with the responsibilities specified in the appointment documents.  
If the secondary department or school provides a portion of the salary, the distribution of salary, time, and teaching responsibilities between the departments or schools must be determined at the time of the initial hire and any subsequent changes to that distribution must be agreed upon by both departments or schools. The secondary department or school must be consulted on salary recommendations. All parties to each recommendation should sign the Employee Record form, and any agreements incident thereto should be filed in the personnel folder. No group should presume to speak for another in the arrangement of these matters.
  3. The primary assignment is indicated by the first title. For instance, an individual with tenure in the Department of Sociology might have an appointment as Associate Professor of Sociology and Associate Professor of Social Work. Whenever possible, appointments in professional schools of persons whose field is primarily in one of the academic disciplines should be secondary appointments. Where the primary appointment is in the professional school, the primary title should include the name of the professional school, e.g., Professor of Business and Professor of Psychology.

When a faculty member is promoted in his or her primary appointment, the department or school providing the secondary appointment should be notified so that consideration for the promotion in the secondary appointment can be made concurrently.

4. Every effort should be made to ensure that an individual with a joint appointment holds the same rank in all faculties. When this is not feasible, the secondary rank should not be

higher than the one in the primary department or where tenure is held. The secondary unit should give the same scrutiny and apply the same standards for its secondary appointments as it would in making a primary appointment.

5. Joint appointments should be terminated if their former appropriateness has been lost. Changing interest on the part of the individual, changing need in a department or in an interdisciplinary program, the gain or loss of a research contract, or some other factor may reduce the significance of a joint appointment.

To encourage the application of this policy, no joint appointment shall be made for longer than three full academic years. At least six months before the end of the appointment, the dean of a school or the department chair where a secondary appointment is held will initiate a reappointment action. If none is forthcoming, the joint appointment automatically lapses at the end of the appointment. If a recommendation for reappointment is made, all deans or department chairs and the faculty member involved shall be consulted before the joint appointment is renewed.

6. A teaching assignment outside a faculty member's primary department or school does not necessarily require a joint appointment, nor does the offering of a course in one department or school to which the students of another department or school are admitted require that the instructor hold a joint appointment in both departments or schools.
7. It is the spirit of these policies that only joint appointments that are joint in practice as well as in name are desired. A joint appointment should be made only when the individual plans to participate in each of the faculties in which he or she will have an appointment. Participation may involve teaching, research, attendance at faculty meetings, acceptance of administrative assignments, and other such functions. When a sharing of salary is involved, however, the extent of duties in each school or department must be clearly agreed upon in writing by all parties.
8. The bulletins of all departments or schools in which an individual holds an appointment shall list the joint appointee as a faculty member.

For additional information, refer to University Policy 02-02-11, (<http://www.cfo.pitt.edu/policies/policy/02/02-02-11.html>) *Joint Appointments*.

## Length of Appointments

Full-time faculty appointments are for 12 months, two terms, nine months, or ten months. The length of service of a faculty member appointed for two terms, nine months, or ten months encompasses the calendar period of the appointment plus whatever time may be necessary before the start and the end of the period for preparation, grade reporting, or other work related to that of the term itself, including, specifically, the start of classes prior to September 1 or the end of classes or turning in of final grades after April 30.

Faculty on a two-term, nine-month, or ten-month appointment may elect to receive their contract salary over 12 months beginning in September. Once an election is made, no change in the method of payment can be made until the following September. New faculty on a two-term, nine-month, or ten-month appointment basis whose appointment begins other than September may not elect to receive their salary over 12 months until the following September.

For additional information, refer to University Policy 02-02-12, (<http://www.cfo.pitt.edu/policies/policy/02/02-02-12.html>) *Length of Appointments*.

## **Policy for Reduction in Length of Faculty Contracts**

This policy governs the reduction in the length of faculty contracts in excess of two terms per year for cases where the reduction for a whole academic unit is mandated as a result of an approved planning procedure. A plan for an academic unit may exclude from reduction those faculty who are involved in essential teaching, research, administrative, or clinical services as a part of their contractual responsibilities on a year-round basis.

This policy also governs the reduction of contract length for faculty not covered by a mandated plan.

Copies of the policy are available in the Office of the Provost (412-624-4222).

## **Summer Term and Session Appointments**

Faculty members with a two-term appointment may be asked to teach in the summer term or sessions. Summer term and session salaries are paid on a per credit basis.

In instances where a two-term appointee has administrative responsibilities during the summer term, some upward salary adjustment may be made. In no case, regardless of the extent of non-teaching activities in the summer term, is anyone on less than an annual appointment to be paid more than 50 percent of the two-term salary. Individuals employed for non-teaching activities for only one session during the summer term may not be paid more than 25 percent of the two-term salary.

Full-time faculty members on a two-term appointment who are involved in externally-funded, non-teaching duties in the summer term ordinarily work three months and receive a summer term salary of 37.5 percent of the two-term salary, subject to the availability of funds from the external source. For each full month of duties during the non-teaching term, the salary rate is 1/8 the two-term salary, with partial months worked, or part-time work, adjusted accordingly. When the granting agency will allow four months of research work, the dean or campus president may approve a full four-month assignment of 50 percent of the regular two-term contract salary. Summer term and session appointments are paid according to the following schedule:

Summer Session I-One paycheck in May

Summer Session II-One paycheck in July

Summer Term-Three paychecks (May, June, and July)

Full-time faculty who are on less than a 12-month contract and receive an appointment in the summer term or sessions have the option to continue to participate in the Group Term Life Insurance and Long-Term Disability Plan and the Retirement Program. Group Term Life Insurance will be based on the contract salary as of the preceding September 1, plus earnings from the preceding summer term or sessions, and the faculty member's cost will be based on participation previously elected. The Long-Term Disability Insurance coverage is based on the contract salary as of the preceding September 1, plus earnings from the preceding summer term or sessions. Contributions to the Retirement Program will be based on the terms previously elected.

Also, federal regulations provide an option for federal income tax withholding from summer term and session wages at the rate of 20 percent of the gross payment after the Retirement

Program tax shelter reduction. This option applies only to those faculty who are on less than a 12-month contract but receive their salary in 12 monthly payments.

A Withholding and Benefit Option Form describes the options and must be completed and signed by the faculty member.

For additional information, refer to University Policy 02-06-03, (<http://www.cfo.pitt.edu/policies/policy/02/02-06-03.html>) *Third Term/Session Appointments: Salary Administration*.

## Promotion and Tenure Reviews

A faculty member being evaluated for promotion or the award of tenure shall be accorded a fair and impartial review based on the individual's merit and applicable standards of the discipline, school, or regional campus. The recommendation for promotion to the next higher rank is made by colleagues senior in rank. For promotions with the conferral of tenure, the recommendations are made by the tenured faculty with academic rank equal to, or higher than, that for which the person is being evaluated. Recommendations for the award of tenure to full professors or associate professors on probationary appointments are made by tenured faculty with rank equal to or higher than that for which the person is being evaluated. Schools have their own internal procedures to be followed in tenure decisions.

## Faculty Reviews and Appeals Principles and Procedures

At the University of Pittsburgh, reviews of faculty appointments and appeals of appointment decisions are guided by the following objectives and principles: to achieve justice and equal consideration for all parties in the University community; to provide a fair hearing process; to ensure that there is no unnecessary delay in the process; to uphold the principle of faculty self-regulation; to keep external intervention through the courts or other outside authority or parties to a minimum; and, where feasible, to maintain a single and orderly route of appeal.

Within any organizational setting, conflicts and disputes between and among individuals will occur from time to time. When such incidents occur, the University provides both informal and formal mechanisms through which individuals may work together to seek resolution of their differences. The essence of the University appeals framework is collegiality: the principle that differences are most efficaciously resolved by means of reasoned discourse, deliberation, and peer review. Throughout, responsible and honest discourse and the protection of academic freedom are essential. As scholars and citizens of the University community, all parties must be ever-cognizant of the axiom that every increment of authority and discretion brings with it corollary responsibilities -- to their fellow faculty members, to students, to the University, and to the community and society at large.

Copies of the procedures that were approved by the University Senate Council on May 8, 1978, and the Board of Trustees on May 16, 1978, amended November 27, 2000, are available in the Office of the Provost.

For additional information, refer to University Policy 02-02-10 (<http://www.cfo.pitt.edu/policies/policy/02/02-02-10.html>) and University Procedure 02-02-10, (<http://www.cfo.pitt.edu/policies/procedure/02/02-02-10.html>) *Faculty Reviews and Appeals*.

## Faculty Grievances

**General Policy:** Any eligible member of the faculty may seek redress for a grievance against an administrator through use of the two-step Faculty Grievance Procedure. The first step, following efforts at resolution at the department, school, or campus level, is to contact the chair of the Senate Tenure and Academic Freedom Committee (TAFC) for informal mediation. If that mediation is unsuccessful, the second step is to file a written complaint with the Provost.

**Eligibility:** The following persons are eligible to use the Faculty Grievance Procedure: (1) all full-time faculty, (2) all part-time tenured or tenure-stream faculty, and (3) librarians with faculty status. Research associates, whom the University excludes from faculty status, are not eligible to use this procedure.

**Definitions:** A grievance is an action or decision that has adversely affected a member of the faculty in his or her professional capacity that appears to have occurred or been reached unfairly, improperly, or in violation of University policy.

The definition of grievance does not include:

- a. sexual harassment, discrimination based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era, and violations of academic freedom or of proper procedures associated with appointment, tenure or promotion decisions, all of which are subjects of University policy;
- b. dissatisfaction with existing University policies (only misapplications of policy as to specific individuals are grievances within this policy);
- c. negative evaluations of an individual faculty member's professional work (negative evaluations that constitute violations of academic freedom are within the jurisdiction of TAFC);
- d. dissatisfaction with a salary decision, except as a salary decision or set of salary decisions is part of a pattern of conduct that as a whole rises to the level of grievance.

**Time for Filing:** In the normal case, this process should be invoked no later than 90 days after the incident, or after the most recent incident in a pattern of incidents. A person who has made a good faith effort to solve a problem at the department, school, or campus level, however, should not be cut off from this grievance procedure if the attempts stretch beyond 90 days.

For additional information, refer to University Policy 02-03-01

(<http://www.cfo.pitt.edu/policies/policy/02/02-03-01.html>) and University Procedure 02-03-01, (<http://www.cfo.pitt.edu/policies/procedure/02/02-03-01.html>) *Faculty Grievances*.

**Alternative Policy:** Any member of the faculty may seek redress for a grievance against certain actions by an administrator not covered by other University policies by using an alternative method, as outlined in University Policy 02-03-01A, *Faculty Grievances/Alternative Policy*, and University Procedure 02-03-01A, *Faculty Grievances/Alternative Procedure*. Selection of this procedure under this policy shall be exclusive and, except as provided for in the limited circumstances specified in the policy, once the procedure is selected by the eligible faculty member, that faculty member shall not be permitted to seek redress under Policy 02-03-01 for the same grievance.



For specific information, refer to University Policy 02-03-01A (<http://www.cfo.pitt.edu/policies/policy/02/02-03-01A.html>) and University Procedure 02-03-01A (<http://www.cfo.pitt.edu/policies/procedure/02/02-03-01A.html>), *Faculty Grievances/Alternative Policy*.

## **Policies Concerning Retired Faculty**

### **University Responsibilities**

Retired faculty members and the University have a common interest in encouraging continued faculty creativity and contributions to the University following retirement. The nature of the University-related activities will depend on the interests of the individual faculty member, his or her residential location, and the details of particular University programs in which that faculty member may choose to participate.

The Provost's Office is the central administrative locus for overseeing the implementation of policies with respect to retired faculty. This office may provide assistance to retired faculty in identifying opportunities for University service. This information could be utilized in facilitating academic service to the University's programs or those of other colleges, participation in pertinent research projects, substitute teaching, activities involving liaison with alumni and students, or community service. Generations Together, a component of the University Center for Social and Urban Research, which develops programs for intergenerational interactions, offers a number of opportunities to retired faculty for engagement in community activity.

Consistent with the encouragement of retired faculty to continue creative activities and contributions to the University, access to University office facilities and equipment, communications and information systems, and other University facilities and programs will be considered whenever possible and when appropriate to their involvement with the University. This will include University computers, parking, libraries, athletic facilities, educational programs, and e-mail accounts upon request. Attending formal University courses will be permitted whenever possible. University identification cards will be issued to retired faculty to facilitate their access to various services. Also, retired faculty with University office space and/or telephones will be listed in the *University of Pittsburgh Telephone Directory*. Involvement and interaction with the retired faculty member's department and the availability of office space and other facilities will necessarily depend on the resources of the department and the interests of the University. Recognizing the key role of computer and Internet access in facilitating communication, the University will continue to provide and encourage such access to retired faculty.

### **Faculty Responsibilities**

1. The faculty member should advise the department chair, dean or campus president one year in advance of his or her intended retirement date. During the last year of teaching service, a prospective retiree should contact the University Benefits Section of the Office of Human Resources to schedule a discussion of various benefits, including retirement annuity.
2. During the year preceding the proposed retirement date, the faculty member should discuss with the department chair, dean, or campus president his or her future plans concerning continued affiliation, if any, with the University.



3. This discussion should lead to the formulation of clear understandings relating to the possibility of office space, secretarial and other support, computer access, specific academic and/or research assignments, membership on committees, and the terms under which such services would be offered.
4. University identification cards will be issued to retired faculty to facilitate their access to various facilities. Faculty members must complete an application in the ID Center, Litchfield Towers Main Lobby.
5. Retired faculty with University office space and/or telephones can request through their departments to be listed in the *University of Pittsburgh Telephone Directory*.
6. Retired faculty may obtain a parking permit by completing a parking application at the Parking Office, 204 Brackenridge Hall. The request will be placed on a waiting list and a parking assignment will be made based on the date of application. The faculty member may retain their existing permit and designated parking lot if they have a continuing documented need, such as retaining the use of an on-campus office. The individual requesting the permit will pay for the permit. Deans, directors, and department chairs must verify the need for the permit. Retired faculty who are not on campus full-time may purchase validation stickers at the Parking Office.
7. Retired faculty who wish to have access to computing and Internet services must complete the necessary forms with their departmental FAIS Administrator.
8. A retired faculty member may remain as a member or chair of a doctoral committee if he or she is spending considerable time in Pittsburgh and is still professionally active. Retired faculty who meet these criteria may also be appointed as a member or as a co-chair (but not chair) of a newly formed committee. Retired faculty who leave the Pittsburgh area and/or do not remain professionally active should be replaced on committees and the revised committee approved by the department chair or the school's director of doctoral programs and the dean.
9. The faculty retiree is eligible to receive the same tuition benefits as were applicable when actively employed. Their spouses and dependent children are also eligible to receive tuition scholarships to cover credits taken at the University of Pittsburgh.

For additional information, refer to University Policy 02-07-02 (<http://www.cfo.pitt.edu/policies/policy/02/02-07-02.html>), *Effect of Separation on Eligibility for Faculty Scholarship Benefits*.

### **Permanent Reduction of Employment**

An option (partial retirement) available at any age, subject to agreement between the faculty member and his or her academic unit and with the Provost's approval, is a permanent reduction of the appointment to a designated fraction of full University responsibilities. Tenure or tenure-stream status may be retained if the fractional appointment is one-half or more. In such cases, salary and most fringe benefits are reduced accordingly. If the tenured faculty member enters part-time employment preceding retirement, he or she may qualify under TIAA/CREF/Vanguard and IRS rules to draw on his or her retirement funds. Detailed procedural advice should be requested from the Benefits Section of the Office of Human Resources. Faculty members should consult their personal financial planners for tax advice.

## Planning for Retirement

As part of the process of planning for retirement, a faculty member may want to discuss various options with the head of his or her academic unit and, for the sake of clarifying the available benefits, with the Benefits Section of the Office of Human Resources. Although retirement may be elected at any time, official retirement status at the University, which carries with it certain insurance benefits, is normally accorded only to persons 62 years of age or more.

At least three months prior to retirement, the individual must contact the Benefits Section regarding the following:

1. The faculty retiree may request an estimate of projected earnings from their accumulated annuity premiums. The retiree must select one or a combination of retirement income options which range from lump sum cash or an annuity.
2. Medical insurance benefits in effect during active employment may be continued after retirement until age 65 years. The University contribution continues as usual and the retiree is billed for the equivalent of the payroll deduction. At age 65 years or more, the retiree may choose from several options of insurance which coordinate with Medicare A and B. Depending upon the option selected, there is no cost, minimal cost, or full cost to the retiree.
3. Group Life Insurance in the amount of \$15,000 is provided at no cost to the retiree with 10 or more years of service. For retirees with less than 10 years of service, the University provides a prorated portion of the \$15,000. (An alternative applies to employees who elected to remain in the Group Life Insurance Plan that was in effect prior to May 1, 1977.) At retirement, the difference between the above amount and the amount of insurance held as an active employee can be converted to an individual life insurance policy at the then attained age without medical evidence of insurability, provided application is made directly to the carriers within 31 days of retirement.

For further information, contact the Office of the Provost and the Benefits Section of the Office of Human Resources, and refer to University Policies 02-08-01 (<http://www.cfo.pitt.edu/policies/policy/02/02-08-01.html>), *Preparation for Retirement*, and 02-08-02 (<http://www.cfo.pitt.edu/policies/policy/02/02-08-02.html>), *Benefits and Privileges of Retired Faculty*.

## Policy on Emeritus/Emerita Status\*

*\*The Board of Trustees approved a resolution extending emeritus status to faculty outside of the tenure stream. The resolution states that "... Professors, Associate Professors or faculty with similarly senior titles within the non-tenure stream ranks who retire following long periods of distinguished service and meritorious contributions to the educational mission and programs of the University shall be granted the honor of Emeritus/Emerita status." University policies 02-08-01 and 02-08-02 are being revised to reflect this change. After the policy changes are approved, the text below will be updated. In the interim, tenured faculty and faculty within the non-tenure stream ranks who retire and meet the criteria are eligible for emeritus status. The procedure for recommending emeritus status is the same for all faculty.*

The policy on conferring the Emeritus title is set forth in the April 28, 1958 minutes of the Executive Committee of the Board of Trustees. The Emeritus/Emerita title is conferred by the Board of Trustees but no formal Board action is required.

The Board of Trustees shall annually confer the title “Professor Emeritus” or “Associate Professor Emeritus” on all full-time members of the faculty holding those ranks when they retire in a given year. Academic administrators shall also be honored with emeritus status.

There are no special criteria for conferral of Emeritus/Emerita status upon academic appointments since such status is granted automatically on retirement, except that the person must be tenured and shall have made meritorious contributions to the educational mission and programs of the University. An academic administrator who holds that position at the time of retirement and has held membership in the University Senate and has at least 10 years of service may receive Emeritus status both as a member of the faculty and as an administrator.

### **Procedure for Emeritus/Emerita Status**

1. The chair or dean of the faculty member’s academic unit initiates the recommendation for Emeritus/Emerita status. In exceptional cases, the dean may petition the Provost to grant Emeritus/Emerita status to faculty who are not tenured. Recommendations will include a *curriculum vitae* and a list of achievements during the faculty member’s term of University service. Concurrence by his or her dean and the Provost is required.
2. Recommendations for academic administrators will be provided by the appropriate academic administrator and the Provost to the Chancellor.
3. Each retired faculty member and academic administrator will receive a certificate that indicates the Emeritus/Emerita title. The certificate will be signed by the Provost, Chancellor, and the Secretary of the Board of Trustees. Faculty members and academic administrators conferred Emeritus/Emerita status with 25 years of service will also receive an engraved silver bowl. The Office of Faculty Records is responsible for the preparation of the Emeritus/Emerita certificate and silver bowl. Upon completion of the certificate and silver bowl, the academic unit will be notified.

### **Emeritus/Emerita Recognition**

The conferral of the Emeritus/Emerita certificate should take place in a dignified collegial retirement ceremony, usually in the department, school, or regional campus of the faculty member completing active service. If possible, the Chancellor, Provost, or Senior Vice Chancellor for Health Sciences should attend. Faculty who receive Emeritus/Emerita rank are honored at the Honors Convocation, and their names are listed in a special Emeritus/Emerita category in the Honors Convocation program. Emeritus faculty members continue to be listed in their respective school or faculty bulletins.

The University Senate has established a provision to allow an Emeritus faculty member to continue as a Senate member for any year for which he or she requests continuation of membership. Such membership status includes the right to vote at Senate meetings and the right to stand for election as a member of a Senate Standing Committee, the Senate Council, or Faculty Assembly, or as a Senate officer. To request membership, the individual must write to the Director of the Senate starting the year of continued membership.

### **Extending Offers/Resignation**

A certain amount of mobility of faculty members among colleges and universities is desirable in higher education. The departure of a faculty member, however, requires changes within his or her institution and may entail major adjustments on the part of colleagues, the administration, and students. The University subscribes to the generally-accepted practice of not extending a faculty member who is currently employed at another academic institution an offer of

employment for the beginning of the next academic year after May 1 of the current academic year, unless there is agreement with the other institution that such an offer would be permissible.

For additional information, please reference the Provost's memorandum of May 8, 2006, "Faculty Recruitment and Resignation Deadlines," at <http://www.provost.pitt.edu/memo/05-08-2006.html>.

With regard to resignation, the University subscribes to the applicable standards, as referenced in University Policy 02-04-02. A faculty member who has been approached with regard to another position should inform the department chair or dean or campus president when such negotiations are in progress. When a faculty member concludes an agreement to accept an appointment elsewhere, the department chair or dean or campus president should receive prompt written notice. If accepting other employment effective at the beginning of the next academic year, he or she should resign no later than May 15 of that year. The individual should not vacate a position during an academic year for which he or she holds an appointment, except by agreement with his or her department chair or dean or campus president.

The complete policy referenced above can be viewed at University Policy, (<http://www.cfo.pitt.edu/policies/policy/02/02-04-02.html>) *Academic Responsibilities and Professional Conduct*.

A doctoral committee member who leaves the University is generally replaced unless the dissertation is almost complete or the member has an essential role on the committee. In the latter case, the dean's approval should be obtained. When the chair of a committee leaves and cannot be conveniently replaced, a co-chair must be appointed from within the department. The restructured committee requires the approval of the department chair or director of the school's doctoral program and the dean. If the defense takes place within a few months of the chair's departure, the requirement of appointing the co-chair is usually waived.

## **EMPLOYMENT**

### **Access to Employee Personnel Files**

Employees are entitled to inspect their own personnel files, in so far as such files are used to determine qualifications for employment, promotion, additional compensation, termination or disciplinary action. This policy affirms the rights of current University employees to review their files maintained in the individual's employing unit or in central files, such as in the offices of the Dean, Vice Chancellor, Provost, Senior Vice Chancellor for Health Sciences, or Payroll/Personnel Offices. It has been established in compliance with the Personnel Files Act of 1978.

For additional information, refer to University Policy 07-06-05, (<http://www.cfo.pitt.edu/policies/policy/07/07-06-05.html>) *Access to Employee Personnel Files*.

### **Advanced Degrees**

No person holding the rank of professor or associate professor at the University of Pittsburgh will be admitted to an advanced degree program in any part of the University. Under special circumstances, the Provost may make exceptions to this policy provided that (1) the person already holds the advanced degree appropriate to his or her academic rank, and (2) seeks a second advanced degree in a school other than that in which he or she holds an appointment. This regulation is not meant to prevent members of the University faculty from taking courses

for credit, here or elsewhere.

For additional information, refer to University Policy 02-05-02, (<http://www.cfo.pitt.edu/policies/policy/02/02-05-02.html>) *Advanced Degrees*.

## **Affirmative Action**

The University of Pittsburgh has established a policy of equal employment for all its employees and of nondiscrimination in all areas in which this institution provides services. Under this policy, the University has committed itself to make all decisions related to recruitment, hiring, promotions, and other terms or conditions of employment and contractual arrangements without discrimination on the bases of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or veteran status.

On February 28, 1992 the Board of Trustees of the University of Pittsburgh passed a resolution reaffirming the University's commitment to affirmative action and resolved that:

[The University] shall continue to take positive steps to achieve diversity in the racial/ethnic and sex composition of its work force at all levels; enhance opportunities for enrolling, retaining, and graduating students from underrepresented groups; provide accessibility and accommodation to individuals with disabilities; create a campus environment free of bigotry and harassment; and engage minority and women-owned businesses as vendors and suppliers.

The affirmative action recruitment and hiring procedures for faculty and academic/executive administrative positions are defined in University Policy 02-02-15, (<http://www.cfo.pitt.edu/policies/policy/02/02-02-15.html>) *Recruitment: Faculty Positions*.

While the ultimate responsibility resides with the Chancellor, the Office of Affirmative Action, Diversity and Inclusion provides leadership, coordination, and oversight for the University's affirmative action program. However, given the size, complexity, and collegial nature of the University, the Office of Affirmative Action, Diversity and Inclusion cannot do this alone. The University community contributes to the University's commitment to affirmative action through the work of senior administrative officers, managers, supervisors, and various University-wide, school, departmental, and student committees and groups as well as individual faculty, staff, and students. The University's commitment to equal opportunity and diversity through affirmative action will continue to be a principal component in the University's strategic planning efforts.

For additional information, refer to University Policy 07-01-03, (<http://www.cfo.pitt.edu/policies/policy/07/07-01-03.html>) *Nondiscrimination, Equal Opportunity, and Affirmative Action*, or contact the Office of Affirmative Action, Diversity and Inclusion, telephone 412-648-7860.

