Adjunct Faculty Handbook

Welcome! The following information will help you get acclimated and guide you during your time here. We hope you enjoy your time teaching at the School of Information Sciences and look forward to working with you. Please let us know if there’s anything else we can do to help create a positive learning experience for you and your students.

The following items needs your IMMEDIATE ATTENTION:

**New Hire Paperwork & Clearances:** All new adjunct faculty who are not currently employed by the University of Pittsburgh are required to complete and submit the following forms:

- Payroll Data form: [http://www.ischool.pitt.edu/sisint/faculty/PayrollDataForm.pdf](http://www.ischool.pitt.edu/sisint/faculty/PayrollDataForm.pdf)
  - original form must be presented to Payroll Specialist for duplication
- Residency Certification/Address Change form: [https://www.cfo.pitt.edu/payroll/forms.html](https://www.cfo.pitt.edu/payroll/forms.html)
- Electronic I-9 Form: Employment Eligibility Verification: [http://www.hr.pitt.edu/content/employment-0](http://www.hr.pitt.edu/content/employment-0)
  - Please note that section 1 of the online I-9 form should be completed before your first day of employment so that you can visit one of the listed locations to complete the I-9 process on your first day of work or prior.
- Copy of Social Security Card
  - original card must be presented to Payroll Specialist for duplication
- Direct Deposit form: [http://www.cfo.pitt.edu/payroll/directdeposit.html](http://www.cfo.pitt.edu/payroll/directdeposit.html)
- Satisfactorily obtaining the following clearances before employment start date [http://www.hr.pitt.edu/content/child-prot](http://www.hr.pitt.edu/content/child-prot):
  1. Pennsylvania Department of Human Services Child Abuse History Clearance
  2. Pennsylvania State Police Criminal Record Check and
  3. FBI Criminal Record Check.
- Health Care Enrollment form (optional—submit to Benefits Office, Craig Hall, 3rd Floor): [http://www.hr.pitt.edu/sites/default/files/Part%20Time%20Faculty%202014-2015_0.pdf](http://www.hr.pitt.edu/sites/default/files/Part%20Time%20Faculty%202014-2015_0.pdf)

**Please note:** processing of the above required items takes about four weeks, so don’t delay submitting them. All documents must be received and processed before access to Blackboard CourseWeb or Internal Course Schedule is granted, and prior to requesting textbook orders. Please contact Trudy Newring-Cobbins with any questions.

**Email Address &** You will be listed on our website’s faculty directory so that students, staff, and
Contact Info:

faculty may contact you (http://www.ischool.pitt.edu/people/faculty.php). We are only able to publish pitt.edu email addresses, so please confirm that you can access your pitt.edu address right away. Important announcements and notices will also only be sent to this address.

If your preference is to use another email provider, you may forward your pitt.edu email to your preferred provider, but your pitt.edu address is the only one that will be published or shared with students. If you plan to use mail forwarding, please make sure you take the appropriate steps to set it up immediately.

Book Orders:

Instructors are welcome to utilize a variety of teaching tools including textbooks, articles, Web sites, and reports. Marcy Walls will facilitate ordering materials through the Pitt Bookstore. Contact her at your earliest convenience so that the texts/books are available to your students as soon as possible (two months in advance). Please provide complete information about the resources as many students now order books through Amazon or another online service.

Blackboard CourseWeb & Internal Schedule:

Most IS and Tele courses are resident (on-campus) courses, while LIS courses may involve a section of online students as well as a section of on-campus students. Whether you are teaching an on-campus or online course, the University has a web-based course management system for your use called Blackboard CourseWeb.

Blackboard CourseWeb provides an online platform for delivery of course materials, facilitates student learning activities, and provides assessments of student performance. Course materials should be posted on Blackboard CourseWeb at least a month before the start of the term.

The Center for Instructional Development and Distance Education (CIDDE) offers short instructional sessions on using Blackboard CourseWeb and other educational technologies. Please visit their website (https://www.cidde.pitt.edu) for more information. An overview of Blackboard CourseWeb is also available (http://www.etskb-fac.cidde.pitt.edu/category/blackboard). Contact the University’s IT/Help Desk groups listed in the contacts below with any additional questions.

Additional Resources and Information:

Absences:

If for some reason you are unable to meet with your class, you must let your Program Chair’s assistant know (who will inform the Program Chair) as soon as possible. You can read more about unavoidable absences in the Provost’s Handbook (www.pitt.edu/~provost/handbook.html). Select “Academic Policies” and then select “unavoidable absences”.

In the event of class cancellation, you can notify your students via Blackboard CourseWeb’s “send e-mail” function. Be sure to collect student names and phone numbers on the first day of class so that staff can contact them by phone if you are unable to contact them via e-mail yourself.