## **Accommodation of Individuals with Disabilities**

The University has a legal obligation and an institutional commitment to employ qualified individuals with disabilities. Employing units should consult with Disability Resources and Services when accommodations are requested, telephone 412-648-7890.

Coordinators of events (including conferences, workshops, meetings, and seminars) held at off-campus locations should refer to University Policy 04-01-09, (<http://www.cfo.pitt.edu/policies/policy/04/04-01-09.html>) *Off-Campus Conference Facilities*,

or contact Disability Resources and Services (<http://www.studentaffairs.pitt.edu/drs/welcome>) , telephone 412-648-7890, to determine if a particular location is accessible.

## **Employment of Relatives (Nepotism)**

This policy is designed to ensure that the University employs the most qualified, specialized, and technically competent individuals for faculty, administrative, and service positions. Hence, the University does not consider family relationship a disqualifying factor, but bases employment on the comparative qualifications of the applicant, provided that no supervisor is in a position to approve or determine the outcome of hiring, salary, promotion, or employment decisions, as these decisions may relate to members of his or her family. No special consideration is given to relatives of current employees, nor should University personnel attempt to use their influence in hiring decisions related to their own family members.

The Provost is responsible for administering this policy with respect to faculty. The Associate Vice Chancellor for Human Resources is responsible for administering this policy with respect to non-faculty personnel.

## **ID Cards**

Every student, faculty and central staff member at the University of Pittsburgh must obtain an ID card from Panther Central, located in the Litchfield Towers Main Lobby. Employees at the regional campuses may arrange to obtain ID cards by contacting their campus personnel office. Faculty and staff IDs provide identification for access to University facilities and services such as the campus bus, Port Authority Transit (PAT) System, University libraries, recreational facilities, access to University computer facilities, accounts at the University Book Center and Computing Services & Systems Development CAP accounts, and Panther Funds (Panther Card debit program).

There is no charge for the initial ID card; however, there is a \$20 non-refundable fee for cards that are lost, stolen, or damaged. ID cards are the property of the University, are not transferable, and must be surrendered to the department head upon termination.

For additional information, refer to University Policy 07-10-01, (<http://www.cfo.pitt.edu/policies/policy/07/07-10-01.html>) *University Identification Cards*; stop in or call Panther Central, Litchfield Towers Main Lobby, 412-648-1100; or visit the Website at <http://www.pc.pitt.edu/card/index.html>.

## **Employment Eligibility Verification Form I-9**

Under federal law, every employer, including the University of Pittsburgh, must use a Form I-9 to verify every new employee's identity and employment eligibility to work in the United States. Individuals without proper work authorization documents or who do not properly and timely complete a Form I-9 may not begin work or be compensated.

All new employees must fully complete section I of the Form I-9 on or before the new employee's first day of work. Within three (3) business days of the employee's first day of work, a designated University representative must review and verify the employee's original documentation and fully complete Section II of the Form I-9. In the event that an employee would for any reason lose eligibility for continued employment, employment must be immediately discontinued, and the individual should be removed from the payroll until satisfactory documentation of employment eligibility can be submitted and approved by the



University.

Questions about Form I-9s should be directed to the Director, Office of International Services, or to the Associate Vice Chancellor for Human Resources. For additional information, refer to University Policy 07-01-04, (<http://www.cfo.pitt.edu/policies/policy/07/07-01-04.html>) *Employment Eligibility Verification, Immigration Reform and Control Act.*

## Leaves of Absence

### Sabbatical Leave

Sabbatical leaves are awards available to tenured members of the faculty who submit convincing evidence of conducting scholarly or other appropriate endeavors on released time which will advance their own professional standing and, upon their return to the University, enrich their teaching and research. Because many faculty members are interested, eligibility is limited to tenured associate professors or professors with at least 12 terms of full-time service. Part-time service, such as summer teaching which is not part of the basic contractual responsibility, is not counted in determining eligibility. Leaves of absence do not count as credit toward sabbatical eligibility. Periods of time that a tenured faculty member might work on a reduced effort basis will be prorated.

Sabbatical leaves are available for librarians with expectations of continued employment, under the same terms as for tenured faculty.

Sabbatical leaves may be approved for either a full appointment year at one-half salary, or one-half the appointment year at full salary. The annual vacation of faculty on 12-month appointments who choose a full appointment year at one-half salary is included in the sabbatical leave. Faculty members taking one-half of the appointment year at full salary are expected to meet one-half of their annual teaching and departmental duties during the remaining half of the year. During the sabbatical leave, the University will continue to pay its share of the premiums for medical, life and disability insurances. Faculty members continue as participants in the retirement option in which they are enrolled, subject to the provisions of the plan. Contributions are based on the actual contract salary received from the University during the sabbatical.

Individuals who are granted sabbatical leaves at full salary should not accept teaching assignments at other institutions, although exceptions may be made. In accepting the award of a sabbatical leave, the faculty member agrees to submit a brief report to his or her dean or campus president within one term of return from leave, summarizing the sabbatical activities and indicating the extent to which the purposes of the leave described in the proposal were achieved. At the conclusion of the sabbatical leave, individuals are expected to return to the University for at least one full appointment year.

There are no fixed quotas by school, campus, or department; however, the granting of a sabbatical leave depends on the unit's ability to maintain necessary teaching schedules, either by reallocation of work among other faculty or, in rare cases, with justification through temporary replacements.

Sabbatical leaves are approved by the Provost. Applications should be forwarded to the Provost for approval before December 1 of the academic year preceding the desired period of leave. Each application should include a prospectus of the projected scholarly or other appropriate activity and a statement of the requested time period of the leave. The application should carry the endorsements of the appropriate department chair and dean or campus president, and in the area of the Health Sciences, the Senior Vice Chancellor for Health Sciences.

For additional information, refer to University Policy 02-05-01, (<http://www.cfo.pitt.edu/policies/policy/02/02-05-01.html>) *Sabbatical Leave*.

### **Faculty Leave for Professional Enhancement**

The University provides a leave of absence without pay of up to one year for the purpose of professional enhancement. Special consideration for such leaves will be given to junior faculty members who obtain nationally recognized fellowships or prestigious temporary appointments at places such as other institutions, government, or industry. The leave may be renewed with the appropriate approval.

Upon receipt of notification of the fellowship award or temporary appointment, a written request for a leave of absence without pay should be submitted to the appropriate department chair. The request for a leave of absence must be approved by the Provost, with the endorsement of the faculty member's department chair and dean or campus president.

A leave of absence without pay will not prejudice a faculty member's salary. Depending upon the recommendation of the dean or campus president, when a tenure-stream faculty member is granted a leave of absence, the term of the probationary appointment may be extended and the period of the leave will not be counted as part of the term of probationary period of service.

If the faculty member elects to continue coverage during the paid/unpaid professional enhancement, the University will continue to pay its share of the premiums for the coverage.

During the leave for professional enhancement, the faculty member may elect to terminate health and welfare benefits by contacting the Benefits Department within 60 days from the start of their leave. Failure to contact the Benefits Department to terminate plan participation will result in continued coverage and premium responsibility. Upon return from the leave, it is the responsibility of the faculty member to reactivate participation, if applicable, within 60 days from their leave return date by submitting the appropriate enrollment forms to the Benefits Department of the Office of Human Resources.

During unpaid leaves of absence, all University contributions toward retirement are suspended. Upon return from the leave, participation will be activated in the same plan, unless the faculty member makes other arrangements, subject to the provisions of the plan.

For additional information, refer to University Policy 02-11-03, (<http://www.cfo.pitt.edu/policies/policy/02/02-11-03.html>) *Faculty Leave for Professional Enhancement*.

### **Unpaid Leave of Absence**

A faculty member applying for leave without pay shall submit a written request and obtain the endorsements of the appropriate department chair and the dean or campus president, and in the Health Sciences, the Senior Vice Chancellor for Health Sciences. Such a request shall specify the period of time and the reason for such request.

Leaves of absence are approved by the Provost and the request should be forwarded to the Provost before December 1 of the academic year preceding the desired period of leave.

If the faculty member elects to continue coverage during an unpaid leave of absence, they are responsible for the full premium costs. All University contributions to health and welfare benefits during an unpaid leave of absence are suspended.

During unpaid leaves of absence, the faculty member may elect to terminate health and welfare



benefits by contacting the Benefits Department within 60 days from the start of their leave. Failure to contact the Benefits Department to terminate plan participation will result in continued coverage and premium responsibility. Upon return from the leave, it is the responsibility of the faculty member to reactivate participation, if applicable, within 60 days from their leave return date by submitting the appropriate enrollment forms to the Benefits Department of the Office of Human Resources.

During unpaid leaves of absence, all University contributions toward retirement are suspended. Upon return from the leave, participation will be activated in the same plan, unless the faculty member makes other arrangements, subject to the provisions of the plan.

## **Faculty Medical and Family Leave Policy**

### *Scope*

This policy establishes leaves of absence for faculty for medical (including pregnancy, and childbirth), parental, and other family care purposes. Its goals are to assist faculty members in balancing the demands of the workplace with family obligations, and to establish equitable practices across the diverse departments, schools, and campuses of the University. This policy is ultimately intended to maximize the professional productivity of faculty women and men, while strengthening the University as a collegial and supportive work environment. Specific implementation of this policy may vary by a faculty member's term and nature of appointment. Faculty members should contact the office of their dean or regional campus president.

### *Relationship to Federal Family and Medical Leave Act of 1993*

The University of Pittsburgh provides leaves of absence in accordance with the Family Medical Leave Act of 1993 (FMLA). A faculty member's minimum rights and responsibilities under the FMLA are set forth in a mandatory notice published by the United States Department of Labor. This notice can be found at <http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>.

The University's policy will thus be administered consistent with the federal Family and Medical Leave Act (FMLA) of 1993, and supersedes previous University policies in force prior to 1993. The Family and Medical Leave Act entitles eligible employees, as defined in the Act, to take unpaid family care and/or medical leaves of up to 12 workweeks in any 12-month period. The Act protects the employee's employment and medical benefits during authorized family and medical leaves. Consistent with the Act, this policy provides for paid and unpaid leave periods which shall be substituted for all or part of the unpaid leave period provided by the Family and Medical Leave Act.

### *Eligibility and Medical Leave*

Faculty members eligible for leave under this policy are:

- full-time faculty and faculty librarians;
- part-time tenure-stream faculty and part-time faculty librarians, who are employed at least half-time.

Faculty members are eligible for leave as established by this policy regardless of length of service, except as outlined in ***Family Leave, B.***, below.

### *Medical Leave*

- A. A faculty member will receive regular salary for a period of up to 26 workweeks during

any 12-month period in the event of his or her own serious medical condition or illness, conditional upon certification by a health care provider. If the reason for requested medical leave is foreseeable, the faculty member is required to provide 30 days notice of intent to take leave. If the need for leave is not foreseeable, the faculty member is required to provide as much notice as possible. Faculty members requesting a paid medical leave under this policy must submit a written request to the appropriate chair or dean, which includes a start date and an end date for the leave. The Certification of Physician or Practitioner, FORM 0189 PITT 1517

(<http://www.pitt.edu/~provost/form0189.pdf>), can accompany the written request or it can be sent directly to the Vice Provost for Faculty Affairs. When a medical leave extends beyond six months, the individual must apply for disability insurance under the University's Long-Term Disability Plan.

- B. Salary will be continued only during that period for which the faculty member would normally be on the payroll.
- C. When the medical leave extends beyond six calendar months, the individual may apply for an unpaid leave of absence not to exceed 12 additional months, or for disability insurance under the University Long-Term Disability Plan.
- D. During paid or unpaid medical leave, the faculty member may elect to perform certain responsibilities on a part-time basis, if approved by the dean and with the health care provider's certificate of fitness to work. The medical leave will count as full-time leave even if the faculty member chooses to work part time during the leave. In no event, however, shall a faculty member who is on medical leave be compelled to waive any part of the leave to which he or she is entitled under this policy.
- E. When medically necessary, leave may be used on an intermittent basis. No faculty member will be paid for total medical leave time in excess of six months during any consecutive 12-month period.

#### *Family Leave*

- A. Faculty members are eligible for parental leave in the event of the birth or adoption of a child for whom the faculty member has parental responsibilities. Each faculty member may receive four workweeks of paid leave, to be taken within one calendar year after the birth or adoption of a child. Whether leave is taken as full time or equivalent prorated part-time, leave shall be determined by the faculty member and his or her department chair. Such paid leave is in addition to medical leave granted under **Medical Leave**, A. above, **Family Leave**, B. below, and any accrued vacation time. Married faculty members who are both employed at the University are each eligible for parental leave.
- B. Faculty members who have been employed at the University of Pittsburgh for 24 calendar months or more are eligible for up to a maximum of four weeks of paid leave during any consecutive 24-month period in the event of a serious medical condition or illness of a spouse, biological or adopted child, or parent for whom the faculty member has major responsibility. A completed Certification of Physician or Practitioner, FORM 0189 PITT 1517 (<http://www.pitt.edu/~provost/form0189.pdf>), must be presented outlining why the faculty member's attendance is necessary. Every effort shall be made to encourage a collegial exchange to minimize the impact of the leave on the unit.
- C. Faculty members are eligible for up to 12 months of unpaid family leave to care for a spouse, biological or adopted child, foster child, parent, or other household member for

whom the faculty member has major responsibility. This may include routine childcare. Combined paid and unpaid leave shall not exceed 12 months in any consecutive three year period. Additional requests for unpaid family leave within this three year period shall be reviewed by the Provost, who shall have the final decision with regard to its approval.

- D. Request for a family leave should be submitted in writing to the appropriate department chair as far in advance of the proposed absence as possible so that the instructional or research programs are not interrupted.
- E. Upon return from family leave, the faculty member will be assured of the same or equivalent position. A family leave shall not, in itself, adversely affect decisions regarding the faculty member's salary, benefits, tenure, or promotion.

#### *Medical, Life, AD&D, and Disability Insurance Premiums*

During all paid and unpaid leaves described above, the University will continue to pay its share of medical, life, Accidental Death and Dismemberment Insurance (AD&D) and disability insurance premiums, and the faculty member will be responsible for his or her portion. If a faculty member does not return to University employment after the leave, he/she is obligated to reimburse the University for its insurance expenditures during the leave.

#### *Tenure Track Considerations*

- A. When a faculty member takes medical or family leave for four calendar months or longer, the academic year in which the leave is taken shall not be counted as a year towards mandatory tenure review. The faculty member desiring this option must submit a written statement to the appropriate department chair or dean within the period of the leave. The statement should be forwarded to the Office of the Provost.
- B. When a faculty member takes medical or family leave for less than four months, he or she may request that the year in which the leave is taken NOT count towards the mandatory tenure review. Any such request shall reviewed by the Provost, who shall have the final decision with regard to its approval.
- C. When a faculty member becomes a parent by birth or adoption, whether or not a leave is taken, the academic year in which the birth or adoption occurs shall not normally be counted as a year towards mandatory tenure review. The faculty member desiring this option must submit a written statement to the department chair or dean within the academic year in which the birth or adoption occurs. The statement should be forwarded to the Office of the Provost.
- D. Mandatory tenure review may not be delayed by the faculty member for more than three years under this policy.

For additional information, refer to University Policy 02-11-01 (<http://www.cfo.pitt.edu/policies/policy/02/02-11-01.html>) and University Procedure 02-11-01, (<http://www.cfo.pitt.edu/policies/procedure/02/02-11-01.html>) *Faculty Medical and Family Leave*.

Questions about the policy can be directed to the Office of the Provost, telephone 412-624-4222, or e-mail [provost@pitt.edu](mailto:provost@pitt.edu).

## **University Holidays**

University offices are closed in observance of these holidays:

- New Year's Day
- Martin Luther King's Birthday
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- The day before Christmas
- Christmas Day

### **Religious Observance Guidelines**

Traditionally, the University attempts to recognize religious observances of members of the University community in instances where those observances may conflict with University activities. On such dates, students should not be penalized for absences and faculty meetings should not be scheduled.

Examples of such occasions are Rosh Hashanah, Yom Kippur, Muharram, Diwali, and Good Friday, but other days of religious observance may also conflict with scheduled academic activities. Faculty should encourage students to raise the potential for such conflicts as early in the term as possible. When such conflict occurs, students and faculty should discuss possible accommodations to reach mutually agreeable arrangements to reschedule the academic activity or provide a substitute activity or evaluation. Make-up work should be no more difficult than the original exam or assignment. If there is no consensus on the accommodation, it is the Dean's or campus President's responsibility to resolve disagreements between students and faculty.

### **Vacations**

Deans, directors, department chairs, faculty, faculty librarians, and research associates on 12-month appointments are entitled to a one-month (i.e., 20 working days) vacation each year. Holidays during a vacation period are not counted as days of vacation. Vacation benefits are not cumulative from one year to the next. Employees cannot choose to receive pay in lieu of vacation benefits. Unused vacation, if any, is not paid at the time of termination.

Faculty members holding less than a 12-month appointment or who work part-time do not earn vacation benefits.

Employees who are on vacation during the normal pay date must make arrangements with their department or school as to the disposition of their paycheck. Checks will not be issued in advance of the normal pay date.

## **SERVICE AND OUTREACH**

### **Consulting and Outside Professional Service**

To aid in the solution of urgent problems, the University recognizes an obligation to make available to government, business, labor, and civic organizations the special knowledge and intellectual competence of its faculty members. It also recognizes the potential value, both to faculty and to the University, that outside employment may offer a faculty member by

acquainting the individual with the organizations in which his or her students may eventually be employed.

However, certain limits -- for the protection of the interests of all parties concerned -- should be observed.

1. The individual must ensure that such outside interests do not conflict with responsibilities assigned him or her within the University, do not lead to fundamental conflicts of interest, and do not commit him or her to partisan interests that might interfere with personal objectivity in teaching or research.
2. The individual must make sure that the name, property, and facilities of the University are not used in the work for which he or she received personal payment.
3. As the primary responsibility of the faculty member is obviously to his or her own institution, the time given to outside activities should not exceed an average of one day per week.
4. The individual should make sure that fees for outside work are commensurate with his or her professional standing.

Upon application, individuals may receive permission from their department chair and dean to give limited amounts of time to agencies outside the University and to receive remuneration for such work on the basis indicated above. The application should state the approximate amount of time to be given and the amount of money to be received, describe the work to be done, and indicate that the outside work will not impair the time and energy the individual devotes to his or her regular University duties.

Some of the professional schools have adopted more restrictive policies. These policies vary from prohibiting outside earnings to requiring that earnings be shared with the school, and to limiting earnings to a stated percentage of the University salary.

For additional information, refer to University Policy 02-06-01, (<http://www.cfo.pitt.edu/policies/policy/02/02-06-01.html>) *Outside Employment*.

## **Professional Service Within the University**

Although arrangements may differ from school to school, the usual understandings are as follows:

1. Ordinarily a course taught in another department or school, which is also open and relevant to the interests of students of the department or school of which the instructor is a member, is provided without extra compensation or transfer of funds. The course is considered in determining the instructor's workload.
2. Occasional assistance in regular courses offered in other parts of the University by giving a lecture, serving as a resource person, or substituting when the regular instructor cannot be present carries no extra remuneration.
3. Likewise, no compensation is provided for assistance of this same type regarding special programs conducted by a department or school as a part of the University's program but where no income is available for instructional services. This particularly applies to visits of educational exchange groups.
4. Short-term contract programs and other special undertakings on a self-financing basis for which intensive preparation is required ordinarily carry compensation, either to the department or school providing the instructor or to the individual, as worked out by the deans concerned.

## **University Personnel and Public Office**

The University recognizes the rights of members of its faculty and staff to seek and/or serve in elective or appointed public office at the municipal, county, state, and federal levels, provided such election, appointment, or service does not constitute a conflict of interest nor interfere with the proper performance of the employee's primary responsibilities to the University. In order to ensure that potential conflicts of interest do not arise, it is necessary that no employees seeking or serving in public office deliberately exploit their University affiliation to further their political position. The terms of this policy shall also cover all candidates applying for positions within the University. In instances where potential University employees seek or serve in public office, these candidates, if subsequently employed by the University, must abide by the terms of this policy.

Employees must request a leave of absence without compensation to seek or serve in public office when it is determined by the Provost or appropriate Senior Vice Chancellor that such activities will interfere with the employee's primary duties. A written request for leave without pay should be endorsed by the appropriate department chair and the dean or campus president and should be submitted to the Provost before December 1 of the academic year preceding the desired period of leave. Leaves of absence may be granted by the Provost in consideration of the expected length of the term of office should the candidate be successful. If leave is applied for and granted and the candidate is unsuccessful in the bid for election, he or she may be reinstated, without prejudice, as a member of the University faculty or staff in accordance with the terms of his or her leave of absence. Approval of a request for an extension of the leave of absence will be based in part on the effect of an extended leave of absence on the academic needs and programs of the University.

## **CAMPUS WORKPLACE**

### **Defense and Indemnification of Faculty and Staff**

#### **Policy**

- A. Except as prohibited by law, the University of Pittsburgh shall furnish each current and former employee of the University with legal defense and payment of judgments, fines, penalties, settlements, and any other expenses actually and reasonably incurred in connection with an actual or threatened action, suit or proceeding, whether civil, criminal, administrative, or investigative (such action, suit or proceeding hereinafter being referred to as "Action"), brought against such employee by reason of being or having been an employee of the University, or by reason of serving or having served the University as a member of or representative to a committee, board or other entity outside the University. Any rights that accrue under this policy shall inure to the benefit of the employee's estate in the event of the employee's death.
- B. Defense and/or indemnification hereunder shall be available only if all of the following conditions are met:
  - Such employee's actions or omissions were within the scope of his or her University duties and authority in teaching, research, and administrative activities for which an employee is paid by the University.

- Such employee's actions or omissions were in good faith, and in a manner reasonably believed to be lawful and in the best interests of the University.
  - The acts or omissions did not constitute willful misconduct, gross negligence, or recklessness.
- C. Subject to all of the limitations contained in this policy and associated procedure, protection in this policy may, at the University's sole discretion, also be extended to:
- Writing or publishing that has been or will be a basis for appraisal of the employee's job performance, that adds to the employee's professional knowledge and experience, and that contributes to the employee's professional or academic field.
  - Professional activities, including public service, that are unambiguously related to the employee's function as a representative of the University, that add to the employee's professional knowledge and experience, and that contribute to the general society, even though not carried out at the University's direction or under its control, provided such activities are not compensated by any other person or entity (other than for reasonable expenses or by honoraria no higher than the level paid by the federal government), e.g., service on accrediting commissions and on governmental advisory boards, and attendance at professional conferences.

The University reserves the right to decide in each case, based on the facts and circumstances, whether or to what extent to extend protection for the activities described in this paragraph C.

- D. The protection in this policy shall not, among other things, extend to consulting or other outside professional or business activities for which the employee or an entity with which he or she is affiliated is entitled to receive compensation exceeding reasonable expenses.
- E. The protection in this policy shall extend only to actions in which an employee is a defendant or proposed defendant, and shall not extend to actions that an employee may affirmatively initiate or propose initiating against any other persons or entities.
- F. The protection in this indemnification policy shall not extend to defense and/or indemnification of an employee in an internal University proceeding. Internal proceedings are those that are conducted by the University under University rules and guidelines. There shall be two exceptions to this provision:
1. An employee shall be eligible for defense and/or indemnification in an internal proceeding that arises from allegations made by an outside individual, agency, organization or interest group, if the outside party is already represented by legal counsel in the proceeding. An employee is eligible for defense and/or indemnification in such an internal proceeding once it reaches a formal stage (e.g., the investigation stage of a research integrity proceeding) and in an amount not to exceed \$30,000.
  2. An employee who has been accused of research misconduct under the University's Research Integrity Policy and who has been fully exonerated of all charges of research misconduct in a Research Integrity Proceeding mandated by the federal government shall be eligible for indemnification in connection with his/her reasonable legal costs incurred in responding to the charges under the Research Integrity Policy. If, however, an employee has been exonerated from charges of research misconduct but has been found to have committed research impropriety

under the University's Research Integrity Policy in a Research Integrity Proceeding mandated by the federal government, the Committee on Indemnification shall decide whether or not to award the indemnification. An employee is eligible for indemnification in such internal Research Integrity Proceedings for the reimbursement of reasonable legal costs necessary for the defense in an amount not to exceed \$30,000.

- G. The protection in this policy shall not extend to actions or omissions while an employee is on an unpaid leave of absence from the University. Exceptions may be made at the University's sole discretion where an employee on leave is engaged in activities that are an extension of his or her University activities.
- H. The protection in this policy shall not extend to medical or other professional liability with respect to which employees are protected under the University Health Center of Pittsburgh professional liability insurance program.

### **Procedure**

The employee shall notify the General Counsel in writing as soon as the employee becomes aware of a substantial possibility of an Action for which he or she may seek defense and/or indemnification. In order to apply for defense and/or indemnification, the employee shall apply to the General Counsel for defense and/or indemnification prior to incurring expenses to be reimbursed or otherwise acting in connection with an Action. (Application after incurring expenses to be reimbursed or otherwise acting in connection with the Action, may be grounds for denial of the application, if such has prejudiced the employee's case or increased the costs of defense in any way.)

This is a statement of the principal provisions of the policy and accompanying procedure. For the full policy and procedure, refer to University Policy 07-06-06 (<http://www.cfo.pitt.edu/policies/policy/07/07-06-06.html>) and University Procedure 07-06-06, (<http://www.cfo.pitt.edu/policies/procedure/07/07-06-06.html>) *Faculty and Staff Indemnification*, or contact the Office of General Counsel, telephone 412-624-5674.

### **Role of University Attorneys vis-a-vis Individual Employees in Fact-Finding Investigations**

University Policy 01-05-01, (<http://www.cfo.pitt.edu/policies/policy/01/01-05-01.html>) *Legal Services*, spells out the circumstances under which faculty and staff should consult the Office of General Counsel or the UPMC Health System attorneys in connection with University business. This statement addresses the question of the relationship of a University attorney (an in-house or outside attorney) to an individual employee when the attorney is investigating a particular matter.

By law, a University of Pittsburgh attorney, whether in-house or outside counsel to the University, owes allegiance to the University -- that is, to the institution itself. The University speaks and acts through its Board of Trustees, officers, deans, or other authorized representatives. The attorney takes instruction from the appropriate representative of the University, unless the attorney's independent professional judgment leads to a conclusion that the authorized representative is acting or has acted contrary to law or the University's interest.

The University's attorneys often must, in the course of their work for the University, communicate with faculty and staff to ascertain facts, consider alternative courses of action, and otherwise assist the University. When a University attorney interviews or communicates with an



individual faculty or staff member about a University matter, the faculty or staff member should understand that the attorney may disclose to other University personnel, or to others if authorized by the University, the content of the communication to the extent that the attorney deems it appropriate to protect or promote the University's interest. Although the communication between the attorney and the employee may in some circumstances be protected by the University's attorney-client privilege from compulsory disclosure to third parties, the decision whether to assert or waive the privilege belongs to the University, not to the employee.

In most circumstances, the interests of the University and its employees will be congruent. It is then appropriate for a University attorney to represent an individual faculty or staff member at the same time the attorney represents the University. Faculty and staff should be aware, however, that if it develops that the University's interests come into conflict in a material way with those of the employee, the attorney would have to withdraw from representation of the employee. In such situations, the attorney may often properly remain as counsel for the University even if the University takes a position adverse to the employee.

Once a University attorney becomes aware that the interests of an employee involved in an investigation may diverge in a material way from the University's, the attorney should preface any further investigative communication to the employee with an indication to that effect. Similarly, if the employee believes that his or her interests may be, or become, different from those of the University, he or she should so inform the attorney. In either case, the attorney should then advise the employee of the option to obtain independent legal representation. (University Policy 07-06-06 (<http://www.cfo.pitt.edu/policies/policy/07/07-06-06.html>) and Procedure 07-06-06, (<http://www.cfo.pitt.edu/policies/procedure/07/07-06-06.html>) *Faculty and Staff Indemnification*, address the circumstances under which the University may indemnify an employee for the costs of such representation.)

Finally, it should be understood that even if the University's position is adverse to an employee, the University, through its counsel or other administrators, is generally entitled to access to information -- documentary or oral -- that came to an employee in the course of University employment. Thus, it is ordinarily proper for a University attorney to communicate with an employee about a University matter even when the attorney is not able to represent the employee in that matter.

## **Nondiscrimination Policy**

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

For additional information, please reference University Policy 07-01-03 (<http://www.cfo.pitt.edu/policies/policy/07/07-01-03.html>), *Nondiscrimination, Equal Opportunity and Affirmative Action*, and University Procedure 07-01-03 (<http://www.cfo.pitt.edu/policies/procedure/07/07-01-03.html>), *Nondiscrimination and Anti-Harassment*.

## **Anti-Harassment Policy Statement**

No University employee, University student, or individual on University property may

intentionally harass or abuse a person (physically or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University Nondiscrimination Policy Statement, this Anti-Harassment Policy Statement includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, veteran status or gender identity and expression. This policy will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom.

For additional information, refer to University Procedure 07-01-03 (<http://www.cfo.pitt.edu/policies/procedure/07/07-01-03.html>), *Nondiscrimination and Anti-Harassment*.

## Sexual Harassment

The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors, and visitors to the University.

It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after a thorough investigation, is found to have violated the University's policy against sexual harassment will be subject to appropriate disciplinary action, including, but not limited to, reprimand, suspension (with or without pay), termination, or expulsion. The disciplinary action taken will depend upon the severity of the offense.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is an explicit or implicit condition of employment or academic success; (2) submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) such conduct has the purpose or effect of (a) unreasonably interfering with an individual's work or academic performance or (b) creating an intimidating, hostile, or offensive work or academic environment.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on University premises or off campus at University-sponsored events. It can occur between members of the same gender as well as between members of different genders.

For additional information, refer to University Policy 07-06-04, (<http://www.cfo.pitt.edu/policies/policy/07/07-06-04.html>) *Sexual Harassment*. Copies of this policy and the brochures *Sexual Harassment Policy and Procedures* and *Combating Sexual Harassment* are available from the Office of Affirmative Action, Diversity and Inclusion located in 412 Bellefield Hall, telephone 412-648-7860. Guidelines for administrative handling of sexual harassment complaints can be found online at <http://www.provost.pitt.edu/information-on/harguide.html>.

## AlertLine

AlertLine is a toll-free telephone line, 1-866-858-4456, that University of Pittsburgh employees can use to report certain irregular or troublesome workplace issues so that these

issues can be investigated and resolved.

AlertLine is available to all full-time and part-time faculty, staff, and research associates at the Pittsburgh and regional campuses and other off-campus work locations. Callers can remain anonymous. The line answers 24 hours a day, seven days a week, and can be accessed from any telephone in North America, including pay telephones.

Issues that can be reported on the AlertLine include:

- Financial improprieties, including fraud, theft, falsification of records, and improper use of University assets.
- Human resource matters, including perceived harassment, discrimination, misconduct, and other workplace issues.
- Research compliance concerns, including conflict of interest, improper charging of grants, violation of human subject research regulations, and violation of other research compliance rules.
- Other legal/regulatory matters, such as those pertaining to environmental health and safety.

***Issues that are best reported in other ways:*** Many specific workplace issues can be best handled by bringing them to the attention of the workplace manager or supervisor. Problems concerning employee benefits are most readily resolved through the benefits staff in the Office of Human Resources. AlertLine is not intended to replace existing compliance hotlines or established grievance procedures. Note that calling the AlertLine does not constitute providing legal notice to the University of Pittsburgh. If you believe the concern is life threatening, call your University police or security department.

## **Use of University Titles and Name**

Faculty and staff are often involved with the presentation of statements or articles of opinion that may or may not be related to their professional duties at the University. When these are presented to an audience or readership unaffiliated with this University, the use of a University title, University letterhead or any other indicator of University affiliation may be misleading. It is expected that the employee's University affiliation will appear on professional work related to his or her academic field, especially when presented in a professional setting. It is necessary, however, for each individual to use great care to avoid confusion on the part of his or her audience between his or her personal views and statements of University policy. This is especially true in matters of significant public controversy in which the audience may believe that the employee is expressing the judgment of the University community. One device that may suffice to avoid confusion in some cases is a conspicuous disclaimer to the effect that the employee is expressing a private view and does not speak for or on behalf of the University. Such caution is essential to protect the community against undesirable imputation of homogeneity, rare in any profession and especially detrimental to the essence of academic freedom and the rights of our colleagues. It is essential to preserve the independence, reputation, and integrity of us all and to provide for the diversity of legitimate opinion that is the hallmark of a community of scholars which values and protects independence of mind.

University policy on important matters usually requires prior development through extensive consultation involving established processes within the University. No one should purport to speak for the University unless the stand to be taken fairly represents official University policy. University titles, affiliation, and stationery should therefore be used in a fashion that contributes

to protecting these principles, and positive steps should be taken to ensure that personal judgment or opinion is not taken as University policy.

For additional information, refer to University Policy 02-04-02, (<http://www.cfo.pitt.edu/policies/policy/02/02-04-02.html>) *Academic Responsibilities and Professional Conduct*.

## Personal Use of University Resources and Services

Use of University resources for personal, non-University purposes is generally not permitted. When personal use of University resources is unavoidable, reimbursement should be made to the University. University services and resources include, but are not limited to, photocopiers, long-distance telephone and facsimile service, mail service, staff support, supplies, and equipment.

For additional information, refer to University Policy 05-08-01, (<http://www.cfo.pitt.edu/policies/policy/05/05-08-01.html>) *Personal Use of University Resources*.

## Computer Resources - Access and Use

University-owned computing equipment, networks, services, and resources are intended for use by the following individuals engaged in the University activities described below:

- Students, faculty, and staff conducting instructional, research or administrative activities.
- Organizations whose use of such services is for a University-sponsored and recognized public service. For purposes of administering this policy, the organization must be designated as tax exempt under the Federal Internal Revenue Code. The use of such services must also be approved by the Director of Computing Services and Systems Development (CSSD).
- Faculty or staff under professional consulting arrangements, provided: (1) an application for services is approved by the Director of CSSD, (2) an external account Computer Account is established, and (3) a contractual arrangement is entered into with CSSD.

Use of computer equipment, networks, services, or resources for any partisan political purpose, unlawful activity or use that infringes on the rights of others, including privacy, ownership, and equitable access to computing equipment, networks, services, or resources is prohibited. Software or other intellectual property protected by copyright law may not be copied from, into, or by University computing equipment, networks, services, or resources, except as permitted by law or by written permission of the copyright owner. Departments or units that purchase copyrighted software are responsible for the enforcement of that copyright throughout their department or unit.

Electronic communications resources such as e-mail, chat-rooms, distribution lists, or Web services may only be used for University-related activities. Transmittal or storage of fraudulent, harassing, or obscene messages may result in disciplinary action. Willfully or unlawfully copying, damaging, destroying, disclosing, modifying or taking possession of a computing equipment, networks, services, or resources may result in disciplinary action. Unauthorized access to any data, documentation, property, or software contained in any computer, computer system, or network may result in disciplinary action.

For additional information, refer to University Policy 10-02-05, (<http://www.cfo.pitt.edu/policies/policy/10/10-02-05.html>) *Computer Access and Use*, or visit the CSSD Website at <http://technology.pitt.edu/>.

## Travel and Business Expenses

The University will reimburse faculty, staff, and students for approved and authorized expenses incurred while on University business and/or related travel when the expense is:

- actual and reasonable;
- necessary in performance of University business;
- supported by a valid proof of expense, such as a cash or other original receipt unless otherwise provided in the Travel and Business Expense Policy; and
- in compliance with all the conditions established in the Travel and Business Expense Policy.

Employees may not use University funds to entertain fellow employees at lunches, holiday parties, or similar activities and these meals will not be reimbursed unless exception approval is secured in advance.

All airline, hotel, and car rental reservations should be made through a University bid or certified travel agency through the PantherExpress Travel and Expense Management system. In order to seek reimbursement, submit a properly completed Expense Report through the PantherExpress Travel and Expense Management system at the conclusion of the journey for which reimbursement is being sought.

For details on the requirements and procedures for reimbursement of travel and business expenses, consult [University Policy 05-07-01](#), *University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses*, or contact the Office of Travel Management at 412-624-4433, PantherExpress Customer Service at 412-624-4398, or visit the website at [pext.pitt.edu](http://pext.pitt.edu).

## Moving – Household Goods Relocation

Departments wishing to pay for the relocation of a newly hired employee's household goods are to contact the University's Office of Travel Management, who will assign the move to a reliable moving firm.

For additional information, refer to University Policy 05-07-02, (<http://www.cfo.pitt.edu/policies/policy/05/05-07-02.html>) *Moving Expenses - Household Goods*; telephone the Office of Travel Management at 412-624-4433; or <mailto:travel@pitt.edu>.

## University Policy on Alcohol

The following guidelines in regard to alcohol are to be observed for all University-sponsored functions. Employees, students, and agents of the University must fully comply with the laws of the Commonwealth of Pennsylvania regarding the possession and consumption of alcohol. Pennsylvania law prohibits: furnishing or providing alcohol to anyone under the age of 21 or to anyone visibly intoxicated; anyone under the age of 21 from possessing or consuming alcoholic beverages under any circumstances; and anyone under the age of 21 from being on *licensed* premises where alcohol is served, unless under proper supervision.

At each University function, the "Host" will be considered to be the most senior official present from the school, department, or other segment of the University sponsoring a function. The Host of a function is responsible for ensuring that Pennsylvania law relating to alcoholic beverages is

strictly observed. The Host of a function shall be responsible for compliance with these guidelines.

## **Drug-Free Workplace**

Under the Drug-Free Workplace Act of 1988, the University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Any University employee paid from federally-funded grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in University activities no later than five days after such conviction. Violation of this policy will result in disciplinary action including, but not limited to, a warning, written reprimand, suspension, dismissal, expulsion, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

For additional information, refer to University Policy 06-02-01, (<http://www.cfo.pitt.edu/policies/policy/06/06-02-01.html>) *Drug-Free Workplace/Drug-Free Schools*.

## **Smoking Policy**

Smoking is prohibited in all University-owned and leased facilities and in all University vehicles. Procedures for requesting the designation of smoking areas are described in University Policy 04-05-03, (<http://www.cfo.pitt.edu/policies/policy/04/04-05-03.html>) *Smoking*.

## **Recycling**

The University has implemented a campus-wide recycling program. Materials are collected in desk-side or hallway containers, and include white and colored paper and beverage cans. For more information on the University's recycling program and a complete list of recyclable and non-recyclable materials, contact Facilities Management, telephone 412-624-9500.

## **Policy on Extreme Weather Conditions**

### **Scope**

This policy establishes guidelines for all campuses of the University concerning operations during periods of extreme weather conditions or other emergency circumstances. This policy applies to all University employees and students. (The UPMC Health System policy on this issue is separate and distinct from the University of Pittsburgh policy.)

### **Policy**

Only by authorization of the Chancellor shall the University be officially closed. The presidents of the regional campuses are authorized to officially close their respective campuses.

Given the range of institutional programs, the number of essential services provided, and the continuing needs of resident students, the University will remain open in all but the most extreme circumstances. However, all University employees and students are urged to use their own discretion in deciding whether they can safely commute to class or to work. If personal health or safety is at issue in that decision, responsible judgment should be used.

### *Students/Class Announcements*

Cancellation of classes does not imply that the University is closed.

Instructors who are unable to meet a scheduled class should contact their school or department to



inform them that the class is canceled because of the instructor's inability to arrive on campus.

Students who have questions regarding a specific class should contact the school or department that offers the course to determine whether a class is being held as regularly scheduled. In situations where the University holds classes off campus, students and instructors should contact the department that sponsors the course to determine the status of that class. Decisions on opening or closing off-campus facilities may be made independently of the University of Pittsburgh.

### *All Employees*

In the event that an employee is unable to report to work at the appointed time, he/she should contact his/her supervisor, within the first hour of the workday, directly.

### *Essential Personnel*

In the event that the University is officially closed, essential functions must be maintained and essential personnel may be required to report to work. Essential personnel at the Pittsburgh Campus will be designated by the Chancellor in consultation with the Provost, the Senior Vice Chancellor for Health Sciences, and the Executive Vice Chancellor. A listing of essential personnel will be maintained by each responsibility center head for his/her respective areas. Essential personnel at the regional campuses will be designated by the respective regional campus president.

For guidelines on the compensation of staff employees during periods of extreme weather conditions and a listing of radio and television stations that will announce modifications to normal University operations during extreme weather conditions, consult University Policy 07-04-02, (<http://www.cfo.pitt.edu/policies/policy/07/07-04-02.html>) *Extreme Weather Conditions*.

## **Environmental Health and Safety**

The University of Pittsburgh seeks to provide a safe environment for faculty, staff, and students. In order for this safe environment to exist, the University must comply with prevailing environmental, health and safety requirements of Federal, State, and Local regulatory agencies, and demonstrate this compliance intent to granting agencies. The University's Department of Environmental Health and Safety (EH&S) takes these concerns into account and acts to ensure compliance with the law.

Each individual at the University of Pittsburgh must adopt an attentive and responsible approach to environmental health and safety issues. EH&S assists by providing expertise in the various disciplines which contribute to complete environmental health and safety planning. In addition, the University is advised by several committees including the University Environmental Health and Safety Committee, its various subcommittees, and building or departmental committees including biohazard, chemical safety, accident prevention, public safety and facilities committees. These various committee members are responsible for developing and recommending policies and procedures, aiding implementation, representing the concerns of colleagues, and gathering and disseminating information. Some of the important programs and issues are described below.

Two prominent regulations affecting laboratory activities are the "Occupational Exposure to Hazardous Chemicals in Laboratories" and "Bloodborne Pathogens Standard," which are described in the Chemical Hygiene Plan Manual, Laser Safety Manual and Biosafety Manuals. These manuals also provide compliance assistance. The Health and Safety Manual provides

more general guidance and assistance in all areas. These manuals are available in hard copy through the EH&S department and also on its official Website at <http://www.ehs.pitt.edu/>.

In order to comply with the University Policy on Bloodborne Pathogens, all potentially exposed employees and students in certain classes and labs must have a hepatitis B vaccination and medical insurance (for details, refer to University Policy 06-01-03, (<http://www.cfo.pitt.edu/policies/policy/06/06-01-03.html>) *Bloodborne Pathogens*. New employees with the potential for exposure to human blood, blood components, or body fluids as a consequence of employment are required to be registered in the Bloodborne Pathogens Training Program, administered by the EH&S, within 10 working days of initial assignment.

EH&S develops training, provides information, and evaluates the potential hazards on campus; in this respect, the EH&S serves the University by mandating compliance with the Hazard Communication Standard. The Health and Safety Manual, as well as the EH&S official Website at <http://www.ehs.pitt.edu/>, contains details of EH&S initiatives and various training requirements.

The University EH&S implements compliance initiatives through a staff of professionals in the fields of Biosafety, Toxicology, Industrial Hygiene, Safety/Loss Prevention, Fire Prevention Engineering, Environmental Engineering, and Hazardous Waste Management. You can reach EH&S by telephoning 412-624-9505. Medical services are provided through the Occupational Medicine Clinic, telephone 412-624-3155.

## **Institutional Biosafety/rDNA Committee**

The rDNA Office was established in 2001 to administratively support the function of the Institutional Biosafety Committee (IBC-rDNA). The purpose of this office is to facilitate the compliance review and approval process of the Institutional Biosafety Committee (IBC-rDNA), to assist individual researchers and technical staff with compliance efforts, to support other University offices with rDNA issues, and to ensure that the University is within the *NIH Guidelines for Research Involving Recombinant DNA Molecules*.

All research involving recombinant DNA molecules is required to be registered with the IBC-rDNA, and applications are processed through the rDNA Office. More information regarding IBC-rDNA review and a link to the *NIH Guidelines* can be found on the recombinant DNA Website at <http://www.rcco.pitt.edu/rdna/>.

## **Radiation Safety**

All uses of ionizing radiation fall under the jurisdiction of the University Radiation Safety Committee. The Radiation Safety Committee has the administrative responsibility for safe usage, obtaining necessary licenses, purchase approvals, and disposal of radiation sources. Detailed information is available in a manual titled *Regulations Regarding the Safe Use of Sources of Ionizing Radiation*. The Radiation Safety Office is located in Room G-7, Graduate School of Public Health, telephone 412-624-2728, fax 412-624-3562 and e-mail [RSO@radsafe.pitt.edu](mailto:RSO@radsafe.pitt.edu).

Nuclear sources include all radioactive materials, both sealed and unsealed sources, and gamma irradiators, X-ray sources include diagnostic and analytic X-ray machines, particle accelerators, and other high voltage, high vacuum devices that might produce X-rays. Uses include medical, research, education and training. Work with radioactive materials must be carried out under the control of an "Authorized User," approved by the Radiation Safety Committee. All other sources of ionizing radiation must be registered with the Radiation Safety Office and must have a



designated person who is properly trained and who takes responsibility for the safe use of these sources. Researchers, laboratory personnel, and other users of ionizing radiation sources must receive general training provided by the Radiation Safety Office. Training specific to the use of equipment, must be provided by the Authorized User or other responsible individuals.

Researchers and clinicians have the primary responsibility to maintain a safe working environment and to comply with regulations of the Pennsylvania Department of Environmental Protection - Bureau of Radiological Health, and the U.S. Nuclear Regulatory Commission. Additional rules are imposed by licensing agreements with these agencies and by the University Radiation Safety Committee. Administrators must plan and provide approved facilities, then enforce regulations and rules.

The Radiation Safety Office implements Radiation Safety Committee policies and procedures. It is staffed with professional health physicists, qualified technicians, and support personnel. Radiation Safety Office personnel are available for information about safe uses of radiation sources, procurement, waste disposal, exposure measurements, record keeping, licensing, and regulations.

The Radiation Safety Office maintains a Website at <http://www.radsafe.pitt.edu/>. General information, manuals, scheduling of training for radioactive materials use and certain forms are available online.

## **Guidelines for Visitors to Labs and Shops**

As an extension of its educational responsibilities, the University of Pittsburgh allows and encourages community representatives, members of the public and students to visit University facilities. However, because of safety and liability issues, visitations by such groups and individuals to laboratories and shops must be under the direct supervision of an authorized faculty, staff member, or part of a formally organized open house, guided tour, or supervised educational program.

Children are not authorized to visit laboratories and shops, except as a participant in a formally sponsored tour or educational program with the permission of an informed parent or guardian, or with parental permission and as the guest and under the supervision of a University student, faculty or staff member. At no time should children be permitted to use or be exposed to unreasonably hazardous chemicals or materials or dangerous procedures during their visit.

Children of University students, faculty and staff members are not authorized to be in laboratories or shops on either an attended or unattended child care basis. For the purposes of these guidelines, “children” refers to minors under eighteen years of age who are not students or employees of the University.

The organization unit chair/director, shop supervisor, or laboratory principal investigator bears primary responsibility for insuring that University students, faculty and staff members under their direction are aware of and adhere to these guidelines.

### III. ACADEMIC POLICIES

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#### ROLE OF THE FACULTY MEMBER

The role of individual faculty members in supporting the mission of the University will depend on the specific missions of their departments or schools. All faculty members, however, have certain common responsibilities: to commit themselves fully to their teaching obligations, to participate in the development of the programs of their departments and schools and of the University as a whole, to engage in scholarly activities, and, as appropriate, to support the University in its goal to render public service.

As scholars and citizens of the University community, all parties must be ever cognizant of the axiom that every increment of authority and discretion brings with it corollary responsibilities -- to their fellow faculty members, to students, to the University, and to the community and society at large.

#### FACULTY DEVELOPMENT

The professional competence and intellectual vigor of its faculty are the most important measures of a university's quality. In recognition of that fact, the University of Pittsburgh supports the individual development of its faculty members by encouraging and rewarding academic achievement in teaching, scholarship, and all other facets of a faculty member's professional life. Faculty development is the responsibility of the department chair, campus president, dean, and Provost, as well as of the individual faculty member.

Because the development of an academic career is a highly individual matter in terms of the direction and level of one's aspirations and the rate of their pursuit, the University attempts not only to create a generally supportive atmosphere, but to provide specific programs of assistance. A variety of specific programs are sponsored that are designed to help faculty members with their teaching and with their overall professional growth.

The University's faculty development policies serve to:

- recruit new faculty members who add specific needed strengths to our faculty and who are dedicated to excellence, both in their scholarly pursuits and in their teaching;
- aid and encourage newer faculty members by helping them to understand the University's and colleagues' expectations, and the criteria and standards for advancement;
- encourage the individual schools and departments to codify their criteria for evaluating their faculties, and to make these criteria and standards accessible to the faculty members;
- aid in harmonizing faculty members' personal career goals with departmental and University objectives, and to give due recognition to faculty members for contributions toward the realization of these objectives;
- encourage faculty members to strive consciously to improve their teaching, their professional service, and their stature in their scholarly fields; and
- recognize and reward high attainment by faculty members in any or all of these areas.

The maintenance of high-quality faculty is the keystone of faculty development. In evaluating faculty performance, the department chairs, or in smaller schools, the deans, in consultation with their senior faculties, examine a number of factors. Primary among them is evidence of intellectual vitality in scholarship and a high degree of effectiveness in teaching. In the evaluation process, it is the responsibility of the chairs, deans, and senior faculty to:

- review the faculty member's progress at least annually and discuss with the faculty member his or her strengths and weaknesses in teaching, including advising, in scholarly activity, in public and professional service, and in furthering the department's or school's other objectives;
- interpret the University's standards and procedures in terms of departmental or school objectives, and explain these interpretations and objectives to the faculty member;
- assist the faculty member in formulating plans for his or her progress toward mutually desirable professional objectives;
- provide encouragement and advice concerning the resources needed for the pursuit of these objectives; and
- provide recognition for progress and quality in performance in these areas by means of appropriate recommendations and in other tangible ways.

Public service (including community service as relevant) and professional service is included in the evaluation process for promotion and tenure. The weight given to these activities varies with academic discipline and it shall be defined clearly by each school. It is generally agreed that public service is activity based on a faculty member's professional expertise; it is conducted outside the University; it makes a substantial public contribution; and remuneration is not a primary consideration or motivation for the activity. Ideally, this work could be incorporated into the faculty member's professional research and/or the teaching and training of students. The results may become disseminated through publication as a more permanent record.

The faculty member himself or herself is expected to provide data for the evaluative process by periodically supplying the chair, dean, or campus president with materials to go into a dossier on his or her teaching, scholarly accomplishment, and public service.

In making decisions on advancement, department chairs, deans, and campus presidents also examine a number of additional factors. Among them are: leadership ability, the quality of the individual's goals and their importance to departmental development, and evidence of progress in relation to these goals and other obligations.

The deans and campus presidents periodically consult with department chairs on faculty advancement. Deans and campus presidents are also responsible for identifying persons who meet the criteria for permanent faculty, who are capable of further development, or who are of lesser promise to their departments.

## **ACADEMIC INTEGRITY**

It is the direct responsibility of faculty to encourage free inquiry and expression and to provide an academic environment in their classrooms and in their contact with students that reflects a high standard of integrity and is conducive to learning.

Pursuant to the University's code of faculty obligations relating to academic integrity, faculty are expected to conduct themselves in a professional manner, as summarized below:

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 or 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 evaluations 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.
7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, political or cultural affiliation, lifestyle, activities, or behavior outside the classroom unrelated to academic achievement.
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be permitted by law.
9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

The Board of Trustees, on the recommendation of Senate Council, approved policy guidelines on the subject of academic integrity as a model for the schools of the University to follow in providing due process for faculty and students who become involved in serious conflicts regarding issues of academic integrity. Copies of individual school's guidelines are available in the dean's office. The University-wide Guidelines on Academic Integrity (<http://www.provost.pitt.edu/info/ai1.html>) may be obtained from the Office of the Provost, telephone 412-624-4222.

For additional information, refer to University Policy 02-03-02, (<http://www.cfo.pitt.edu/policies/policy/02/02-03-02.html>) *Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures*.

## FACULTY-STUDENT RELATIONSHIPS

The University's educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. "Faculty member" refers to anyone appointed by the University as a teacher, researcher, or academic administrator, including graduate and undergraduate students so appointed; "intimate" is defined as sexual and/or romantic.

If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student. Failure to do so may subject the faculty member to disciplinary action.

For additional information, refer to University Policy 02-04-03, (<http://www.cfo.pitt.edu/policies/policy/02/02-04-03.html>) *Faculty-Student Relationships*.

## ACCESS TO STUDENTS' EDUCATIONAL RECORDS

Students and, in limited cases, their parents have the right to inspect and review the student's educational record; exercise a limited control over the disclosure of information contained in the student's educational record; seek to correct a student's educational record; report violations of the Family Educational Rights and Privacy Act of 1974 (FERPA), which provides the minimum standards for the management of student educational records; and be informed about the student's FERPA rights. The University designates some personally identifiable information contained in a student's educational record as "Directory Information" in order that the University may, unless the student has expressly objected, disclose the information without a student's further prior written consent. Access to a student's educational record by a third party for legitimate educational purposes or release by University officials is permitted under certain circumstances.

For additional information, refer to University Policy 09-08-01, (<http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html>) *Access to and Release of Education Records*.

## STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES

The University Student Judicial System (<http://www.studentaffairs.pitt.edu/conductprocess>) serves to ensure both the rights and responsibilities of students through the operation of a system of regulations and hearing bodies. The Student Code of Conduct and Judicial Procedures delineates non-academic standards of conduct appropriate to the University in consonance with its educational goals. The Student Code of Conduct applies to all undergraduate, graduate, and professional students registered at the University of Pittsburgh. In some cases, off-campus conduct may also be subject to disciplinary action by the University.

To deal with violations of the Student Code of Conduct, there are two hearing bodies in the Student Judicial System, the Campus Judicial Board, and the body of administrative hearing officers. On the Pittsburgh Campus, the Campus Judicial Board is composed of a standing body of 35 undergraduate and graduate/professional students. The body of administrative hearing

officers is composed of approximately 20 administrative staff and faculty. Likewise, each regional campus has a Campus Judicial Board of differing size, and designated hearing officers.

The University or regional campus Review Boards are the appellate bodies for the University Student Judicial System.

Any member of the University community on the Pittsburgh Campus who wishes to file or defend a complaint may receive advice and assistance from the Office of the Coordinator of the Student Judicial System, located at 738 William Pitt Union, telephone 412-648-7910. On the regional campuses, the Office of Student Affairs/Student Life should be contacted. For additional information, refer to the document, Student Code of Conduct and Judicial Procedures, (<http://www.studentaffairs.pitt.edu/conductprocess>) available in the Office of the Coordinator.

## STUDENT ABSENCES

There is no general University policy for class attendance. However, some schools of the University have developed their own policies on this matter. Some instructors keep a careful record and others do not on the assumption that the student is responsible for making decisions regarding class attendance. For a prolonged absence or illness, the student or the student's family should notify the instructor and dean.

## OFFICE HOURS

The posting of office hours on the office door is the responsibility of the faculty member as a courtesy and convenience to students.

Most administrative offices are open from 8:30 a.m. to 5 p.m., Monday through Friday. A few offices, such as the College of General Studies, have extended hours.

## ACADEMIC CALENDAR

The University of Pittsburgh Academic Calendar is distributed annually to the faculty; additional copies are available in the Office of the Provost, 801 Cathedral of Learning, telephone 412-624-0790. The current year as well as the extended calendar are also available online at <http://www.provost.pitt.edu/information-on/calendar.html>. Specific dates affecting the first professional programs in the schools of Dental Medicine, Law, and Medicine, as well as the Joseph M. Katz Graduate School of Business, may be obtained from the appropriate dean's office.

## GRADE REPORTING

Faculty are expected to know all relevant University policies on grading, including Section 09-01, *University Grading*, in the University Policy and Procedure Manuals, and the grading policy of the school in which the course is offered. In accordance with the Guidelines on Academic Integrity, (<http://www.pitt.edu/~provost/ai1.html>) faculty should "perform their grading duties and other academic evaluations in a timely manner."

The University's Office of the Registrar provides detailed instructions for the completion of grade rosters. Grade rosters are due in the Registrar's Office after the course final examination is given but no later than noon on the final grade due date as published in the University Academic Calendar (<http://www.provost.pitt.edu/information-on/calendar.html>). (Earlier deadlines may be

established by departments and/or dean's offices which monitor the grading process.) Grades received after the Registrar's Office deadline will be considered delinquent and will be reported to the appropriate dean.

## **UNAVOIDABLE ABSENCES**

A faculty member should report to his or her dean or department chair any unexpected development that will prevent his or her meeting a class or other such appointment. An approved substitute must be provided or appropriate notice given to the student group at the beginning of the class period.

Preferably, the faculty member should recommend his or her own temporary substitute. If no other arrangements can be made, a message should be delivered to the class no later than the time a class that cannot be met is scheduled to begin.

For additional information, refer to University Policy 02-04-02, (<http://www.cfo.pitt.edu/policies/policy/02/02-04-02.html>) *Academic Responsibilities and Professional Conduct*.

## **TEXTBOOKS AND SUPPLIES, INSTRUCTIONAL MATERIALS, AND SUBSCRIPTIONS**

Faculty members are advised in writing of the due dates for requisitioning textbooks and supplies. The responsibility for ordering texts and supplies is vested in the University Book Centers and regional campus bookstores. Faculty members may not order textbooks for classes directly from the publisher. Faculty members are not permitted to sell any textbooks, notes, or supplies to students in class. Arrangements should be made with the Book Centers to handle all required items.

By observing the following guidelines, faculty can assist the Book Centers in providing good service in both texts and supplies:

1. Complete all portions of the Book and Supply Form (Form 0068).
2. Indicate as carefully as possible the enrollment anticipated for the course.
3. Send completed requisitions by the date requested to the Book Centers to avoid inconvenience to students. Properly prepared requisitions returned on time serve the Book Centers as guides in buying used books that can be sold to the students at a savings over new book prices.

Book and supply information can also be submitted by e-mail. Note that when using e-mail, each required text must be submitted separately. The form can be accessed through the Book Center Website <http://www.pitt.edu/~bookctr/>. The e-mail address is [bookctr@pitt.edu](mailto:bookctr@pitt.edu).

When a departmental textbook requirement is changed after the book return privilege has expired or if the book is not returnable, the loss is charged to the account of the department that made the late change.

Publishers feel that granting of desk copies to faculty is their privilege. Requests should be made directly to publishers by faculty on departmental stationery.

The Book Centers or Central Business Services' reproduction service, "Copy Cat," can obtain copyright permissions. A sufficient lead time is necessary to obtain permissions and have the



material printed. The manual or article must be listed as a required text on the Book and Supply Form (Form 0068).

For additional information, refer to University Policy 05-05-01, (<http://www.cfo.pitt.edu/policies/policy/05/05-05-01.html>) *Textbooks, Instructional Materials, and Subscriptions*, or call the Book Center, telephone 412-648-1455.

## CUSTOM COURSE MATERIALS

Copy Cat, the University's full service copying and binding center located at 3949 Forbes Avenue, offers convenient, one-stop Custom Course Materials Service for University faculty. Instructors compile materials they want to teach including original work, chapters from books, business cases, or journal, magazine and newspaper articles. Faculty submit the following to Copy Cat: (1) completed copy of the request/bibliography form (mailed to faculty three months prior to the start of the term or may be obtained at Copy Cat), and (2) a complete copy of materials to be included in the packet. Copy Cat handles the rest, including obtaining copyright permissions through the Copyright Clearance Center, 4000 Fifth Avenue (The Book Center), printing and selling packets to the students. All packets are saved on data tape for future retrieval and editing. Instructors receive one complimentary copy of the packet. Copyright fees, copying and binding charges are calculated into the price of the packet. For more information about Custom Course Materials Service, call Copy Cat at 412-624-0553 or Copyright Clearance Center at 412-624-1468.

## UNIVERSITY PHOTOCOPYING POLICY

As a result of the Copyright Act (Title 17 U.S. C.A. Section 101 et. seq.), which affects educational institutions, classroom teaching, libraries and users of copyrighted material in general, a detailed policy has been adopted by the University of Pittsburgh.

The following excerpts highlight only the key provisions:

**Copyrighted Material:** According to the Copyright Act, the following may be copyrighted: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic and sculptural works; motion pictures and other audiovisual works; sound recordings; and computer programs. One may therefore assume that almost any form of creative work may be subject to copyright protection. In addition, copyright protection is automatic for unpublished works, as well as for those that are published.

**Photocopying:** Only a single copy of a copyrighted article or a minor part of a work may be made unless written permission to do otherwise has been secured from the copyright holder by the person who makes the copy or requests copying service.

Almost everything copyrighted prior to 1906 is now in the public domain, and multiple copies may be made.

Most government documents are in the public domain; however, there are some exceptions. It is appropriate to check for a notice of copyright before making multiple copies of such material.

**Single Copying for Teachers:** A single copy may be made of the following by or for a teacher at his or her individual request for scholarly research or use in teaching or preparation to teach a class:



- a chapter from a book,
- an article from a periodical or newspaper,
- a short story, short essay or short poem, whether or not from a collective work, and/or
- a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

**Multiple Copies for Classroom Use:** Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussions provided that:

- The copying meets the tests of brevity, spontaneity, and cumulative effects, as defined in University Policy 10-04-01, (<http://www.cfo.pitt.edu/policies/policy/10/10-04-01.html>) *Copying Copyrighted Material*, and
- each copy includes a notice of copyright.

**Music Scores:** Copying for the purpose of performance is not permitted. However, copying is permitted in emergencies to replace University-owned copies that for any reason are not available for an imminent performance, providing purchased replacements shall be substituted in due course.

**Prohibitions:** Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether or not copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets, and answer sheets and similar consumable material.

Copying shall not:

- substitute for the purchase of books, publishers’ reprints, or periodicals;
- be directed by higher authority; or
- be repeated with respect to the same item by the same teacher from term to term, without prior permission from the copyright owner.

No charge shall be made to the student beyond the actual cost of the photocopying.

For additional information, refer to University Policy 10-04-01, (<http://www.cfo.pitt.edu/policies/policy/10/10-04-01.html>) *Copying Copyrighted Material*.

## COPYRIGHT CLEARANCE CENTER

The Copyright Clearance Office, a division of Copier Administration, located in the Book Center, 4000 Fifth Avenue, was established to relieve faculty and staff of the time-consuming task of obtaining copyright permissions to duplicate copyrighted materials. Materials requiring authorization for duplication which are submitted to campus copy centers by faculty and staff are forwarded to the Copyright Clearance Center where an online permission process is completed. Permissions can be secured instantaneously or may take up to three weeks depending on the publisher. The Copyright Clearance Center charges a preset, nominal search fee; however, royalty fees are determined at publishers’ discretion. (There is no direct charge to faculty and staff when Copyright Clearance services are used in conjunction with custom course materials

produced and sold at Copy Cat.) For more information contact the Copyright Clearance Center, telephone 412-624-1468.

## UNIVERSITY POLICY ON COPYRIGHTS

Except as specifically exempted by University policy, faculty, staff, and students are entitled to claim copyright ownership, including worldwide rights, of the following works authored by them: books, articles, educational coursework, similar works that are intended to disseminate the results of academic research or scholarly study, popular fiction or nonfiction works, poems, musical compositions, or other works of artistic imagination. The University has no proprietary interest in copyrightable materials produced by faculty, staff, or students under contract with entities external to the University (in which the faculty, staff, or students have no controlling majority interest), except as specifically exempted by policy.

Copyrightable works that have been produced by University faculty, staff, or students who have been specifically directed to produce those works in the course of their employment, or who produce those works under the supervision and control of the University are "works made for hire." The copyright interests in such works automatically vest in the University.

Where the University has an ownership interest in a work, the standard royalty sharing arrangement will be as follows:

1. Where the work is a "work for hire," there is generally no royalty-sharing arrangement unless there is a special agreement, in which case distribution of income will be made.
2. Where there is an agreement between the University and any non-University individual or entity, or a shared-royalty agreement regarding works created using University resources, distribution of income will be made according to the agreement.
3. Where there is no such agreement as referenced above, first income will reimburse University development funds (excluding grants, gifts, and sponsored agreements) and other expenses or fees related to the procurement, maintenance, or enforcement of the copyright or of licensing the work.

The balance of the proceeds from royalties or disposition will be distributed as follows:

4. 50% to the creator(s) or developer(s).
5. 25% to the department or school of the creator/developer for use in furthering the work of the creator/developer at his/her discretion with the approval of the department administrator; or for purposes at the discretion of the department administrator, if the creator/developer is no longer an active member of the faculty or staff, or a student at the University.
6. 25% to the University Copyright Development Fund, to provide for development of works that may be copyrightable, under direction of the Office of the Provost.

In the event that the employee entitled to compensation under this policy leaves the University, voluntarily or involuntarily, the employee will continue to receive payments, but will not be entitled directly or indirectly to continue to receive or transfer any other rights or benefits from the proceeds distributed to the department or school.

In the event of the death of an employee entitled to compensation under this policy, payments will continue to be paid to the employee's estate and subsequently to those who, by a court-approved distribution or order, are designated to receive such compensation or payments.

For more complete information, including such matters as other copyrightable materials and procedures for asserting copyright interest and copyright registration, refer to University Policy 11-02-02, (<http://www.cfo.pitt.edu/policies/documents/policy11-02-02.pdf>) *Copyrights*.

## **ENGLISH LANGUAGE FLUENCY**

Under the English Fluency in Higher Education Act, the University must annually file a statement with the Department of Education of the Commonwealth of Pennsylvania that certifies that specified individuals who teach are fluent in the English language. Academic centers or departments are responsible for evaluating their instructional faculty for English language fluency. The English comprehensibility of teaching assistants who are not native speakers of English is evaluated by the English Language Institute of the Department of Linguistics (School of Arts and Sciences), 2816 Cathedral of Learning, telephone 412-624-5901.

For additional information contact the academic center or department or refer to University Policy 02-02-16, (<http://www.cfo.pitt.edu/policies/policy/02/02-02-16.html>) *Certification of English Language Fluency for Teaching*.

## **COMMENCEMENT**

There is one University-wide Commencement held at the end of the spring term. All faculty members and faculty librarians are expected to participate in the processional in academic regalia. It is the responsibility of the faculty member to provide his or her academic robe and appropriate hood.

The Bradford, Greensburg, Johnstown and Titusville campuses hold separate commencements.

## **HONORS CONVOCATION**

Honors Convocation is celebrated annually to recognize faculty and students who have received awards of academic achievement and distinction. The University-wide ceremony is held during the spring term. All faculty members and faculty librarians are invited to participate in the processional in academic regalia.

## **FRESHMAN CONVOCATION**

Prior to classes starting in the fall term, Freshman Convocation occurs. Incoming freshmen and their families attend the ceremony. Faculty members and faculty librarians are invited to participate in the processional and to be present in welcoming new students and their families to the University.

## **DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs (<http://www.studentaffairs.pitt.edu/>) augments and complements the academic and services mission of the University. Its primary purpose is to provide a safe and enriching co-curricular environment that enhances student learning and promotes student development. This Division assists students in the transition to campus life, promotes their personal development during their matriculation and aids students in overcoming emotional, physical, and learning impediments. Finally, the Division supports students by helping them to solidify their career goals and make the transition into the working environment.

## STUDENTS WITH DISABILITIES

The University of Pittsburgh is committed to provide reasonable accommodations to students with documented disabilities. Faculty are encouraged to notify students with disabilities of their right to accommodations and the resources available through Disability Resources and Services (<http://www.studentaffairs.pitt.edu/drswelcome>). Disability Resources and Services is available as a resource to assist faculty in determining reasonable accommodations.

## IV. RESEARCH ADMINISTRATION

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### RIGHTS, ROLES, AND RESPONSIBILITIES OF RESEARCH INVESTIGATORS

Free and open inquiry and unhindered circulation of ideas are fundamental aspects of academic work. The University supports externally-sponsored research to expand and disseminate knowledge. Grants and contracts are formally awarded to the University with the investigators implementing the research program. The investigators are also responsible for the academic integrity of such projects and, in collaboration with the University, their management. Conflict may arise between the University (through its agents -- department chairs, deans, or other administrators) and the individual researcher and among individual researchers. These guidelines are designed to define rights and responsibilities of faculty investigators, to protect academic freedom, and to help resolve conflicts with colleagues and administrative supervisors.

For additional information, refer to University Policy 11-01-02, (<http://www.cfo.pitt.edu/policies/policy/11/11-01-02.html>) *Rights, Roles, and Responsibilities of Sponsored Research Investigators*.

### RESEARCH INTEGRITY

The nature of the University requires that all members of its community adhere strictly to the highest standards of integrity with regard to research, instruction, and evaluation. In addition, federal regulations impose strict policies and procedures upon the University for dealing with possible research misconduct. The Research Integrity Policy for the University defines individual responsibilities in the conduct of research; activities that are characterized as misconduct in proposing, conducting, or reporting research; and procedures for dealing fairly and promptly with allegations of misconduct in research.

“Research misconduct” is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results (from the Federal Policy on Research Misconduct, Office of Science and Technology Policy [OSTP], December 6, 2000). Other unethical or sloppy research practices are often referred to as “research misbehavior.” The University of Pittsburgh applies this definition to teaching activities and to the presentation of credentials as well.

Members of the University's research community have the obligation to report suspected misconduct in research, preferably in writing, to the appropriate dean.

For additional information, refer to University Policy 11-01-01, (<http://www.cfo.pitt.edu/policies/policy/11/11-01-01.html>) *Research Integrity*.

## OFFICE OF RESEARCH INTEGRITY

The Office of Research Integrity is available to faculty, staff, and students to answer questions about the application or interpretation of research integrity standards. It also advises academic units in the planning of periodic educational sessions to alert their faculty, graduate students, and other researchers to research integrity issues. The Office of Research Integrity is responsible for coordinating and overseeing the conduct of inquiries and investigations by peer faculty groups into allegations of research misconduct and for maintaining liaison on these matters with outside agencies that sponsor research. To consult with the Research Integrity Officer or to request copies of the Research Integrity Policy (University Policy 11-01-01) or the Guidelines for Ethical Practice in Research

(<http://www.provost.pitt.edu/documents/GUIDELINES%20FOR%20ETHICAL%20PRACTICES%20IN%20RESEARCH-FINALrevised2-March%202011.pdf>), telephone 412-624-3007.

## RESEARCH AND OTHER SPONSORED PROJECTS PROPOSALS

Proposals requesting support from outside agencies for research and other sponsored projects must be reviewed by various University offices. No proposal may be submitted without University review and signature of the department chair, the dean or campus president, and the Office of Research. In addition, no proposal will be authorized by the University unless a current, signed copy of Part I of the Conflict of Interest Disclosure Form, (Form 0191), is on file with the Office of Research. See the section on Conflicts of Interest in this section.

The Grants and Contract staff of the Office of Research can provide the information required to develop proposal budgets that conform to requirements set by the University and by various sponsoring agencies. Budgets and supporting details within each proposal must be reviewed and the required Sponsored Project Proposal Submission (Form 0136) completed and approved by this office prior to obtaining the signature of the authorized official. Administrative matters regarding sponsored projects, fiscal negotiations, related correspondence, and awards are to be directed to the appropriate Grants and Contract Officers who are each assigned a specific University constituency. A constituency list may be obtained by contacting the Office of Research, telephone 412-624-7400. Questions relating to the expenditure of grant and contract funds, accounting procedures, or University fiscal regulations should be referred to Research/Cost Accounting, telephone 412-624-6040.

## PROTECTION OF HUMAN SUBJECTS IN RESEARCH

The University of Pittsburgh holds its faculty to the highest standards for respecting the rights and welfare of persons involved as subjects of research. This includes the responsibility of faculty to supervise their students' research. The Office of the Senior Vice Chancellor for Health Sciences administers and enforces University-wide procedures for protecting human research subjects. At the core of these procedures is the Institutional Review Board (IRB) charged with reviewing research involving human subjects. No student or faculty research involving human subjects may proceed until it has been approved by the IRB or favorably screened by the IRB for exemption from such review. A detailed explanation of these University policies may be obtained from the University IRB Office (<http://www.irb.pitt.edu/>) Website.

## LABORATORY ANIMALS IN BIOMEDICAL RESEARCH OR TEACHING

The privilege of using laboratory animals as models in biomedical research is regulated by federal legislation and is monitored by the Institutional Animal Care and Use Committee (IACUC). Written approval must be obtained from the IACUC prior to the initiation of any research or teaching project that employs the use of animals. All submissions to granting agencies must be accompanied by a protocol approval from the committee. The *Handbook for the Use of Animals in Research, Testing, and Teaching at the University of Pittsburgh* describes policies and procedures. For further information, visit the IACCU (<http://www.iacuc.pitt.edu/>) Website.

## CONFLICTS OF INTEREST

### Conflict of Interest – Research/Teaching

The University has implemented a Conflict of Interest Policy and procedures to prevent and resolve potential, apparent or actual conflicts of interest. This policy provides examples of situations that should be viewed as potential or actual conflicts of interest, as well as definitions and procedures for disclosure and resolution of actual, potential, or apparent conflicts of interest.

The policy relies on the following general principles: the presumption that not all conflicting interests are necessarily impermissible; the requirement of regular, timely, and complete disclosures of outside relationships and organizational commitments; case by case analysis; accountability at all levels of review -- up to and including the Chancellor; assurance of confidentiality; and yearly review and analysis of success of approach and of conflicts resolved.

### Definition of Conflict of Interest

A potential or actual conflict of interest exists when commitments and obligations to the University or to widely-recognized professional norms are likely to be compromised by a person's other interests or commitments, especially economic, particularly if those interests or commitments are not disclosed.

### Policy Requirements

1. Faculty members, administrators, and researchers are required to make regular (at least annually), timely, and full confidential disclosures to their superiors of all outside remunerative activities related to their teaching, research, or administrative responsibilities. They must also disclose equities and positions of members of their immediate family (see the complete policy for definitions of terms) which could create a conflict or the perception of a conflict of interest between their academic obligations and their outside interests.
2. The Conflict of Interest Policy also imposes the obligation on department chairs and other supervisory administrators -- themselves subject to the policy and its disclosure requirements -- to not encourage or condone impermissible conflicts in their faculty, administrators, or researchers.
3. Non-compliance with the requirements or provisions of this policy may be sanctioned in the same way as non-compliance with any other University policy, including removal from the particular project, letter of reprimand, special monitoring of future work,

probation, suspension, salary reduction, or initiation of steps leading to possible rank reduction or termination of employment.

The full Conflict of Interest Policy may be obtained by referencing University Policy 11-01-03, (<http://www.cfo.pitt.edu/policies/policy/11/11-01-03.html>) *Conflict of Interest-Research/Teaching*.

## **Conflict of Interest – Consultants**

Consultants retained by the University of Pittsburgh are required to make regular, timely, and full confidential disclosures to their program director of all significant outside interests and activities related to their consulting or research responsibilities that may give rise to conflicts of interests. Typical potential conflict of interest situations are illustrated on the Conflict of Interest Statement for Consultants. The Consultant Conflict of Interest Policy imposes the obligation on program directors, unit heads, and other supervisory administrators—themselves subject to the policy and its disclosure requirements—to not encourage or condone impermissible conflicts in their consultants.

Noncompliance with the requirements or provisions of this policy may be sanctioned in the same way as noncompliance with any other University policy, including removal from the particular project, letter of reprimand, probation, suspension, or initiation of steps leading to termination of employment or contractual relationships.

For the complete policy, refer to University Policy 11-01-04, (<http://www.cfo.pitt.edu/policies/policy/11/11-01-04.html>) *Consultant Conflict of Interest*.

## **Conflict of Interest – Employees**

University Policy 07-05-03, (<http://www.cfo.pitt.edu/policies/policy/07/07-05-03.html>) *Conflict of Interest for University of Pittsburgh Employees* is applicable to all University employees.

Below are some of the provisions of this policy.

### **Withdrawal from Decisions**

Employees shall not exercise University decision-making authority or exert influence concerning any organization or transaction in which they or a family member have a personal interest.

### **Misuse of Information**

No employee of the University shall, for personal gain or for the gain of others, use any information not available to the public that was obtained as a result of service to the University. No employee shall personally exploit any business opportunity in which the employee knows or reasonably should know the University is or would be interested, unless the University first consents thereto in writing.

### **Gifts and Favors**

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee *vis-a-vis* University business. Employees may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to baseball games or Christmas baskets) provided that the gifts or favors have a market value under \$200, are customary in the industry, and will not influence or appear to influence the judgment or conduct of the employee *vis-a-vis* University business. An employee may be exempted from the restrictions in this paragraph by his/her supervisor as to a specified



gift or favor. The exemption shall be in writing with a statement of the basis therefore. Individual administrative units within the University may impose further restrictions on gifts or favors for employees within the unit.

### **Reporting Suspected Violations**

An allegation of violations of this policy and the basis for the allegation shall be communicated, confidentially and preferably (but not necessarily) in writing, to an administrator in the supervisory line of the alleged violator or, if that would be problematic, to the Internal Audit Department or the Office of General Counsel. Measures shall be taken to ensure that no adverse action is taken, either directly or indirectly, against a complainant who makes allegations in good faith.

For additional information, refer to University Policy 07-05-03, (<http://www.cfo.pitt.edu/policies/policy/07/07-05-03.html>) *Conflict of Interest for University of Pittsburgh Employees*, and University Policy 05-02-02, (<http://www.cfo.pitt.edu/policies/policy/05/05-02-02.html>) *Conflict of Interest and Procurement Relationships*.

### **Patent Rights and Technology Transfer**

Research is recognized as an integral part of the educational process to generate new knowledge, encourage the spirit of inquiry, and develop scientists, engineers, and other scholars. As a result of such research, new discoveries and inventions may be made by staff, faculty members, and students of the University, which could have material commercial value and which could contribute significantly to scientific, technological, social, and cultural progress. In the best interests of the public, the inventor, the University and, under certain circumstances, the government, these accomplishments should be patented. Specifically, new discoveries and inventions should be patented for any of the following reasons:

- to encourage invention and ensure adequate rewards for the inventor;
- to fulfill the terms of the research grant or contract;
- to ensure protection and control in the public interest;
- to generate income to the University for education and research; and
- to provide the commercial and scientific advantages resulting from the development of useful articles, compositions of matter, machines, and processes.

The faculty members, staff, and students of the University are encouraged to evaluate the results of their research activities in terms of potential commercial value, the public interest, and the regional and national economy. Research programs culminating in potentially patentable discoveries and inventions may require further activity to provide protection and control in the public interest or to realize the commercial potential of the discovery or invention.

Certain discoveries and inventions resulting from University research may not be patentable but may have material commercial value or potential as revenue producers. These accomplishments are subject to the same University policies as any patentable invention and will be considered by the Office of Technology Management and, if required, by the University Technology Transfer Committee on an individual basis.

The University of Pittsburgh has a responsibility to contribute to the regional and national economy. Research and research accomplishments are among the areas in which this University can make a substantial contribution. New industries are created by new technologies that often emerge from new research. New and beneficial means must be found to relate the University's education and research to the research activities of corporate enterprise. Scientists and entrepreneurs must be brought together in a relationship of mutual advantage.

For additional information, such as procedures for applying for a patent and information on license or sale, refer to University Policy 11-02-01, (<http://www.cfo.pitt.edu/policies/policy/11/11-02-01.html>) *Patent Rights and Technology Transfer*. Questions about the Patent Policy and Procedures should be posed to the Office of Technology Management, (<http://tech-link.tt.pitt.edu/>) telephone 412-648-2206.

## Office of Research

The Office of Research, (<http://www.pitt.edu/~offres/>) a central staff office located at 350 Thackeray Hall and reporting to the Vice Provost for Research, is charged with administrative responsibility for all University research and related activities involving extramural sponsorship. In fulfilling its duties, the Office of Research serves as an advocate for research and sponsored programs and as a facilitator in the research environment. The functional areas supported by Office of Research staff include information services, project and proposal development assistance, and grants and contracts administration for pre-award and selected post-award tasks. All proposals submitted by University personnel must be transmitted to and reviewed by the Office of Research to assure adherence to internal and external policies and procedures. The Director of the Office of Research serves as the designated administrator for research grants and contracts.

For additional information on openness in research, funding information services, project and proposal support, and grants and contracts services, visit the Office of Research (<http://www.pitt.edu/~offres/>) Website; to contact the grants and contracts staff member assigned to your constituency, telephone 412-624-7400.

## Research Conduct and Compliance Office

The Research Conduct and Compliance Office (<http://www.rcco.pitt.edu/>) of the University of Pittsburgh oversees and facilitates the conduct of ethical and regulation-compliant human and animal subject research through an integrated system of research review, audit and educational programs established in a manner that maximizes institutional effectiveness.

## RESEARCH DEVELOPMENT

The University provides support for research to the units engaged in externally-sponsored programs in order to further its national competitiveness, to facilitate new initiatives, or to change or expand existing research. Institutional research support consists of the Small Grants Program, the Competitive Medical Research Fund, and the research allocations that are keyed to the indirect costs recovered in the preceding year.

## Research Allocations

The Research Allocations Policy, effective October 26, 1993, applies to all schools and centers of the University except those within the School of Medicine's purview.

The formula for the research allocation fund uses the indirect costs recovered (at the audited rates) as a base. The reallocation is as follows:

- 10% directly to the principal investigator(s);
- 5% to the department;
- 1% to the Office of Research;
- 9% to the Provost's Office in support of the Small Grants Program and other discretionary research development initiatives.

The policy also designates 25% to be returned to the dean or director of the school or center; however, this amount is not fully funded at the present time.

The distribution of central research support is administered by the Vice Provost for Research. Refer to University Policy 11-01-06, <http://www.cfo.pitt.edu/policies/policy/11/11-01-06.html>) *Research Allocations*. Copies of the policy may also be obtained from the Office of Research, (<http://www.pitt.edu/~offres/>) telephone 412-624-7400, or the deans' offices.

## Small Grants Program

The Small Grants Program of the Central Research Development Fund (CRDF) is administered by the Vice Provost for Research and annually offers competitive seed funding for faculty. The primary goal of the Small Grants Program is to open opportunities, especially for junior faculty, to engage in high-quality research, scholarship, and creative endeavors. The program is intended to provide funding support that cannot be obtained from other sources, including the faculty member's department and school. Full-time faculty and part-time, tenure-stream faculty at the Pittsburgh and regional campuses are eligible to apply. CRDF proposals are reviewed by subcommittees of the University Research Council. For additional information on the program or to request an application kit, go to <http://www.pitt.edu/~offres/funding/crdf.html>.

## Competitive Medical Research Fund

The Office of Research, Health Sciences (OORHS) administers the Competitive Medical Research Fund (CMRF), an intramural, peer-reviewed funding program that awards grants to faculty in the six schools of the health sciences in several categories:

- **New Investigator:** The aim of the new investigator awards is to provide funds for relatively junior, independent scientists to develop preliminary data and refine procedures and hypotheses that will enable submission of highly competitive applications to national funding sources.
- **Bridge Funding:** The purpose of bridge funding is to provide support for investigators who have experienced lapses in funding; i.e., to provide funds to investigators who have applied for renewals of previously-awarded grants, but whose renewal applications, while receiving highly favorable reviews, were not funded. These CMRF funds are intended to allow investigators to address the concerns expressed through peer review.
- **Collaborative Research application:** The intent of collaborative research awards is to fund interdisciplinary, translational research that represents a true collaboration between a clinical scientist and a basic research scientist. The application must demonstrate how the combined efforts in basic and clinical research will result in a collaborative, multi-disciplinary project that will facilitate the translation of a research project from the

laboratory to the clinic. This translation need not necessarily be an immediate consequence of the research performed with CMRF support; if this translation will not be imminent, one goal of the research should be to identify the additional gaps of knowledge that must be closed before such a transition could be made.

CMRF grants are awarded on a competitive basis. A review committee, composed of scientists from within the University of Pittsburgh, UPMC, and the local Veterans Administration medical science community, has responsibility for reviewing each application, for providing written critiques of each application, and for making recommendations for awards to OORHS and to the UPMC Board of Directors.

For additional information about CMRF, including application instructions, visit the Office of Research, Health Sciences' Website at <http://www.oorhs.pitt.edu/>.

## Office of Technology Management

The University of Pittsburgh's Office of Technology Management (<http://tech-link.tt.pitt.edu/>) encourages and facilitates invention and innovation leading to the commercialization of technologies to benefit society, to contribute to regional economic development, and to generate alternative sources of income for the University. The Office serves faculty in obtaining patent or copyright protection and commercial development for discoveries, inventions, and written works. Assistance is provided to faculty, staff and students at the point where their research results are translated into invention disclosures and patents. Market research, competitive analysis, and patentability analysis is performed to provide the basis for patenting or copyrighting, and to determine the appropriate commercialization path for each invention or technology. In the case of licensing, the Office of Technology Management identifies potential commercial partners and negotiates licensing and sponsored research agreements. In the case of start-up companies, the Office assists in the development of business plans, identifies financing sources, and develops partnerships with potential commercial organizations. The Office maintains an active network of partner companies, financial investors, and service providers. The income generated from technology transfer agreements is distributed among faculty, their departments, and the University, as provided in the University Patent Rights and Technology Transfer Policy on Copyrights Policy.

The Office is located at 200 Gardner Steel Conference Center and may be accessed by telephone 412-648-2206; fax 412-648-8525; or Website at <http://tech-link.tt.pitt.edu/>.

## Commercialization of Inventions Through Independent Companies

The policy on commercialization of inventions through independent companies is assumed in the University Conflict of Interest and Research Policy.

For the complete policy, refer to University Policy 11-02-03, (<http://www.cfo.pitt.edu/policies/policy/11/11-01-03.html>) *Conflict of Interest Policy for Faculty, Scholars, Researchers, Research Staff/Coordinators*; and University Policy 11-02-01 (<http://www.cfo.pitt.edu/policies/policy/11/11-02-01.html>), *Patent Rights and Technology Transfer*.

## V. FACULTY COMPENSATION AND BENEFITS

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### COMPENSATION

#### Paychecks

Faculty are paid monthly on the last business day of each month, by direct deposit. For additional information regarding direct deposit, please visit [http://payroll.pitt.edu/employee-self-service/#update\\_direct\\_deposit](http://payroll.pitt.edu/employee-self-service/#update_direct_deposit).

Pay statements detailing all earnings and deductions are made available online on payday. Pay statements can be accessed through University portal, PRISM Login, PHR Employee Self-Service Responsibility.

Information for new faculty can be found on the payroll website at <http://payroll.pitt.edu/new-faculty/>. Information regarding taxation, deductions, and other payroll information can be found under the Faculty My Pay page at <http://payroll.pitt.edu/my-pay/>. If you have any questions, please submit an inquiry to the Payroll Department at <http://www.payroll.pitt.edu/contact-2/>.

The Payroll Department is located at Craig Hall, 200 South Craig Street, 2nd Floor, phone 412-624-8070.

#### Overload Pay

It is University policy to assign work on an overload basis only in the most pressing circumstances. If the work is necessary, the allowable overload payment in an academic year may not, under any circumstances, exceed 25 percent of the contract salary. Summer earnings are not considered part of the contract salary and, therefore, a faculty member may not receive overload payment on these earnings.

For additional information, refer to University Policy 02-06-02, (<http://www.cfo.pitt.edu/policies/policy/02/02-06-02.html>) *Payroll Base Period and Overload Pay*.

## Salary Increases

Annual faculty salary increases are determined through procedures outlined in University Policy 07-09-01, *Salary Increase*. The size of the total pool of funds for salary increases is determined as part of the annual operating budget by the Chancellor, with the active participation of the University Planning and Budgeting Committee (UPBC), and subject to approval by the Board of Trustees.

The total pool for salary increases has the following four components: (1) maintenance of real salary, (2) merit increases, (3) equity adjustments, and (4) market adjustments. The portion of the total pool devoted to each of the four components is determined by the Chancellor, with the active participation of the UPBC, in response to needs for each purpose identified through the planning and budgeting system.

For additional information, refer to University Policy 07-09-01, (<http://www.cfo.pitt.edu/policies/policy/07/07-09-01.html>) *Salary Increase*.

## FRINGE BENEFITS

### Introduction

The University, with the aid of University Senate committees, task forces, and working groups, endeavors to provide a comprehensive program of benefits and services to meet the needs of the faculty. This overview is intended only as a summary of the benefits available. Full details of each benefit are available in booklets and other documents issued by the University or its insurance carriers.

Medical, dental, and vision coverage are available to both employees and eligible family members. The University of Pittsburgh also provides financial protection for an employee's family in the event of an employee's death with University-paid basic life insurance and accidental death and dismemberment (AD&D) coverage. Salary continuance and University-paid long-term disability (LTD) coverage provide income protection when it is needed. Additional protection may be purchased through the offering of optional life insurance and AD&D coverage, as well as spouse and dependent life insurance coverage.

Long-Term Care insurance is also an option available to employees and eligible family members. This type of financial protection covers the cost of receiving care at home or in a facility when someone needs assistance with his or her activities of daily living due to an accident, illness, or advancing age.

Four different flexible spending accounts allow employees to reduce their taxable income. Funds may be placed into pre-tax accounts for health care, dependent day care, parking, and mass transit expenses.

The University's retirement planning program provides employees with the opportunity to contribute to the University of Pittsburgh Defined Contribution Plan.

For further information on the benefits outlined in this section, please visit the Benefits Department of the Office of Human Resources, 320 Craig Hall, call 412- 624-8160, or access the Human Resources Web site at [www.hr.pitt.edu](http://www.hr.pitt.edu).

## Participation Guidelines

Orientation and enrollment sessions for all new hires are conducted by the Office of Human Resources. In addition, workshops are offered periodically by the Benefits Department for specific benefits. A personal appointment to discuss benefit eligibility, enrollment, and other related matters may also be arranged through the Benefits Department.

Each plan year, employees will have an opportunity to enroll in or change benefit options. However, federal regulations impose restrictions on enrollment and limitations on making subsequent changes. These opportunities and restrictions are explained in the materials available from the Benefits Department. Employee rights and obligations and those of the University are governed by the terms of each benefit plan and, in some cases, by contracts with insurance companies. The plans are based on--and regulated by--current federal and state laws. Any changes that occur within the law or regulations may have an impact that would require modification of the plans. Benefits may be modified from time to time by the University at its discretion or as required by applicable law, and the University reserves the right to terminate or modify the benefits as may be necessary or appropriate.

In addition, benefits are provided under statutory or non-optional programs. These include Social Security, with the cost shared by the employees and the University, and Workers' Compensation and Unemployment Compensation, which is provided at no cost to employees.

## Family Status Changes

Many of the University benefits are governed by the Internal Revenue Code. As a result, certain rules govern when employees may change their benefit elections throughout the year. Generally, a qualified change in family status or life event must occur. Examples include marriage or divorce, birth of a child, and/or a change in spousal employment. Employees must notify the Benefits Department within 60 days of the life event; otherwise, the only opportunity they will have to make a change in coverage is during the annual open enrollment period.

## Eligibility

Full-time faculty, full-time faculty librarians, and full-time research associates are eligible for the insurance and retirement benefits described in this section of the *Handbook*, subject to the specific stated criteria for each program.

Part-time tenured or tenure-stream faculty and part-time faculty librarians with the expectation of continuing employment are eligible to participate in certain components of the benefits program, provided that they are employed for no less than half-time. Participation in the medical, dental, and vision coverage as well as dependent life insurance, flexible spending accounts, and the Defined Contribution Plan, is the same as for those with a full-time appointment. Certain benefits are calculated on base salary including life insurance, accidental death & dismemberment insurance (AD&D), long-term disability (LTD) coverage, and the Defined Contribution Plan.

Part-time, non-tenure-stream faculty, part-time research associates, and part-time faculty librarians are eligible to participate in certain medical, dental, and vision coverage, provided that their salaries are sufficient, after all other deductions, to cover their share of the cost. Personal tax deferral opportunities without University matching contributions may also be available.

Statutory programs, including Social Security, Workers' Compensation, and Unemployment Compensation are extended to all eligible employees.

## **Benefits**

### **Medical**

Several medical plan options are available through UPMC Health Plan. The University currently offers a Health Maintenance Organization (HMO) plan, as well as three Preferred Provider Organization (PPO) plans. The level of benefits will vary depending upon the plan elected.

### **Dental Coverage**

The University offers three dental plans, including a dental health maintenance organization (DHMO) and a traditional indemnity program with two “flex” plan designs.

### **Vision Coverage**

The University offers two vision plans which include benefits for lenses, frames, and an eye examination.

### **Group Term Life Insurance**

*Basic:* University-paid group term life insurance is equal to one times the annual salary rounded to the next higher \$1,000, and capped at the plan’s maximum of \$50,000, but not less than \$10,000.

*Optional:* Subject to certain proof of insurability requirements, employees may purchase optional life insurance in amounts up to six times the annualized salary, rounded to the next higher \$1,000, up to the plan’s maximum. Employees pay the full cost of optional life insurance according to an age-graded rate schedule.

### **Group Term Accidental Death and Dismemberment Insurance (AD&D)**

*Basic:* University-paid group term AD&D insurance is equal to one times the annual salary, rounded to the next higher \$1,000, and capped at the plan maximum of \$50,000, but not less than \$10,000.

*Optional:* Optional AD&D insurance may be purchased in amounts of up to six times the annualized salary, rounded to the next higher \$1,000, up to the plan’s maximum. Employees are responsible for the full cost of optional AD&D insurance. The premium is a fixed rate for each \$1,000 of coverage. It is not age-graded.

### **Long-Term Care Insurance**

The University offers long-term care insurance, which provides financial protection against the cost of receiving care at home or in a facility when someone needs assistance with activities of daily living due to an accident, illness, or advancing age. All full-time faculty and part-time tenured and tenure-stream faculty with at least 50% effort are eligible for coverage and, as new hires, may enroll within 60 days without having to submit evidence of insurability; non-tenured, part-time faculty must complete a medical questionnaire. After 60 days, completion of a medical questionnaire is required of full-time applicants. Four plan options offer different levels of coverage and rates to meet individual needs. Employees are



responsible for the full premium costs.

### **Optional Dependent Group Term Life Insurance**

Employees may elect to purchase group term life insurance to cover eligible dependents. Eligible dependents include spouse and children under age 26. Employees are responsible for the full premium costs.

### **Flexible Spending Accounts**

The University offers four flexible spending accounts to help meet employees' needs. These accounts are designed to reimburse employees for specified expenses. Employees designate an amount of salary reduction contribution for the plan year on a pre-tax basis for health care, dependent care, parking, and mass transit expenses. This has the effect of reducing their taxable income.

### **It is critical to consider current tax regulations for flexible spending accounts and to plan accordingly.**

*Health Care Spending Accounts:* This option allows participants to be reimbursed for a wide variety of health-related expenses not covered by medical, dental, or vision insurance. In general, these expenses include any item allowable as a medical deduction on a Federal Income Tax return. Deductibles, co-payments, and amounts in excess of plan allowances or maximums may also be claimed. However, the same expenses cannot be claimed as a medical deduction on one's Federal Income Tax return. Health care expenses may be reimbursed through the submission of a paper or online claim to a third-party administrator or through the use of a debit card.

*Dependent Care Spending Accounts:* This option permits reimbursement for allowable day care expenses incurred for the care of eligible dependents, to enable the employee to work outside the home. Generally, reimbursable dependent care expenses include charges for day care centers and some aspects of nursery schools, or charges for individuals (other than dependents or spouse), who provide care for dependent(s) in or outside of the home.

*Parking Reimbursement Account:* Employees may submit eligible expenses incurred for work-related parking. This includes parking in a non-University lot that is located near their work. University lease costs taken out on a pre-tax basis do not qualify.

*Mass Transit Account:* Expenses for qualified vanpools not operated by the University and other mass transit expenses for commuting to and from work are eligible for reimbursement from this account.

### **Disability Benefits**

The Long-Term Disability (LTD) Benefit Program provides partial income replacement and continuation of certain University benefits in the event that an eligible faculty member becomes disabled. At no cost to the employee, coverage becomes effective the first of the month following a waiting period of eligible employment. An earlier effective date may be established if a faculty member was covered by a comparable plan through a preceding employer that meets the requirements of the Certificate of Previous Coverage. Long-term disability may not necessarily mean a total and permanent disability. During the period of disability, the insured must be under the regular care of a legally qualified physician.

In general, faculty members receive full salary during the official LTD "elimination period," and insurance and retirement benefits through the University continue without alteration.

If a claim is approved, long-term disability benefits begin after six months of total disability. Long-term disability benefits will be reduced by disability benefits received from Social Security, Workers' Compensation, and any other disability benefits payable under any plan for which contributions or payroll deductions are made by the University. Benefits continue to be paid consistent with a benefits duration schedule, which is monitored on an ongoing basis. If a faculty member exhausts his/her available disability benefits and meets the age and service criteria for official University of Pittsburgh retirement status, he or she is entitled to the same benefits, programs, and services as are ordinarily provided when official retirement status is granted.

## The Retirement Program

The University of Pittsburgh Retirement Program, established under the Internal Revenue Code, allows employees to participate in a Defined Contribution Plan (TIAA).

### Defined Contribution Plan

Full-time faculty, librarians, and research associates, as well as part-time tenured or tenure-stream faculty and part-time faculty librarians with the expectation of continuing employment, may make an elective tax deferred retirement contribution and receive a University matching contribution. Within the limits permitted by tax regulations, supplemental contributions without a match may also be made.

Employees who are not eligible for a University matching contribution may make personal elective tax deferred contributions, known as supplemental contributions, within the limits permitted by tax regulations.

Booklets and other documents issued by TIAA explain in detail the investment, annuity, and benefits provisions of the Defined Contribution Plan. To speak with a counselor regarding specific investment or distribution options, employees may reach a retirement plan consultant as follows:

TIAA ([www.tiaa.org](http://www.tiaa.org)): 1-800-682-9139

When a faculty member separates from University employment, regardless of age or official University retirement status, he or she may allow the retirement accounts to stand in full or in part until a future time or to access all or part of the accounts through a variety of cash and/or annuity options. If a faculty member's participation is fully vested, the funds, including all matching contributions made by the University, remain in the account. If a faculty member's participation is subject to delayed vesting and University employment is ended prior to the vesting of the University's contributions, only the faculty member's portion of the funds remains in the account(s) with the carrier.

Information pertaining to participation in these plans is available from the Benefits Department of the Office of Human Resources.

## Educational Benefits

For the full University policies on faculty educational benefits, refer to University Policies 02-07-01, (<http://www.cfo.pitt.edu/policies/policy/02/02-07-01.html>) *Employee/Spouse/Dependent Scholarships for Faculty*; 02-07-02, (<http://www.cfo.pitt.edu/policies/policy/02/02-07-02.html>) *Effect of Separation on Eligibility for Faculty Scholarship Benefits*; and 09-03-01, (<http://www.cfo.pitt.edu/policies/policy/09/09-03-01.html>) *Tuition Exchange Scholarship*

*Program.* Educational benefits are administered through the Office of Human Resources, Benefits Department. For additional information, please contact the Benefits Department at 412-624-8160 or [hr-benque@pitt.edu](mailto:hr-benque@pitt.edu).

### **Faculty Members**

Full-time faculty members, faculty librarians, and research associates are eligible to receive a significant tuition scholarship toward the first six credits taken each term at the University of Pittsburgh. Chaplains and ROTC faculty who serve full time on campus are also eligible. Graduate scholarships may be subject to Federal Income Tax and FICA Tax withholdings. All other fees and charges are the student's responsibility. The individual must pay the full tuition for any credits in excess of six. The Summer Term or any of the Summer Sessions will be treated as one entity for tuition scholarship purposes. The individual is eligible to take six credits in a combination of these. Contact the Office of Human Resources, Benefits Department, telephone 412-624-8160, for the current tuition rates.

Part-time faculty in the tenure stream or tenured, and part-time faculty librarians who have been granted expectation of continuing employment and who are no less than half time, are eligible to receive a proportionate tuition scholarship.

Faculty who are on approved long-term disability or who are retired are entitled to the same scholarship benefits as current faculty.

### **Faculty Spouses**

Spouses, widows, and widowers of full-time faculty members, faculty librarians, and research associates, and spouses, widows, and widowers of retired, disabled, or deceased faculty members, faculty librarians, and research associates who were full time, are eligible for a significant tuition scholarship toward six credits per term provided they are degree candidates. Spouses of ROTC faculty who serve full time on campus are also eligible. Graduate scholarships issued to spouses of faculty are subject to Federal Income Tax and FICA Tax withholdings. All other fees and charges are the student's responsibility. The individual must pay the full tuition for any credits in excess of six. The Summer Term or any of the Summer Sessions will be treated as one entity for tuition scholarship purposes. The individual is eligible to take six credits in a combination of these. Contact the Office of Human Resources, Benefits Department, telephone 412-624-8160, for the current tuition rates.

### **Faculty Children Attending Pitt**

Dependent children of full-time faculty, faculty librarians, ROTC faculty, and research associates are eligible for scholarships covering full undergraduate tuition at any school at the University of Pittsburgh for a maximum of 12 terms of full-time or part-time study in an undergraduate program leading to a first baccalaureate degree. All other fees and charges are the student's responsibility. The student must be listed as a child dependent on the employee's Form 1040 U.S. Individual Income Tax return for the calendar year most applicable to the academic term for which the scholarship application is being made. The University requires satisfactory documentation to verify dependent status, such as a copy of the most recent Form 1040.

Registration for full- or part-time study in a term or session debits one of the 12 allowable terms. Also, dependent children attending high school and registering for courses in a term or

session at the University debit one term of the 12 allowable if they matriculate at the University.

For students transferring from the University of Pittsburgh to another college or university, and who are eligible for a tuition scholarship to another institution, each term in which a tuition scholarship is used debits one term toward a total of eight terms allowed.

Dependent children of full-time faculty, faculty librarians, and research associates who are retired, on disability, or deceased are eligible for 12 terms of full- or part-time undergraduate tuition at the University of Pittsburgh.

Dependent children of part-time faculty in the tenure stream or tenured, and part-time faculty librarians who have been granted expectation of continuing employment and who have an appointment for no less than half-time, who are retired, on disability, or deceased are eligible to receive proportionate tuition scholarships.

### **Faculty Children Attending Other Institutions**

#### *Tuition Exchange Scholarship Program*

Dependent children of full-time faculty and regular full-time staff with at least one year of University service may apply to participate in the Tuition Exchange Scholarship Program. The Tuition Exchange Scholarship Program is composed of approximately 350 colleges and universities in the United States whose employees may send their dependent children to any other Tuition Exchange school at significant cost reduction or no tuition charge at all. Nearly 40 institutions in the Commonwealth of Pennsylvania participate in this Program. Students must be full-time freshman undergraduates to apply. The Program operates on the principle of balanced exchange: that is, each institution must maintain, over time, a balance between the number of children "exported to" and those "imported from" other institutions. Therefore, only a limited number of scholarships are available each year.

If their institution of choice participates in this Program, eligible faculty dependents must first apply to the Tuition Exchange Scholarship Program before requesting a tuition scholarship. Tuition scholarships are addressed below, under "Tuition Scholarships for Other Institutions."

This program is a "scholarship opportunity" rather than a fringe benefit. When scholarships are limited by the import/export balance, assistance to applicants will be determined based on the parent's length of service at the University. While the number of scholarships available varies each year, participation of faculty and staff members with less than ten years of service has been rare.

The Tuition Exchange Scholarship Program is administered by the Office of Admissions and Financial Aid. For information or a list of participating schools and application forms, please contact the Office of Admissions and Financial Aid, telephone 412-624-7192.

For additional information, refer to University Policy 09-03-01, (<http://www.cfo.pitt.edu/policies/policy/09/09-03-01.html>) *Tuition Exchange Scholarship Program*.

### *Tuition Scholarships for Other Institutions*

Tuition benefits for child dependents of University faculty and staff attending other institutions have been eliminated for new employees who accepted offers of employment after September 1, 1994 or later. The University continues to provide a tuition scholarship program for dependent children of full-time faculty members, faculty librarians, eligible research associates, and eligible staff who accepted offers of employment in writing by September 1, 1994. Research Associates must also receive an annual salary of at least \$17,500 in order for their dependent children to be eligible for a scholarship to other institutions.

Under this scholarship program, the dependent may attend any other accredited college or university as a full-time or part-time undergraduate student. In order to qualify, the institution must offer and the student must be enrolled in a program leading to a formal degree; the institution must be accredited by an agency recognized by the U.S. Secretary of Education; and the institution must offer courses of instruction that are regularly accepted for transfer credit by four-year institutions of higher education.

Eligible students receive tuition scholarships up to a maximum of the in-state undergraduate tuition for two terms in the School of Arts and Sciences at the Pittsburgh Campus per year for eight terms. If the tuition amount is less than the University's School of Arts and Sciences in-state undergraduate tuition, only the billed tuition amount will be paid. All other fees and charges are the student's responsibility. The University requires satisfactory documentation to verify dependency status such as a copy of the most recent Form 1040.

Tuition benefits provided to faculty and staff members for their dependents to attend other institutions are subject to State Income Tax withholding. Effective 9/1/97 all employees, regardless of salaries, are subject only to State Tax withholding.

Payments will not be made for prior terms' tuition. Tuition payments will be restricted to current terms.

If the maximum yearly amount of the tuition scholarship is not used, it cannot be carried forward to the next academic year. A tuition scholarship will be awarded only for the term in which the student is currently enrolled.

A student who has not used the maximum amount per year and who wishes to attend his or her institution or the University of Pittsburgh for the remainder of that academic year as a full- or part-time undergraduate may have the balance applied to the tuition.

For students transferring from another college or university to the University of Pittsburgh, each academic year at the other institution will be equivalent to two terms at the University of Pittsburgh.

Dependent children attending high school and registering for courses at the University of Pittsburgh will have the tuition payment deducted from the first term the tuition scholarship is processed if they matriculate at another college or university.

Dependent children of full-time faculty members, faculty librarians, and staff employees who fulfilled the salary criterion, and who are retired, on disability, or deceased are eligible to receive tuition scholarships to other institutions if they are enrolled at the time of their parent's retirement, disability, or demise, or if their parent was employed full time at the University for a total of ten years prior to retirement, disability, or demise.

Dependent children of part-time faculty in the tenure stream or tenured, and part-time faculty librarians who have been granted expectation of continuing employment and who are no less than half time, who are retired, on disability, or deceased are eligible to receive tuition scholarships to other institutions proportionate to a full-time appointment if they are already enrolled at the time of their parent's retirement, disability or demise.

### **Falk School**

The Falk School is a laboratory school operated by the School of Education. It consists of non- graded classes for children in kindergarten through middle school (eighth grade).

Scholarships covering one-quarter tuition are available to dependent children of full-time faculty members and faculty librarians who are full time. The children are admitted through regular procedures of Falk School. For more information, call 412-624-8020.

For additional information, refer to University Policy 09-05-16, (<http://www.cfo.pitt.edu/policies/policy/09/09-05-16.html>) and Procedure 09-05-16 (<http://www.cfo.pitt.edu/policies/procedure/09/09-05-16.html>) *Falk School: Tuition and Fees*.

### **Domestic Partner Benefits**

The following benefits are extended to certified domestic partners of eligible faculty: health insurance (medical, dental and vision), educational benefits, and bereavement leave in the case of death of the domestic partner or a parent of the domestic partner. A notarized *University of Pittsburgh Affidavit of Domestic Partnership* must be submitted to the Office of Human Resources, 320 Craig Hall, to determine eligibility for benefits.

For additional information, visit the Human Resources Website (<http://www.hr.pitt.edu/current-employees/benefits/health-wellness/medical-plans/documentation-requirements-dependents/benefits>) or refer to University Policy 07-06-08 (<http://www.cfo.pitt.edu/policies/policy/07/07-06-08.html>) and Procedure 07-06-08, (<http://www.cfo.pitt.edu/policies/procedure/07/07-06-08.html>) *Domestic Partner Benefits*.

### **Public Liability Insurance**

The University has a Comprehensive General/Public Liability Insurance Program that extends coverage to faculty members, faculty librarians, and research associates who, while performing duties on behalf of the University, are named in lawsuits, real or alleged, for damages caused to students and/or the general public. The Public Liability Insurance Program is subject to all of the provisions of the insurance contract between the underwriting insurance company and the University of Pittsburgh.

It is the responsibility of each faculty member, faculty librarian, or research associate to notify in writing the Risk Manager, located at 1817 Cathedral of Learning, of any incidents that may lead to a claim or lawsuit against you or the University. If you should be named in a lawsuit, notify the General Counsel immediately, telephone 412-624-5674.

### **Business Travel Accident Insurance**

The University provides Business Travel Accident Insurance coverage for all full-time employees. The amount of Accidental Death and Dismemberment protection under this policy is payable up to \$100,000 per employee, with an aggregate of \$4,000,000 per single

accident involving more than one employee.

This coverage is in force when your required duties necessitate traveling or working on University business away from the University's premises in your city of permanent assignment. This coverage does not include commuting between your home and the University or personal activities during business trips.

Accidental Death and Dismemberment protection is provided 24 hours a day while traveling on University business as described above, and includes accidents involving a commercial aircraft, bus, taxi, or a fall. This explanation is provided to give you a general overview of coverage; the Business Travel Accident Insurance is subject to all provisions of the insurance contract between the underwriting insurance company and the University of Pittsburgh.

Questions concerning this coverage may be directed to the Risk Management Office, telephone 412-624-0621.

## **Workers' Compensation Insurance**

Workers' compensation is a statutory program that provides medical coverage and, in some instances, income maintenance to employees who are disabled as a result of a work-related injury or illness. All full-time and part-time faculty, staff, and student employees are eligible for workers' compensation coverage. Volunteers are not covered.

Payment of all services, medicines, and supplies that are reasonable and medically necessary for rehabilitation, surgical and hospital care are allowed at no cost to the employee. Also included are the cost of orthopedic appliances and the training in their use. Employees that are disabled for more than seven calendar days as a result of a work-related injury or illness are eligible to collect a percentage of their average weekly wage as defined by law.

All claims for workers' compensation should be reported by the employee's direct supervisor to the Workers' Compensation Office immediately, but no later than 24 hours from the time a claim/incident is reported. Employees who sustain on-the-job injuries and illnesses are required to seek treatment by a University-approved medical provider. A list of these providers and claim forms are available in each department, or may be obtained by contacting the Workers' Compensation Office, telephone 412-624-1198.

For additional information, refer to University Policy 07-06-02, (<http://www.cfo.pitt.edu/policies/policy/07/07-06-02.html>) *Workers' Compensation*.

## **Social Security**

University employees have participated in the Social Security System since 1951. In addition to supplementing the University of Pittsburgh Retirement Program, this program provides certain death and disability benefits. Payroll deductions are made in accordance with the regulations of the Social Security Administration and any changes as enacted by Congress.

## **Unemployment Compensation**

Employees of the University of Pittsburgh may be eligible for unemployment compensation in accordance with the Pennsylvania Employment Compensation Law. Individuals may apply for unemployment compensation benefits at the Office of Employment Security nearest their place of residence after having completed the last day of work.

Generally, individuals qualify for benefits if they are unemployed through no fault of their own and not as a result of misconduct, provided they have satisfied entitlement requirements established by statute. In addition, the terms and conditions of the appointment are a major factor. The Office of Employment Security makes the determination if one qualifies for benefits after having examined many factors, including the circumstances of the termination, wages in the base year, and the individual's availability for work.

Unemployment compensation notices from the Office of Employment Security must be forwarded immediately to Employee Relations within the Office of Human Resources.



## **VI. UNIVERSITY ACADEMIC RESOURCES AND SERVICES**

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### **LIBRARIES**

The University of Pittsburgh libraries maintain collections totaling more than 4.4 million volumes, excluding microtext. There are 16 library units on the Pittsburgh Campus and four on the regional campuses. The University Library System administers 16 of these units, including those on the regional campuses. The Health Sciences Library System (<http://www.hsls.pitt.edu/>) primarily serves the health sciences schools and the University of Pittsburgh Medical Center. Other Pittsburgh Campus libraries include the Barco Law Library. All University libraries work together cooperatively.

PITTCAT is the University of Pittsburgh's online library catalog, offering author, title, subject, and keyword access to materials to all University libraries. In addition, the University libraries provide access to more than 400 remote resources for University of Pittsburgh faculty, students, and staff, including Encyclopedia Britannica, EBSCOhost, Lexis-Nexis, CIS Compass, and over 4,500 electronic journals. PITTCAT and the other databases are available through the ULS Website at <http://www.library.pitt.edu/>.

Library services and collections strive to serve the academic and research needs of the University community. A University Senate Library Committee with faculty and student representatives provides policy guidance to the libraries. The general University Identification Card also serves as a library card. Services of special interest to faculty include online searching of databases for bibliographic, textual, or numerical information, instruction in library use to groups of students, preparation of special bibliographies and reading lists, interlibrary loan via an electronic network, and photocopy service at minimum cost through cooperative arrangements with other institutions; reciprocal borrowing and supplementary research privileges are available in research libraries across the country and in neighboring libraries. Cards for the national program can be obtained at the Hillman Library lending desk. Carnegie Mellon University, Duquesne University, the Carnegie Library of Pittsburgh, and other local libraries provide rich opportunities for study and research. The ULS is a charter member of a statewide academic library consortium (PALCI). Searches of PALCI catalogs and requests for loans may be made online through the ULS Website (<http://www.library.pitt.edu/>).

Faculty suggestions for additions to library collections are welcomed and can be submitted directly to the appropriate collection development librarians or through departmental or school library representatives. To place materials on reserve for course readings, lists must be submitted at least one month in advance of the term in most libraries.

### **Hillman Library**

The largest library facility is Hillman Library with a collection of more than two million volumes on five floors. The ground floor provides reference, lending, interlibrary loan, and photocopy service desks and houses special collections as follows: reserve materials, government documents, maps, and print and CD-ROM indexes and abstracts. Also located here are facilities for information retrieval or database searching.

A number of separate and/or distinctive collections are found in Hillman Library. The African American Library includes works written by and about Americans of African descent and relevant African American studies. The Buhl Library of Social Work contains a core collection of materials in support of the curriculum of the School of Social Work with additional materials housed in the general Hillman stacks. The East Asian Library supports chiefly the area studies of China and Japan.

Other special collections include the Alldred browsing room with current, popular books; the Stark Listening Center with recordings, tapes, and compact discs; microtext materials; and the current periodicals reading room. The Special Collections Department has rare books, manuscripts, and unique collections such as the Carnap and Reichenbach papers. The University Library System's Technical Services Unit and the University Library System's administration are also housed in this facility.

Individual faculty studies are located on the third and fourth floors of Hillman Library. Applications are accepted for these in 271 Hillman at the beginning of every term.

## **Departmental Libraries**

In addition to Hillman Library, there are a number of libraries located elsewhere on or near the Pittsburgh Campus, close to the academic departments they serve. The Allegheny Observatory Library concentrates on astronomy, astrophysics, and allied fields, and has an outstanding collection of star photographs. The Chemistry/Computer Science Library reflects the research interests of its departments, and currently receives 257 chemistry-related serials and 160 computer science-related serials. The Darlington Memorial Library has a unique collection of Americana from the Colonial period through the Revolution and the War of 1812, with emphasis on Western Pennsylvania. The Henry Clay Frick Fine Arts Library's collections in art and sculpture support research in art history. Langley Library serves the Departments of Biological Sciences and Psychology. The Mathematics Library is primarily a graduate study and research collection for advanced mathematics. The Music Library contains reference books, printed music, manuscripts, microfilms, periodicals, and recordings. The Physics Library concentrates on physics and allied areas, including geology and planetary science. The Graduate School of Public and International Affairs/Economics Library, the Graduate School of Business Library, and the Information Sciences Library support the programs in each of the professional schools. The Archives Service Center is located on Lexington Avenue in Point Breeze, approximately three miles from campus.

## **Professional School Libraries**

Bevier Engineering Library contains books, journals, government documents, and technical reports to support the various fields of engineering taught at the University. The Joseph M. Katz Graduate School of Business Library's volumes, periodicals, newspapers, corporation reports, and government documents primarily support the curricular and research needs of the business school. The School of Information Sciences Library houses material on subjects related to library and information science and telecommunications and also has a fine historical collection of children's literature. The Graduate School of Public and International Affairs/Economics Library supports the areas of International Affairs, Public Administration, International Studies, Development Planning and Administration, Economics, Economic History, Labor, Demography, and Economic Statistics -- United States and international.

The Barco Law Library at the School of Law includes substantially all reported decisions of the U.S. Supreme Court and federal and state appellate courts, as well as: textbooks; periodicals and

digests; encyclopedias; annotated reports; Pennsylvania law; a good collection of British, Canadian, and related material; basic works on international law and the Common Market, among other materials.

The Health Sciences Library System (HSLs) provides collections and services to meet the information needs of the educational, clinical and research programs of the Schools of Medicine, Dental Medicine, Pharmacy, Health and Rehabilitation Sciences, Nursing, and the Graduate School of Public Health, as well as the hospitals of the University of Pittsburgh Medical Center (UPMC). The HSLs includes the following libraries:

- Falk Library of the Health Sciences serves as the flagship of the HSLs, with more than 300,000 volumes and nearly 2,000 current serial titles. Included in that total are several special History of Medicine collections.
- The Library of Western Psychiatric Institute and Clinic (WPIC) is one of the nation's largest psychiatric libraries, housing a collection of nearly 70,000 volumes and approximately 450 current journal subscriptions.
- The nursing collection in the School of Nursing Learning Resource Center (LRC) contains a collection of approximately 10,000 books and receives 167 current journal subscriptions.
- The Bergman Medical Library at Montefiore University Hospital is a reading room open 24 hours daily. It houses a small collection of journal titles and current clinical monographs, and provides access to PITTcat and HSL Online at all times.

For general information about the University of Pittsburgh libraries, telephone 412-648-7710 or visit the Website at <http://www.pitt.edu/libraries.html>.

## COMPUTING ENVIRONMENT

### Computing Services and Systems Development (CSSD)

Information technology is constantly changing the way students learn, the methods by which faculty deliver instruction and pursue research, and the underlying computing systems at the University of Pittsburgh. Computing Services and Systems Development (CSSD) supports the teaching and research missions of the University by providing mechanisms (infrastructure, consulting, development and training) to students engaged in academic activities and to faculty in their laboratories and classrooms. CSSD is responsible for maintaining a contemporary IT environment, while exploring the next generation of technology, innovative computing, and telecommunication solutions.

Faculty who require assistance with hardware and software analyses, technical consultation, distributed software services, computer classrooms, training, and remote dial up access to the University's network may contact CSSD. Assistance with telecommunications, telephone, voice messaging, and voice conferencing technology is also available from CSSD. CSSD technical analysts can provide information and consultation regarding the purchase of personal computers, peripherals, or software. Requests for assistance, service, or additional information is available by contacting the Technology Help Desk 412-624-HELP [4357], 24 hours per day, 7 days per week or at the CSSD Website <http://technology.pitt.edu/>.

The following describes computing services and resources supporting faculty at the University of Pittsburgh:

## University Computer Account

A University Computer Account provides the user with access to a wide range of University computing resources, including access to PittNet and the Internet, the UNIX and VMS timesharing services, the campus computing labs, and more. When a student enters the University, or a faculty or staff member is hired, a University Computer Account is automatically created. Current faculty who do not have an account should contact their Responsibility Center Account Administrator for assistance. A list of Responsibility Center Account Administrators can be found at <http://technology.pitt.edu/>. Participants in special University programs may be granted a sponsored account by the program administrator for that area.

There are three important elements associated with a University Computer Account:

**USERNAME:** A username consists of a combination of letters and numbers based on your name. A faculty member named Pamela R. Smith, for example, may have the unique username, prsmith.

**PASSWORD:** To protect the security of an account, the username must be used in conjunction with a password known only to the user. When an account is created, a temporary password is assigned. A letter is sent to the user when the account is created explaining how to determine the temporary password. The new password should be five to eight characters long and consist of some combination of letters and numbers that can easily be remembered, but cannot be easily guessed by another user. CSSD strongly recommends that users change the temporary password immediately upon receipt of the account.

**E-MAIL ADDRESS:** A University e-mail address consists of the username followed by “@pitt.edu.” From the example above, Pamela R. Smith’s e-mail address will be: prsmith@pitt.edu.

## Managing A University Computer Account

The University’s online account management tools permit a user to view and edit information associated with a University Computer Account, change a password, check disk and other quotas for IMAP e-mail, UNIX and VMS timesharing services, and find other University users.

## Types of University Computer Accounts

**Primary Account:** This type of account is automatically created for students, faculty, and staff when University affiliation begins. For students, the account is created when the matriculation fee is paid.

**Sponsored Account:** This type of account is created by a Responsibility Center Account Administrator for University affiliates who are not regular students, faculty or staff, or for those persons with primary accounts who need secondary accounts for some approved purpose. Sponsored accounts have expiration dates set by the administrator.

For more help about University Computer Accounts, contact the Technology Help Desk at 412-624-HELP [4357].

## Technology Help Desk

The Technology Help Desk is staffed 24 hours per day, seven days per week (closed holidays) and serves as a single point of contact for all information technology services. University of Pittsburgh students, faculty, and staff can contact the Technology Help Desk regarding any computer issue including e-mail, hardware, software, networks, ResNet, University Computer Accounts, computing labs, and related services. Contact the Technology Help Desk at 412-624-HELP [4357] and an analyst will assist you with your problem or question. Problems may also be submitted online by completing and submitting the online form at <http://technology.pitt.edu/>. The Technology Help Desk will assign a Help Ticket Number for tracking your request and provide assistance as quickly as possible.

## University of Pittsburgh Knowledgebase

CSSD offers online help in the form of a searchable online Knowledgebase, a database of detailed technical information on hardware, software, and other computing issues. The Knowledgebase is arranged by topics called Knowledge-Paks. Knowledge-Paks with the "@Pitt:" prefix contain information specific to University of Pittsburgh computing issues. Each Knowledge-Pak contains "symptoms" - statements of tasks, problems, or error messages. Possible solutions, containing descriptions and step-by-step instructions, are listed for each symptom. The Knowledgebase is located at <http://technology.pitt.edu/>. For more information about the Knowledgebase contact the Technology Help Desk at 412-624- HELP [4357].

## Documentation and Publications

CSSD produces manuals, help sheets, and guides that can be found in the online documentation library. This resource contains more than 100 documents and help sheets (PDF format) targeting all levels of expertise. A limited number of help sheets are available in the campus computing labs, with the entire collection accessible on the technology Web site. CSSD also generates a variety of other materials such as brochures, posters, lab schedules/maps, software lists, and reports. To access online documentation and help sheets, visit <http://technology.pitt.edu/> or for more information, contact the Technology Help Desk at 412-624- HELP [4357].

## CourseWeb

CourseWeb is an integrated Web-based course management system that enables University of Pittsburgh faculty to develop, manage, and deliver instructional materials to enrolled students. Blackboard serves as a repository for organizing many of the instructional elements of a course including, assignments, grades, quizzes, synchronous chat sessions, and asynchronous threaded discussion groups. The CourseWeb initiative is jointly supported by CSSD and the Center for Instructional Development and Distance Education (CIDDE). CSSD provides server administration/support, infrastructure/account management, and student training/support. CIDDE provides support for course development and faculty training. For more information about CourseWeb, contact the Technology Help Desk at 412-624- HELP [4357] or CIDDE at 412-624-3335, as appropriate.

## Computing Classrooms

Several campus computing labs are available for use as computing classrooms. These facilities provide a venue for hands-on instruction or to supplement lectures. Each computing classroom

contains computer tables arranged in parallel rows, with an instructor positioned at the front of the room. Computer projection equipment is also available. There are three such classrooms on the Pittsburgh campus:

Benedum Hall Room 1077

Cathedral G-27A Classroom

Posvar Hall, Room 1200

These facilities may be reserved by submitting a classroom reservation form, available at <http://technology.pitt.edu/>. More than 60 media enhanced classrooms on the Pittsburgh campus are equipped with internet connections and projection devices for displaying from a laptop or notebook PC. For more information about computing or media enhanced classrooms contact the Technology Help Desk at 412-624- HELP [4357], or visit the Service Locations (<http://technology.pitt.edu/service-locations.html>) Website.

## Software Purchasing through Software Licensing Services

Software Licensing Services (SLS) offers an extensive range of software exclusively to students, faculty, staff, and departments at the University of Pittsburgh at little or no cost. SLS distributes software obtained by the University through site license or volume purchase agreements. Maintenance agreements and renewal services are also provided. For updated price listings and more information on software licensing or purchases, visit the Website at <http://technology.pitt.edu/software.html> or contact the Technology Help Desk at 412-624- HELP [4357].

## Hardware and Software Purchasing

As a service to members of the University community seeking information on purchasing computers, software, and peripheral equipment, CSSD has created a special Web page. This page features suggested and supported computer configurations and includes links to online stores through which students, faculty, and staff can purchase quality products directly from manufacturers and resellers. Sites that offer special educational discounts are indicated on this page. The page is located at <http://www.pitt.edu/computer/>. For more information, contact the Technology Help Desk at 412-624- HELP [4357].

## Administrative Applications

CSSD supports the development and implementation of administrative information systems and database services such as Human Resources, ISIS, PittStar, PRISM, and Procurement. Analysts are also involved in report production and distribution, data security, and database administration. For more information about administrative applications contact the Technology Help Desk at 412-624- HELP [4357].

## Scientific Computing

The University of Pittsburgh hosts a number of centers engaged in computational science and focused on multidisciplinary collaborations in computational research. These centers provide access to state-of-the-art equipment and software for faculty and students who rely on parallel processing and other specialized information technology resources. A selection of those facilities and resources are listed below.

Center for Biomedical Informatics

(<http://pathinfoarchives.dbmi.pitt.edu/apiii/1996/apiii1996/author/cpf.htm>)

Center for Molecular and Material Simulations (<http://core.sam.pitt.edu/about>)

Epidemiology Data Center (<http://www.edc.pitt.edu>)

Pittsburgh Supercomputing Center (<http://www.psc.edu/>)

## Computing Labs and Connectivity for Students

University of Pittsburgh students engaged in research, writing papers, or developing projects and presentations have access to an extensive selection of computing resources. Ethernet ports are available to all 6,000 resident students at the University of Pittsburgh. Nearly 70% of those students choose to attach a PC to their port and use computing resources from their residence hall room. A team of well-trained student analysts provide support for the residence halls through the ResNet program. Many students choose to use campus computing facilities. There are seven general purpose computing labs on the Pittsburgh Campus:

Alumni Hall

Benedum Hall

Cathedral of Learning

Hillman Library

David Lawrence Hall (24-hour, 7-day facility)

Posvar Hall

Sutherland Hall

Each lab is staffed by student consultants and maintains a mix of Windows, MacIntosh, Linux and UNIX computers, as well as shared scanners and laser printers. Wheelchair-accessible workstations are available at all campus computing labs. Special arrangements can be made on an individual basis for students with physical handicaps and/or learning disabilities through the Office of Disability Resources and Services or at the Adaptive Computing Training Lab, 725 William Pitt Union.

For more information about student computing, contact the Technology Help Desk at 412-624-HELP [4357].

## Training

CSSD offers technology training to the University of Pittsburgh community, including a variety of forums and topics to meet the needs of the student population. *QuickStart* classes are free, non-credit computer workshops offered each term. These weekday workshops range in length from 1 to 3 hours. Registration is required and is available through a new online registration system located at <http://technology.pitt.edu/>. A number of software application training topics are available for University of Pittsburgh students via Web-based training using a University Computer Account. For more information about training contact the Technology Help Desk at 412-624- HELP [4357].



## Telecommunications

Telecommunications, located at 6100 Posvar Hall, operates the University's telephone system and provides switchboard service, individual line service, and itemized billing, as well as providing assistance in ordering and servicing telephone equipment, obtaining directories, and . See the "Campus Telephone Services" section ("Green Pages") of the *University of Pittsburgh Telephone Directory* for instructions on use of the University's telephone system. For more information, telephone 412-624-4357.

## Pittsburgh Supercomputing Center

The Pittsburgh Supercomputing Center (<http://www.psc.edu/>) (PSC) was established in 1986 as a joint project of the University of Pittsburgh and Carnegie Mellon University, together with Westinghouse Electric Corporation. Its mission is to advance science and engineering by making high-performance computing available to researchers nationwide.

For additional information, see the PSC Website or telephone 412-268-4960.

## ACADEMIC CENTERS AND SERVICE UNITS

### Learning Research and Development Center

The Learning Research and Development Center (<http://www.lrdc.pitt.edu>) (LRDC), founded in 1964, conducts research on learning, cognition, and instruction. Center staff, including postdoctoral fellows and graduate students, come from a wide range of disciplines. Faculty in the Center are research scientists and have academic appointments in their respective schools or departments, including Computer Science, Business, Education, Intelligent Systems, Law, Political Science, and Psychology. An interdisciplinary center, LRDC employs advances in research to address fundamental questions about the acquisition of knowledge and skill, characteristics of effective instruction, and social and organizational factors that shape educational systems.

LRDC researchers are engaged in a variety of activities, including: (1) the study of psychological principles that underlie learning in school settings; (2) the investigation of intellectual functioning and development; (3) the study of the social aspects of learning; (4) the evaluation of educational programs; (5) the evaluation of educational standards and assessment; (6) the design of school environments that adapt to children from a range of social and cultural backgrounds; (7) the development of training programs that address the continual learning requirements of the modern workplace; and (8) the study of technological applications to improve learning in the classroom and at the training site.

For further information, contact LRDC Communications, located in 805 LRDC, telephone 412-624-2881.



## University Center for International Studies

The University Center for International Studies (<http://www.ucis.pitt.edu/main/>) (UCIS) is the central coordinating and support mechanism for international activities for the University of Pittsburgh. Established in 1968, its unique design cuts horizontally across the vertical structures of the University to coordinate international research, instruction, and public service that often involve more than one school or department. These interdisciplinary activities are coordinated primarily through a series of area studies and thematic programs. UCIS also serves as the convener for the Provost's International Coordination Council, which is comprised of deans and directors of University units that are involved in international scholarship.

UCIS is charged with the following responsibilities: to initiate, sustain, and support international and comparative scholarship and research; to provide the organizational setting for interdisciplinary programmatic efforts in international studies; to assist faculty in their work to strengthen their international competencies; to aid in improving the comparative and global dimensions of instructional programs, both at the undergraduate and graduate level in all schools and departments in the University; to advise the University in the international dimension of such matters as faculty recruitment, academic policy, and program assessments; to establish inter-institutional agreements with foreign universities and research institutes, and to coordinate the representation of the University abroad; to provide public service programs linking the international resources of the University to the various public constituencies at national, regional, and local levels including the educational system, the government, the business community, the labor unions, the media, and community groups; and to aid students in their acquisition of international knowledge via study abroad, curriculum development, and seminars with scholars.

Area studies centers (<http://www.ucis.pitt.edu/main/>) include: the Asian Studies Program, the Latin American Studies Program, the Russian and East European Studies Program, and the Center for West European Studies.

International and global studies programs (<http://www.ucis.pitt.edu/main/>) include: the Institute for International Studies in Education in the School of Education, the International Business Center (with the Joseph M. Katz Graduate School of Business), the Center for International Legal Education in the School of Law, the International Technology Center in the School of Engineering, the Matthew B. Ridgway Center for International Security Studies (with the Graduate School of Public and International Affairs [GSPIA]), and Regional Structural Change in International Perspective.

University service programs include: the UCIS Small Grants Program, UCIS Faculty Research Fellowships, Faculty Research Management Services, Hewlett International Small Grants (with GSPIA), International Grants/Fellowship Advising, Nationality Rooms, the Semester at Sea Program, and the Study Abroad Office.

Public service programs include: the Heinz Fellowship Program, Peace Corps Recruitment, the Pennsylvania Ethnic Heritage Studies Center, and the Pennsylvania Governor's School for International Studies.

For additional information on the University Center for International Studies, located in 4400 Posvar Hall, telephone 412-648-7390.

## University Center for Social and Urban Research

The University Center for Social and Urban Research (<http://www.ucsur.pitt.edu/>) (UCSUR) was established in 1972 to undertake applied social science research utilizing interdisciplinary perspectives. As the major survey research facility within the University, UCSUR initiates its own research projects, collaborates with faculty from various schools and departments in joint research efforts, and offers technical assistance to members of the University community engaged in social science research. UCSUR's Survey Research Program (SRP) is a campus-wide research and service unit that maintains a small, but highly experienced staff of survey professionals, trained interviewers, and data management specialists. Its mission is to provide state-of-the-art technical facilities and services to assist in formulating and executing research projects. The SRP maintains survey facilities for conducting complete survey projects from initial study design through data analysis.

Programs of research at UCSUR reflect concerns with social and public policy issues of local, regional, state, national, and international significance. The Center is committed to research and demonstration in five principal areas: (1) urban and regional analysis, including the use of regional economic models; (2) gerontology; (3) intergenerational studies; (4) child and family development; and (5) environmental policy studies. Studies in these areas are undertaken in an effort to enhance scientific understanding and to generate information that may be used to improve policy making in both the public and private sectors.

Most recently, faculty from the Arts and Sciences, the Graduate School of Public Health, the Graduate School of Public and International Affairs, the Katz Graduate School of Business, the School of Education, the School of Engineering, the School of Law, the School of Medicine, the School of Pharmacy, the School of Social Work, and Western Psychiatric Institute and Clinic, among others, have been active participants in research programs at UCSUR.

UCSUR is located at 3343 Forbes Avenue. For additional information, telephone 412-624-5442.

## Center for Philosophy of Science

The Center for Philosophy of Science (<http://www.pitt.edu/~pittcntr/>) promotes -- on a regional, national, and international scale -- scholarship and research in the philosophy and history of science and in such related disciplines as the rhetoric and sociology of science. Although it is primarily a research institute, its programs and activities enrich the graduate programs of a number of academic departments, especially Philosophy and History and Philosophy of Science. The Center's 59 Resident Fellows come from 21 departments throughout the University. Twenty-six institutions in the geographical region served by the University of Pittsburgh are represented among the Center's 70 Associates.

Annually, 6 to 8 scholars and scientists from around the world conduct research in Pittsburgh as Visiting Fellows of the Center. In addition, the Center sponsors 6 to 8 offerings in its long-standing public Lecture Series, several conferences and workshops, a colloquium that meets twice weekly, and occasional international meetings. The Center publishes several book series in the philosophy and history of science.

The Center is located at 817 Cathedral of Learning, telephone 412-624-1050.

## Center for Instructional Development and Distance Education

The Center for Instructional Development and Distance Education (CIDDE) (<http://www.cidde.pitt.edu/>) works directly with schools, departments, regional campuses and individual faculty members to facilitate achievement of the academic goals of the University in the areas of instructional development and technology, faculty development, instructional support and distance education. In addition, CIDDE provides a variety of University technical services, including media, photographic, video production, and graphic services.

CIDDE supports the faculty development goals of schools, departments and regional campuses. University-wide services include the Teaching Excellence Workshops (workshops on teaching for faculty), the Summer Instructional Development Institute, New Faculty Orientation, the *Teaching Times* newsletter, and maintaining an up-to-date library of books and online resources on teaching.

Instructional designers with a background in learning theory and instructional theory are available to assist faculty with course development and revision, including preparation of course syllabi, exams, teaching strategies and learning activities, instructional materials, and the use of technology to enhance instruction. Instructional designers also provide individual teaching consultation, classroom observation with feedback, or videotape review/consultation. These services are confidential and available to all University faculty.

CIDDE also supports school- and department-based services for teaching assistants through New Teaching Assistant Orientation and teaching assistant training opportunities. CIDDE has worked with units across the University to develop a TA handbook entitled *The Teaching Assistant Experience* (<http://www.cidde.pitt.edu/ta-handbook-teaching-assistant-experience>).

Instructional Media Services, located in A114 Information Sciences Building, telephone 412-648-7236, provides audiovisual/multimedia equipment and operators, and schedules and distributes the University's film and video collection. CIDDE supports the use of technology for on-campus instruction and distance learning facilities by providing faculty support, video network operations, as well as training and consultation in the use of distance education technologies. Instructional Media Services also provides training and support for the University's media equipped classrooms, and coordinates all satellite downlink teleconferencing activities on the Pittsburgh Campus.

The Faculty Instructional Development Lab, located in B23 Alumni Hall, 412-624-9706, provides a setting for project-based and *ad hoc* consultation on the application of technology for instruction. Web course training sessions using CourseWeb is available through CIDDE. CourseWeb is course management software that functions as a "container" for online course information and documents. It also provides tools for discussion, practice quizzes with feedback, file transfers, external links, and faculty information.

For additional information about CIDDE, call 412-624-3335 or visit the Website at <http://www.cidde.pitt.edu>.

## Office of Measurement and Evaluation of Teaching

The Office of Measurement and Evaluation of Teaching (OMET) (<http://www.omet.pitt.edu/>) provides services related to testing, test scoring, evaluation of teaching, and research consultation.

## **Testing**

Nationally standardized admission and certification examinations are given by the office. In addition, the scoring and analysis of objective classroom examinations are provided to faculty members. Answer sheets are available without charge to those teaching University courses. The sheets are processed through the use of optical scanning equipment that allows prompt feedback of test results. In addition, a summary is provided that includes class test statistics and item analysis data. Those involved in survey research can also utilize the answer sheets and optical scanning service as a method of data input.

## **Evaluation of Teaching**

Services related to the evaluation of teaching are available to faculty and Teaching Assistants in all teaching units and include:

1. Building research-based evaluation instruments and procedures tailored to specific schools. The schools for which forms have been developed include the College of Arts and Sciences, Dental Medicine, Education, Engineering, Health and Rehabilitation Sciences, Information Sciences, Medicine, Nursing, Pharmacy, Public and International Affairs, Public Health, Social Work, and the University Challenge for Excellence Program. (Schools establish their own specific policies on evaluation of teaching. The school's policy may be obtained from the dean's office.)
2. Administering surveys and summarizing data so that faculty may obtain systematic feedback about their teaching from students.
3. Conducting research on the nature of the evaluation process.

A consulting service is available to assist faculty, students, and staff involved in research projects. The consultants are experienced in dealing with problems of research design, measurement, instrument selection, and statistical analysis.

For additional information about the Office of Measurement and Evaluation of Teaching, located at G-33 Cathedral of Learning, telephone 412-624-6440.

## **University Summer Session**

The Kenneth P. Dietrich School of Arts and Sciences offers summer classes to current University of Pittsburgh students, guest students from other colleges and universities, and a limited number of qualified high school students. Details about summer sessions registration, available courses, fees and tuition, and important dates are available on the summer sessions Web site (<http://www.pitt.edu/~summer/>), which is updated every winter to reflect the most current information.

## **Office of International Services**

The Office of International Services (<http://www.ois.pitt.edu/>) provides assistance to international students, faculty, and staff. Over 1,800 international students from more than 100 countries attend the University. The Office of International Services plays host to these students by providing: admissions material and services; social, cultural, and personal advising;

information and counsel regarding compliance with U.S. immigration laws and regulations; and international programming with student organizations and academic units.

The Office also serves the cultural and adaptive needs of the approximately 1,200 foreign faculty visiting the University each year. Close ties are maintained with the English Language Institute, the University Center for International Studies, academic departments and schools, embassies and consulates, as well as other services provided under the Dean of Students. Campus presidents, deans, and department chairs are strongly encouraged to consult with the Office of International Services about immigration regulations, visas, work requirements, and evaluation of foreign credentials before inviting foreign faculty and/or researchers to the University.

The Office of International Services is located in 708 William Pitt Union, telephone 412-624-7120.

## **GlobalPittsburgh**

GlobalPittsburgh (formerly the Pittsburgh Council for International Visitors)

(<http://www.globalpittsburgh.org/>) is an independent, nonprofit community organization located in downtown Pittsburgh at 650 Smithfield Street, Suite 1180. The organization's mission is to promote cultural, educational and commercial ties between Western Pennsylvanians and other peoples of the world. GlobalPittsburgh serves visitors sponsored by the U.S. Information Agency and other governmental agencies, as well as those sponsored by regional businesses, universities and medical centers. The organization arranges for international visitors to interact with their regional peers on professional and informal levels using a network of more than 2,500 volunteers annually. The organization's services available to the University's academic departments and divisions on a cost-recovery basis include the arrangement of: professional itineraries and site visits; dinners with regional families; three- to seven-day homestays; and tours of the city in English or a second language. A series of group visits to regional resources, dinners with host families, holiday hospitality and tickets to cultural events are available to international students, scholars, and faculty registered with GlobalPittsburgh.

For more detailed information, please call 412-392-4513.

## **University Book Center**

The University Book Center (<http://www.pitt.edu/~bookctr/>), at 4000 Fifth Avenue, telephone 412-648-1455, fills all students and faculty, including the Health Sciences, needs for required texts, and stocks the largest diversified selection of general books, calendars, and supplies in the city.

Faculty can open a 30-day net charge account for personal use with a University ID and a signed authorization, available at the service desk. Visa, MasterCard and Discover are also accepted.

In addition to the Book Centers on the Pittsburgh Campus, there is a bookstore at each of the four regional campuses.

## University of Pittsburgh Press

As the scholarly publishing arm of the University of Pittsburgh, the University of Pittsburgh Press (<http://upress.pitt.edu/>) publishes approximately 50 books per year in several academic areas and in poetry and short fiction. Founded in 1936, the Press has focused its scholarly titles in selected academic areas: history, political science, Latin American studies, Russian and East European studies, composition and literacy studies, natural history, history and philosophy of science, and topics dealing with Western Pennsylvania. The Press actively solicits manuscripts from University of Pittsburgh faculty and from scholars at other institutions.

An average printing for a University Press book ranges from 750 to 2,000 copies, although some books are printed in quantities as high as 10,000 copies, and they are promoted nationally and internationally. They are sold to bookstores throughout the country by commissioned sales representatives. Numerous reviews and news articles about the Press and its books appear each year in publications ranging from the *New York Times* to the *Slavic Review*. The Press maintains files of these reviews, and the Director welcomes faculty members who wish to look through them. Members of the Press staff are also available to consult with faculty about potential publishers and to meet with faculty and graduate student groups to discuss submitting manuscripts for publication, preparing manuscripts for publication, the peer review process, or other aspects of scholarly publication.

For additional information, please visit the Website at <http://upress.pitt.edu/> or telephone 412-383-2456.

## ANCILLARY SERVICES

### Safety and Security

The University of Pittsburgh Police Department (<http://www.police.pitt.edu/>) is a professional, full-service agency providing all of the services normally provided by local municipal police, plus many services unique to an academic institution. Of the nearly 130 law enforcement agencies located in Allegheny County, the University Police Department, with 71 full-time, commissioned officers, ranks as one of the largest in the area. In addition, the University employs a large contingent of unarmed security guards to monitor activity in and around residence halls, academic and office buildings, and athletic facilities.

By statute, the University Police have jurisdiction on all University grounds and within 500 yards of the grounds. In addition to enforcing the criminal and traffic codes of the Commonwealth of Pennsylvania, they are also empowered to enforce City ordinances and University rules and regulations (such as the prohibition against carrying weapons on campus). All criminal and suspicious activities should be reported to the University Police through their Communications Center, telephone 412-624-2121.

### Parking, Transportation and Services

#### Parking at the Pittsburgh Campus

The Parking Services Office, through the University of Pittsburgh Parking and Traffic Ordinance, is responsible for establishing parking regulations, assigning parking permits, citing violators, and arranging special event parking. Detailed information is available online at



<http://www.pts.pitt.edu/>.

Assignment of spaces to faculty members is made through a University waiting list. Applications for parking permits can be made by completing the Parking Agreement (Form 0048) or submitting an application online at <http://www.pts.pitt.edu/parking/application.html>. Up to three parking locations may be listed on the agreement. Rates for day or night and indoor or outdoor parking may be obtained by calling the Parking Office or checking the Website.

No fee is charged for the registration of additional vehicles, including motorcycles, once a permit is assigned. Registered bicycles are issued permits annually without charge. However, these vehicles must be parked in designated areas or they will be cited and/or removed.

Brochures are available to describe parking programs. The Parking Office is located at 204 Brackenridge Hall. For further information, call the appropriate telephone number below, or consult the University of Pittsburgh Traffic and Parking Ordinance available on our Website.

Parking Services	412-624-4034	<a href="mailto:parking@bc.pitt.edu">parking@bc.pitt.edu</a>
Special Event Parking	412-624-8877	<a href="mailto:event@bc.pitt.edu">event@bc.pitt.edu</a>
Appeals	412-624-8899	<a href="mailto:parkappeals@bc.pitt.edu">parkappeals@bc.pitt.edu</a>

### **University Shuttle System**

Faculty members are entitled to ride all of the University of Pittsburgh's buses and shuttles at no charge by presenting their valid University of Pittsburgh identification card to the driver. In addition, all faculty members are allowed two guest riders, space permitting. The fixed routes are maintained and may be identified by viewing the Website. Changes in routes and schedules may be made to adjust for weather conditions. The Department of Parking, Transportation and Services will try to post any changes well in advance on the shuttles and online at <http://www.pc.pitt.edu/transportation/index.html>.

Detailed maps and time schedules are available at the William Pitt Union Information Desk, the Parking Office (204 Brackenridge Hall) and the Transportation Office, in the Forbes Pavilion, located at 3525 Forbes Avenue, telephone 412-624-8612.

University of Pittsburgh faculty displaying a current, valid Pitt ID card may ride all Port Authority Transit (PAT) buses, trolleys and the Monongahela Incline within Allegheny County "FARE FREE" 24 hours a day, 7 days a week, 365 days a year. For schedule information, contact the Department of Parking, Transportation and Services at 412-624-8612 or the Port Authority at 412-442-2000. Information on Port Authority routes can be found at the William Pitt Union, the Parking Office, and online at <http://www.portauthority.org/>.

For further information, please contact the Transportation Office, Forbes Pavilion, located at 3525 Forbes Avenue, telephone 412-624-8612, or e-mail [transsys@pitt.edu](mailto:transsys@pitt.edu).

### **SafeRider**

SafeRider is the University's evening escort service. It is available from 7:00 p.m. to 3:00 a.m. Sunday through Wednesday, and from 7:00 p.m. to 5:00 a.m. Thursday through Saturday. The purpose of SafeRider is to provide safe transportation when special, non-emergency needs arise for students, staff and faculty. SafeRider is not for use by those on fixed shuttle routes and only stays within the Oakland area. To see a map of the service area, visit

<http://www.pc.pitt.edu/transportation/saferider.html>. There is a 20 ride limit per semester. This service is provided by calling 412-648-2255.

### **Disability Resources and Services**

Transportation is provided within a designated area, for faculty and staff with temporary or permanent disabilities. The Disability Shuttle operates on a first-come basis; therefore, riders should contact the office, telephone 412-648-7890 or e-mail [vanride@pitt.edu](mailto:vanride@pitt.edu), at least two days in advance to schedule this service. Specific details regarding the shuttle, including eligibility requirements, are available at <http://www.studentaffairs.pitt.edu/drsshuttle>.

### **Ridesharing Program**

The program's services are free and include computerized matching for riders and distribution of Port Authority Transit schedules and maps, plus the following:

#### *Carpooling*

Computerized lists of interested carpoolers are mailed or can be picked up at the Ridesharing Office. Benefits of carpooling include preferred parking in select University parking facilities, a discount on monthly permit costs, Guaranteed Ride Home in case of a daytime emergency, and courtesy parking up to two times per term. Courtesy parking arrangements must be made 24 hours in advance with the Ridesharing Office. Even though several employees may rotate their autos in the carpool group, only one parking permit is required.

#### *Vanpooling*

Available to employees who have a daily round-trip commute of 25 miles or more. Groups of 14 passengers pay a set monthly fare calculated to offset the operating costs of the van including fuel and parking. Current vanpools accommodate the following schedules: 8:00 a.m. - 4:30 p.m. and 8:30 a.m. - 5:00 p.m. Riders are eligible for Guaranteed Ride Home, courtesy parking up to two times per term and fare discounts once per quarter. Free trial rides are available.

#### *Bicycling*

All bicycles used, parked, or stored on University property are to be registered. Bicycle registration serves as a deterrent to theft, helps in the identification of lost or stolen bicycles and enables the Department of Parking, Transportation and Services to better serve cyclists' needs while on campus. Bicycle permits are free and valid until June 30 of each year. Bike racks are located throughout the campus. Lockers may be rented for a nominal fee on a term-by-term basis.

#### *Guaranteed Ride Home*

Available to faculty in a registered carpool or registered vanpool. This service guarantees the faculty member a ride home, in case of a daytime illness or an emergency, at no cost. Rides are arranged by the Department.

#### *Courtesy Parking*

Available to faculty in a registered carpool or registered vanpool and must drive his or her own car to work. This service can be used up to twice per term. For more information telephone 412-624-0687 or e-mail <mailto:rideshare@bc.pitt.edu>.



## Vehicle Rental

Sedans, mini-vans, and 15-passenger vans are available for University business trips. A Business Travel Request (Form 0062) is required to rent a vehicle from the Vehicle Rental Office. A daily rental fee is charged to the user's departmental budget. Advance reservations can be made by contacting the Office, telephone 412-648-7690, or e-mail [autoorent@pitt.edu](mailto:autoorent@pitt.edu). The Vehicle Rental Office is located at Forbes Pavilion, 3525 Forbes Avenue.

## Travel Management

[PantherExpress](#) Travel Management has certified Anthony Travel as the University of Pittsburgh's dedicated, onsite travel agency.

Online booking can be done by logging into the Concur online booking tool through your my.pitt.edu portal or directly at <https://www.concursolutions.com/home.asp>.

For assistance with travel, booking a trip, or changing your itinerary (including group, international, or complex travel arrangements), contact Anthony Travel during the following hours:

Normal business hours Monday through Friday 8:30 am - 5:00 pm:

(844) 583-5963 or (412) 246-9024

[pitt@anthonytravel.com](mailto:pitt@anthonytravel.com)

During non-business hours:

(888) 645-4280 – Provide VIT code IN2F

PantherExpress Travel Management coordinates all University travel activities and is available to provide information and guidance. In addition, the University offers a University-paid Travel Card as the preferred payment method for all travel and business entertainment expenses. To apply for a travel card go to [pext.pitt.edu/travel-card/](http://pext.pitt.edu/travel-card/) to start the Travel Card Application Form.

PantherExpress Travel Management is located in the William Pitt Union, Suite 810. For questions about the Travel Program or special requests that cannot be answered by PantherExpress Customer Service or by Anthony Travel, contact Emily Duchene, Travel Program Manager 412-624-4398

For additional information, refer to the University's travel policy, [University Policy 05-07-01](#), *University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses*.

## On- or Off-Campus Office/Laboratory Moving Services

Faculty members planning an on-campus office move must submit a Move Request Form (Pitt 1551) to the Moving Office at 400 North Lexington Avenue or by fax to 412-244-7083. For more information, or to request a Move Request Form, call the Moving Office, telephone 412-244-7080, or e-mail <mailto:CENTREC@pitt.edu>.

## Off-Campus Living and Housing Services

Off-Campus Living (<http://www.ocl.pitt.edu/>) provides assistance and information to students, staff, and faculty of the University of Pittsburgh in identifying, renting, leasing, or purchasing suitable living accommodations. In conjunction with the departments of Housing Services,

which manages on-campus residence halls for undergraduates, and Property Management (<http://www.pitt.edu/~property/>), which operates a number of off-campus apartment buildings for students, staff and faculty, it is the primary University resource for quality housing. Housing Services maintains information on University-owned apartments, an Apartment/Roommate Matching Service, a Sublet Service, maps of the City and surrounding areas, rental tips, campus shuttle schedules, free local telephone service to contact landlords, and Apartment Listings of units inspected and approved by the City of Pittsburgh.

For more information, visit the Housing Services Web site, <http://www.pitt.edu/~property/>, or telephone 412-624-6998.

## Dining Services

Dining Services, coordinated and administered through Panther Central, offers a variety of campus dining options. For more information, stop in or call Panther Central, Litchfield Towers Main Lobby, 412-648-1220, or visit the Website at <http://www.pc.pitt.edu/dining/index.php>.

Catering for University-wide, school or departmental events on the Pittsburgh Campus is provided through the Department of Dining Services by Sodexo Management Services. Outside catering may only be brought in with prior approval from the Department of Dining Services by groups needing religious or ethnic food not offered on campus. Any alcohol service on campus must be done through Campus Catering (412-648-2302).

For additional information, contact Campus Catering at 412-649-2302, or visit the Web site at <http://www.catering.pitt.edu/>.

## University Child Development Center

The University Child Development Center (<http://www2.hr.pitt.edu/UCDC/>) (UCDC), located at 635 Clyde Street, serves faculty, staff, and students of the University by providing quality early childhood education/child care for children ranging in age from six weeks through six years. The program is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Parents use the program according to their work and/or study schedules. There is a full-day kindergarten available. A summer school-age program serves children from six through twelve years of age and is available through the third week in August. A nutritionally balanced meal program is provided.

The program is staffed with professionals who design and implement plans based on their knowledge of early childhood education and development, and on the strengths each child has exhibited, as well as their individual learning styles.

Parents are advised to put children on the waiting list as early as possible. For additional information, telephone 412-383-2100.

## Duplicating Services

Copy Cat (<http://www.copycat.pitt.edu/>) is the University's focal point for custom course material production. This is a comprehensive service that includes acquiring copyright permissions, printing, binding, and selling of completed packets from its 3949 Forbes Avenue location. For further information, telephone 412-624-0553.

Copy Cat also has a networked Electronic Printing Center. This enables Copy Cat to provide short-run, full-color and black and white, digital, on-demand printing services. These services are available to anyone with a desktop computer and can be accessed via PittNet,

diskette, or hard copy. For further information, telephone 412-624-4021.

Copy Centers are also located on the Pittsburgh Campus for low-cost, quick turnaround duplicating. The Duplication Service Request (Form 0124) is used for requesting this type of service.

For further information about Copy Centers, telephone 412-624-6135.

## **Mailing Services**

University Mailing Services, located at 400 North Lexington Avenue, is responsible for processing all incoming and outgoing University mail. Several of the mail preparation functions provided include addressing, inserting, metering and sorting, according to United States Postal Service regulations. If you have bulk mail, call Mailing Services at 412-244-7050. All outgoing mail must be accompanied by the Mailing Request Form 0007.

For additional information, refer to University Policy 10-01-02 (<http://www.cfo.pitt.edu/policies/policy/10/10-01-02.html>), *University Mail*, telephone 412-244-7050, or fax 412-244-7070.

## **Packages Plus**

Packages Plus, located in Tower B of the Litchfield Towers, is the place for low-cost, high-quality personal mailing services at the University. Services include: packing, wrapping supplies, shipment by UPS, U.S. Mail, and Federal Express of personal mailings. Packages Plus also provides stamps, post cards, fax services and copies. For additional information, telephone 412-624-4883 or fax 412-624-4884.

## **Express Mail**

The Express Mail Office is located at 3525 Forbes Avenue (Forbes Pavilion) and is responsible for processing domestic and international air delivery needs for same day, next day and second day air service to the 50 states and Puerto Rico.

The Express Mail Office is designed to offer the University community an efficient, cost-effective, customer-oriented express mail service to faculty, staff and students. All express mail must be identified by the shipper's name, address and a valid 32-digit University account number. In order for the University to utilize the express mail service, pre-printed air bills must be used. These air bills are free of charge and must be ordered through the Express Mail Office. Send a faxed memo, identifying your name, department name, street address, zipcode and, most importantly, include a valid 32-digit University account number.

For additional information, refer to University Policy 10-01-02 (<http://www.cfo.pitt.edu/policies/policy/10/10-01-02.html>), *University Mail*, telephone 412-624-3127 or fax 412-624-8616.

## **Meeting Rooms**

The University encourages the use of its facilities for meetings of a professional nature. Policy, administration, control, and assignment procedures have been established for the use of University facilities. Inquiries for the use of the meeting rooms by faculty, staff, alumni, and outside groups can be directed to the Office of the Registrar, telephone 412-624-7640.

For additional information, refer to University Policy 04-01-01 (<http://www.cfo.pitt.edu/policies/policy/04/04-01-01.html>), *Extracurricular Use of University Facilities*.

## Surplus Equipment Recycling and Disposal

The University has established an attractive program to recycle used office equipment, motor vehicles, and computer equipment. This program is available for University employees to outfit their offices and for a personal purchase. This program provides for reimbursement of a percentage of the sales proceeds to the releasing University department, and offers good prices to buyers.

For additional information, refer to University Policy 10-06-04 (<http://www.cfo.pitt.edu/policies/policy/10/10-06-04.html>), *Surplus Equipment Recycling and Disposal*, or telephone 412-624-3098.

## Ticket Services

The Ticket Office (<http://www.drs.pitt.edu/ticketwpu>), located on the Main Floor of the William Pitt Union, is open from 9 a.m. to 5 p.m., Monday through Friday. Student tickets for University events, Port Authority Transit passes and Airport Transportation Shuttle tickets may be purchased through this office. For additional information, telephone 412-648-7814.

Student tickets for Pitt basketball and football games, as well as tickets to other Pitt athletic events, are available through the Peterson Events Center Ticket Office. For additional information, telephone 412-648-PITT [7488], or visit the Website at <http://www.pittsburghpanthers.com/tickets/pitt-tickets.html>.

## Intercollegiate Athletics

The University fields varsity intercollegiate teams (<http://www.pittsburghpanthers.com/#>) in men's and women's sports. The men's varsity sports are baseball, basketball, cross country, football, indoor track, outdoor track, soccer, softball, swimming and diving, and wrestling. The women's program includes basketball, cross country, gymnastics, indoor track, outdoor track, soccer, softball, swimming and diving, tennis, and volleyball.

The University of Pittsburgh is a member of the BIG EAST Conference. The men's and women's basketball teams, the men's baseball and soccer teams, and the women's volleyball and soccer teams play a round-robin regular season conference schedule, and also compete in BIG EAST Conference Championships. The women's softball team plays in the Conference round-robin schedule. The cross country, indoor and outdoor track, swimming and diving, and tennis teams do not play a round-robin regular season schedule but do participate in BIG EAST Conference Championships. The women's gymnastics team participates in the East Atlantic Gymnastics League, and the wrestling team is a member of the Eastern Wrestling League. The football team is a member of the BIG EAST Football Conference and plays a regular season schedule against the other members to determine the Conference Championship.

Up to four season football tickets may be purchased by full-time faculty members at a 20 percent discount. Individual game tickets for football are also available at a 20 percent discount. On an as-available basis, full-time faculty may also purchase two men's basketball season tickets at a savings of 20 percent. Information concerning football ticket purchase plans is sent to all University employees prior to the start of each season. For additional ticket information, telephone the Panther Ticket Office, 412-648-PITT [7488].

## Physical Recreation Facilities

The athletic and recreational facilities of the Bellefield Hall, Trees Hall, and Fitzgerald Field House have been designed to accommodate faculty and staff during designated hours (<http://www.physicalactivity.pitt.edu/HealthandFitness.aspx>). During the academic year, the Athletic Facilities Scheduling Office posts available times for swimming, squash, racquetball, tennis, exercise rooms, indoor track, and other sports areas. A valid University ID card is necessary for admission. Lockers are available in Trees Hall on a day-to-day basis without charge; however, for these transient lockers, a lock must be provided by the user. For those wishing to rent a locker from September 1 through July 31 of the following year, a limited number of lockers are available at a nominal fee. The fee includes the locker, a lock, and certain items of basic clothing needed for recreational purposes. Equipment such as racquets, balls, etc. is not included in the rental fee.

For additional information, refer to University Policy 04-01-04 (<http://www.cfo.pitt.edu/policies/policy/04/04-01-04.html>), *Use of University Athletic Facilities*.

The Department of Health and Physical Activity in the School of Education usually conducts a summer program of instruction in a variety of sports and games for children of faculty and staff members (<http://www.kinderkinetics.pitt.edu>). A small fee helps cover necessary instructional costs.

## University Wellness Program

The University Wellness Program (<http://www.education.pitt.edu/wellness/>) is coordinated by the School of Education and offers faculty and staff health fitness services including exercise testing for cardiovascular fitness, body composition analyses, blood lipid profiles, stress profile, and nutritional evaluations. After completion of the cardiovascular screening, participants can enter supervised exercise programs.

For additional information about the program and the services it provides, telephone 412-648-8251 or visit the Wellness Program Office, located in A149 Trees Hall.

## Sexual Assault Services Office

The University's Office of Sexual Assault Services is committed to raising an awareness of sexual assault and discrimination and eliminating gender-based violence and exploitation in the University community. The office provides counseling, referrals, resources, and individual consultations for faculty, staff, and students. For additional information, contact the Sexual Assault Services Office, 334 William Pitt Union, telephone 412-648-7930.

## LifeSolutions

LifeSolutions (<http://www.eapsolutions.com/>) is a free, confidential counseling service available at all five campuses to University of Pittsburgh faculty and staff and their families or household members. Experienced clinicians provide counseling on stress, substance abuse, marital, family, and job-related issues. To contact Life Solutions, please call 1-800-647-3327.

## U.S. Treasury Savings Bond Plan

The opportunity to purchase U.S. Savings Bonds through payroll deductions is offered to all employees in regular positions. Bonds are in the face amounts of \$100, \$200, \$500 and \$1,000 and are issued by the Federal Reserve Bank after deductions accrue to the purchase price. Several owner/beneficiary options are available.

To obtain more information about the purchase of savings bonds through payroll deduction, contact the Payroll Department, 207P Craig Hall, telephone 412-624-8083.

## **Credit Union**

The faculty and staff of the University of Pittsburgh and approximately 48 other affiliated institutions form a joint credit union. The Greater Pittsburgh Federal Credit Union is a nonprofit corporation chartered, supervised, and insured by the federal government.

A few services to members include: the convenience of payroll deduction, regular savings accounts as well as Christmas and Vacation Club Accounts, IRAs, both unsecured and secured loans, home equity loans, auto loans, and open-end lines of credit. Credit life and disability insurance coverage is also available at a low cost to the members.

Detailed information may be obtained by visiting or writing to: Greater Pittsburgh Federal Credit Union, Webster Hall, 4415 Fifth Avenue, Pittsburgh, PA 15213, or by telephoning 412-621-6800 or 412-624-2249. Office hours are 9:30 a.m. to 4:00 p.m., Monday through Friday.

## **EXTERNAL RELATIONS**

### **Office of Institutional Advancement**

The primary mission of the Office of Institutional Advancement is to enhance private sector support for the University and, simultaneously, to develop and maintain good relationships with the general public, alumni, and private funding sources. The Office is divided into five areas that are responsible for University-wide advancement activities. These divisions work to build good will among alumni, the corporate and foundation communities and friends of the University and to solicit gifts for University projects from these groups. The five divisions are:

- Alumni Relations
- Capital Campaign Office
- Development Programs
- Corporate and Foundation Relations
  - Individual Giving
    - Annual Fund
    - Planned Giving
    - School-Based Development
- Heinz Memorial Chapel
- Special Events
- Systems and Operations

### **Alumni Relations**

The University's responsibility to its alumni is addressed through the Alumni Relations Office (<http://www.alumni.pitt.edu/>) that sustains a mutually supportive relationship with over 175,000 alumni living in all 50 states and in 119 countries. The Office encourages and helps to support efforts by alumni organizations, keeps alumni informed of developments both on campus and in alumni ranks, and provides opportunities to utilize resources on the University campus.

The Alumni Relations Office provides an important link with alumni, many of whom serve the institution as volunteers. Alumni volunteers act as sources of information about the institution,



assist in recruiting and counseling high school students, help to interpret the academic and financial needs of the University to the public, help to cultivate and inspire financial generosity among the alumni, serve as advocates for higher education in Pennsylvania, and offer career mentoring for alumni and students. In promoting these relationships with the University, the Office welcomes the assistance of faculty members. Faculty are invited to serve as speakers at alumni events and as participants in continuing education programs and seminars. Faculty are encouraged to share information with the Alumni Relations Office about noteworthy achievements and communications with the alumni-of-note.

### **Capital Campaign**

The Office of Institutional Advancement has the responsibility for developing overall plans and strategies for a University-wide comprehensive campaign, as well as all other capital campaign efforts (<http://www.giveto.pitt.edu/index.asp>). The Office of Institutional Advancement will work with, advise, and direct (where appropriate) the development staff, major gift officers, administrative officers, faculty and volunteer leaders, and committees involved in University capital campaign activities. These activities include the identification, recruitment, and training of volunteer leadership for campaign purposes.

### **Corporate and Foundation Relations**

Corporate and Foundation Relations is responsible for relationships between the University and private foundations and corporations.

Faculty members preparing proposals that depend on philanthropic support are required to seek the approval of their department chair, dean and the Provost or Senior Vice Chancellor for Health Sciences. All approaches to prospective individual donors, corporations, or private foundations should be cleared in advance through the Office of Institutional Advancement to avoid duplication of effort and conflict with the overall fundraising strategies of the institution. Development personnel will advise faculty members about possible sources of support for particular projects and consult with them on approaches to prospective donors. Corporate and Foundation Relations is also responsible for the Corporate Matching Gifts Program and the Pitt Ambassadors Program.

### *Annual Fund*

The two major objectives of the Annual Fund are to maximize the amount of dollars obtained for the University and broaden as far as possible the base of support. The Department of Annual Giving is responsible for central Institutional Advancement activities related to the yearly solicitation of individual alumni, faculty, staff, parents, and friends.

The Pitt Internal Campaign (PIC) provides opportunities for individual faculty and staff support and serves as a base for other fundraising and volunteer activities. Each year, faculty and staff members receive an appeal via direct mail and/or the Pitt Telefund. Gifts can be made to the Internal Campaign by check, credit card, or through payroll deduction. Faculty and staff members are encouraged to designate their gifts to their own school, department, or program or may select from more than 2,000 established gift funds that support, for example, scholarships, fellowships, and professorships. Donations at the \$1,000 level are acknowledged publicly through a recognition program called “The Chancellor’s Circle.” For more information regarding the Pitt Internal Campaign, please contact the Office of Institutional Advancement at 412-624-5800.

### *Planned Giving*

Planned Giving assists donors in making gifts to the University that provide the donors with lifetime incomes. The Office also helps donors make gifts of real estate, securities, life insurance, and other tangible assets, or through their wills, trusts, or qualified retirement funds.

### *School-Based Development*

Each school or major academic center within the University has its own Director of Development, who is responsible for the cultivation of prospective donors, the acquisition of major gifts, drafting corporation/foundation proposals, and working closely with deans/directors/campus presidents and faculty to identify particular funding needs.

## **Systems and Operations**

### *Systems*

The University of Pittsburgh appreciates the generosity of alumni and friends. The primary responsibility for Systems is to record and promptly acknowledge all pledges and gifts to the University. All funds received are credited to the correct account and promptly deposited; gifts are accepted and administered in a manner which does not jeopardize the University's status as a tax-exempt educational institution.

Faculty gifts and commitments should be forwarded to the Director of Development for their school. The Director of Development will then forward the gifts/commitments to the Office of Institutional Advancement for processing.

### *Stewardship Services*

Stewardship Services is responsible for overseeing several recognition programs, including the acknowledgment system, the Honor Roll of Donors, volunteer recognition, and donor relations. Stewardship also provides assistance to donors in an effort to build lifetime relationships with the University, foster positive attitudes toward support of the institution, and involve donors in a more personal manner.

## **Heinz Memorial Chapel**

The Heinz Chapel (<http://www.heinzchapel.pitt.edu/>) Office has responsibility for the scheduling, policy and procedures pertaining to the use of the Chapel for events and services. The Chapel is non-denominational and is available for a variety of University functions in addition to the religious services and weddings that are held there. The Heinz Chapel Office is located at 1212 Cathedral of Learning, telephone 412-624-4157.

## **Special Events**

The Office of Special Events manages all official, social and ceremonial functions sponsored by the University of Pittsburgh under the aegis of the Office of the Chancellor. The Office is located at 1200 Bruce Hall, telephone 412-624-7100.

For additional information, visit the Institutional Advancement Website at <http://www.giveto.pitt.edu/>.

## **Public Affairs**

The Office of Public Affairs guides the University in creating communications programs essential to meeting the goals and needs of the institution. Through the creation of programs to



achieve specific outcomes and to fill appropriate marketing needs, Public Affairs works to build relationships with constituent audiences and advance such goals as student and faculty recruitment, fundraising, and community and government relations.

The professional staff of Public Affairs' Departments of News and Magazines and University Marketing Communications work with individual University clients to determine advancement and marketing needs and to devise appropriate strategies and programs to meet those needs. These programs integrate communications elements such as market research, media relations, publications, videos, internal University communications, Web sites, CD-ROMs, advertising, specially designed events and others to accomplish communications strategies.

The Public Affairs office is located at 400 Craig Hall; telephone 412-624-4147; fax 412-624-1021; or <mailto:hillr@pitt.edu>.

### **University News and Magazines**

The Department of University News and Magazines handles contacts and relations with local, regional, national, international, and University print and electronic media on behalf of the University administration and all schools, departments and centers not covered by the Health Sciences or sports information bureaus. The department also produces *Pitt Med* and *Pitt* magazines and the University weekly newspaper, *Pitt Chronicle*.

The department works with faculty, staff, and administrators in planning and implementing programs to inform external and internal audiences of news about and events taking place at the University. The department provides media liaison; consultation and strategizing; preparation and distribution of print news releases; planning and scheduling of news briefings; arrangements for interviews and media tours; and writing and placing bylined articles and feature stories.

Because faculty achievements and activities are among the University's chief sources of positive publicity, faculty members can be of assistance by informing the department of potentially newsworthy items. These items include the publication of research findings in peer-reviewed journals, the publication of new books, the launching of new academic programs, the receipt of major grants, the presentation of papers at conferences, the planning of major events on- and off-campus, premieres of major creative works, and the appearance on-campus of distinguished guests. Simply contact the department well in advance of an upcoming newsworthy happening by phone, fax, campus mail, or e-mail, and one of the news representatives will follow up for details and to develop a publicity plan.

Faculty members also can help promote the positive public perception of the University by assisting the department when requests are received from print, radio, or television reporters who are looking for experts to comment on topics in the news and of interest to the public.

Faculty members also are encouraged to contact the department when they have important insights to share about issues involving major breaking news stories; news staff members will work to connect such faculty members with members of the media. In addition, those faculty members with journalistic writing ability who have informed comments to contribute to the public debate on issues of pressing current importance are invited to consult with the department in the creation of op-ed articles that the department staff will then offer for placement in the media. Representatives of the department also are available to prepare faculty and staff members for interviews with print and electronic media.

The Department of University News and Magazines is located in 400 Craig Hall; telephone 412-624-4147; fax 412-624-1021; or <mailto:harvith@pitt.edu>.

## **University Marketing Communications**

University Marketing Communications (UMC) provides the University with graphic design, typesetting, scanning, illustration, writing, editing, marketing consultation, Web design, advertisement design, promotional video production, and printing services. Writers, editors, and designers work with University department personnel to establish budgets, plan, edit, design, and produce effective communications materials. This department also governs institutional identity issues, coordinates correct use of the University's logo, provides editing for University writing style, and advises on graphics-standard issues.

University of Pittsburgh and University of Pittsburgh Physicians (UPP) graphics, printing, Web design, advertising, and video projects paid for out of a Pitt account enter through University Marketing Communications using a requisition. Any outside services related to graphics, printing, Web design, advertising or video projects that are required are coordinated through this department.

All of the University's forms and stationery items are produced through this department. The department operates the Stockroom in B-10 Cathedral of Learning, where all University forms as well as typewriter and copier supplies are available for departmental purchase.

UMC campus locations include: 200 Forbes Pavilion, 2325 Forbes Avenue (graphics, marketing, and Web design officer); 400 Craig Hall (publications, advertising, and marketing communications research offices); B-10 and B-50 Cathedral of Learning (print shop); and B-10 Cathedral of Learning (stockroom).

For additional information about graphics, marketing research, advertising, Web design, printing, promotional video production or forms, please contact the department at 412-624-0409 or 412-624-4147.

## **Executive Communications**

The Office of Executive Communications has as its primary goal the effective development, execution, and dissemination of communications for the Chancellor of the University of Pittsburgh. The office exists to provide the finest communications vehicles possible for the University's chief executive, and is responsible for ensuring the highest quality and greatest continuity possible in all executive-level projects.

Executive Communications is located at 400 Craig Hall; telephone 412-624-4381; fax 412-624-1021.

## **University Times**

The *University Times*, published by the Office of Public Affairs, is a University newspaper for faculty and staff. It is distributed free every two weeks at 60 campus sites. The *Times* welcomes suggestions for news or feature items, and publishes "Opinion" articles and "Letters to the Editor." The *University Times* can be accessed electronically at <http://www.utimes.pitt.edu/>.

The University Times Office is located at 308 Bellefield Hall; telephone 412-624-1373; fax 412-624-4579.

## **Governmental Relations**

Governmental Relations (<http://www.govtrel.pitt.edu/>) is the University's principal source of information and contact on federal, state and local government matters and is the primary institutional point of contact for elected officials and community representatives.

The mission of Governmental Relations is to develop and strengthen effective relationships between the University and federal, state and local governments, and community representative organizations in order to maximize support of University operations and is the principal and "front line" liaison between the University and governmental constituencies. In addition to providing an official point of contact for federal, state, local and community officials and representatives, it works to resolve University/government and University/neighborhood problems and conflicts. This office continually looks for opportunities to promote the University and to secure government funding and partnerships to advance the educational, research and economic development missions of the University. In fulfilling these roles, Governmental Relations is organized to achieve the University's objectives in four major functional areas: Federal Relations, Commonwealth Relations, City/County Relations, and Community Relations.

Members of the staff are available to speak to all University groups and classes -- faculty, staff and students -- on issues related to each of the functional areas. The Community and Governmental Relations office is located on the 7<sup>th</sup> Floor of the Alumni Hall; telephone 412-624-7755; fax 412-624-7707; e-mail [govtrel@pitt.edu](mailto:govtrel@pitt.edu).

### **Federal Relations**

The Federal Relations (<http://www.govtrel.pitt.edu/federal/index.html>) office promotes University interests, programs, personnel, and students with Members of Congress, Congressional staff, and federal Executive Branch agencies, and supports, in the federal arena, the University's administrative, educational, research, and economic development activities and goals. Primary interactions, besides those with members of the Pennsylvania Congressional delegation, are with the Members of Congress, Congressional committees, and agencies that have legislative or administrative oversight of programs of interest to the University community.

Staff proactively seek out and develop opportunities for federal interest in and support of University projects and programs, including financial assistance. Federal Relations staff review legislation and regulations for impact on the University and partner with University administrators, faculty, staff, and students to develop appropriate advocacy strategies. Federal Relations staff also assist Members of Congress, committees, and agencies by providing information and contacts with faculty and collaborate with faculty in facilitating enhanced federal relations.

The Federal Relations telephone number is 412-624-6011.

### **Commonwealth Relations**

As a state-related university, the University of Pittsburgh serves as one of Pennsylvania's three public research universities and fulfills its responsibilities to the Commonwealth through a tripartite commitment to teaching, research and public service. Governmental Relations serves as the University's formal liaison with state government, representing the University's interests in the legislative and executive branches and identifying opportunities to promote a constructive and collaborative relationship between the institution and the Commonwealth. The staff identify, promote, and develop opportunities for institutional, program and capital project support from state government and review all legislation introduced by the Pennsylvania General Assembly to assess the potential impact on the institution and to develop strategies to promote the University's interests. OGR provides assistance to legislators, committee staff and agency representatives in identifying faculty who are engaged in research or policy studies of

relevance to Pennsylvania and serve as liaisons for faculty interested in establishing closer ties with the Commonwealth's legislative and executive branches.

Commonwealth Relations (<http://www.govtrel.pitt.edu/commonwealth/index.html>) telephone number is 412-624-7703

### **City/County Relations**

The municipal governments of the home communities in which Pitt's five campuses are located and, in particular, the City of Pittsburgh, play an important role in providing hospitable environments in which the University can fulfill its missions. Consequently, Governmental Relations seeks to develop and maintain effective working relationships with municipal officials. As the institutional point of contact for City and County government, as well as other regional quasi- governmental entities, the office maintains active liaison and ongoing communications with Pittsburgh City Council and executive branch departments and personnel. In cooperation with other University departments, Governmental Relations staff assist in the development and implementation of strategies to achieve institutional policy, planning and facility development objectives that require governmental review, input or approval.

The staff of the City/County Relations (<http://www.govtrel.pitt.edu/citycounty/index.html>) office can be reached at 412-624-7705.

### **Community Relations**

The Oakland neighborhood is home to the University's largest campus. Consequently, enhancing the relationship between the University and the Oakland community, as well as other adjacent communities, is a critical endeavor of the CGR. On an ongoing basis, CGR seeks to develop and maintain effective communications with neighborhood business and resident organizations and community development corporations. Whenever possible, this is done through the creation of mutually-beneficial collaborative partnerships with these neighbors. Through such partnerships, the University discharges formal obligations, takes advantage of opportunities and removes or ameliorates obstacles to institutional progress.

Community Relations also coordinates the Faculty and Staff Volunteer Pool (<http://www.commrel.pitt.edu/AboutFSSC.html>), which presents opportunities for faculty and staff participation in community service projects identified by community organizations. Staff also coordinate institution-wide service projects, including the United Way Day of Caring, Pitt's Partnership for Food, and the University Blood Drive Program.

Staff at the Community Relations office can be reached at 412-624-7720. For more information on the Pitt Volunteer Pool, telephone 412-624-7709. Information on the University Blood Drive Program can be acquired by calling 412-624-7702.

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