Accessing Course & Class Information:

The School of Information Sciences publishes course schedules and info on our website (http://www.ischool.pitt.edu/sisint/courses/index.html#Schedules). If you need to access live course information (real-time data on course enrollments, official schedules, etc), you’ll need to use the University system known as PeopleSoft.
To access the information in PeopleSoft, use your Pitt ID and password to log into the University’s web portal (http://my.pitt.edu), then select the “Faculty Center Login” tab on the main menu. If you do not know how to use the system, click on the “learn more” link that is below the “faculty center” link, and this will lead you to a page with many helpful documents.

If your class does not appear in the “faculty center”, please contact Brandi Belleau. If you have any other difficulties with this system, please contact the Pitt Help Desk.

**Emergencies:**
For Police or Medical Emergencies, call: 412-624-2121 (or 811 from a campus phone).

**Equipment:**
Computer equipment can be requested by contacting Mark Steggert and/or Jace Schivins. Debbie Day and Mary Stewart are also available to provide assistance.

CIDDE provides audiovisual equipment support for your classes. Contact their media services team to place an order or visit their website (http://www.cidde.pitt.edu/classroom-services).

It is important to remember that all equipment is delivered on a first-come first-served basis. You should order your equipment as soon as you know when it will be needed for your class as it might not be available last minute.

Although there is no charge for requesting equipment through CIDDE, you will need your program's account number and your Pitt ID Card number.

**Evaluation of Course:**
As a faculty member, you are required to have your course evaluated. Please note that the evaluation will be automatically scheduled by the Office of Measurement and Evaluation of Teaching (OMET). Evaluations will be returned to you about two weeks after the end of the term. Please send a copy of the numerical ratings to your Program Chair. A copy of your evaluation with numerical ratings will be automatically sent to the Dean by the Office of Measurement and Evaluation.

**Faculty Guidelines:**
More in-depth policies and procedures that faculty, instructors, advisors, and administrators must be aware of is available at http://www.ischool.pitt.edu/sisint/faculty/index.html

**Faculty Meetings & Events:**
Program Faculty meet monthly. The program administers should inform you of the dates and times for each meeting.

In addition, we encourage your participation in our special functions--colloquia, welcome coffees, and social hours--as they occur during your appointment here. View the School’s events calendar for up-to-date information (http://www.ischool.pitt.edu/events/).

**Grade Submissions:**
Detailed instructions and grade submission deadlines are available on our website (http://www.ischool.pitt.edu/sisint/faculty/grades.html).

Grade Rosters will be made available online near the end of the term through https://my.pitt.edu with specific instructions on the main “Faculty Services” page.

All grades must be submitted on time. Consult the grades calendar for specific dates (http://www.registrar.pitt.edu/grades_calendar.html).
Please contact the Pitt Help Desk with any issues you may have regarding submitting your grades.

**Graduate Student Assistants:**
If resources permit, you will be assigned a graduate student assistant (GSA) to help you collect your class materials, do photocopying, help with Blackboard CourseWeb, set up an electronic bulletin board, coordinate audio-visual equipment, etc. Typically, a GSA may be available for 5 hours per week. LIS will provide support via the program specialist.

**Library Reserve Requests & Library Resources:**
Books, articles, and electronic content can be placed on reserve at Hillman Library for your class use. Request forms can be picked up at the Lending/Reserve Desk at Hillman Library, or you can use the appropriate online request form (http://www.library.pitt.edu/putting-articles-books-reserve).

- Request forms must be filled out completely
- Retrieving the books from the stacks and submitting them with your completed form will allow for a faster, more efficient processing time
- For your reserve items to be available by the first day of the term, you must submit your request at least one month prior to the term’s start date
- Be mindful of the University's guidelines concerning photocopy reserve and copyright compliance (see pages 1-4 of the University of Pittsburgh Policy #10-04-01)
- Materials submitted for digitizing (scanning) should be good quality copies of articles and chapters, printed on a single side of the page
- PDFs of requested items can only be submitted on CD or USB drive. The library will not accept PDFs via email

Additional information about the University Library System and resources can be found on their website (http://www.library.pitt.edu/).

**Mailbox:**
Please check your mailbox weekly.
- LIS adjuncts have a mailbox in 605 Information Sciences Building.
- IS and Tele adjuncts have a mailbox in 705 Information Sciences Building.

**New Instructors:**
If this is the first time you are teaching a course, it is important to meet with the Program Chair, who will assist you in identifying required or recommended textbooks and readings for the course. You should also begin preparation of a course syllabus and share this with the Program Chair.

The Chair will also help you during the term in establishing appropriate grading criteria, developing appropriate expectations of student writing and IT skills, and understanding the time constraints of part-time students. After consulting with the Program Chair, you should clearly understand how your course fits into the overall structure of the program.

**Office Space:**
The School has designated 708 IS as a shared adjuncts’ office. This space can be used by all adjunct faculty teaching for the School of Information Sciences. To access this office, you must use the following combination (2+4, 1). Wireless access is available and we encourage you to bring your laptop. Please note that this office is not equipped with a computer.

**Parking:**
Parking is available to visiting faculty at Soldiers and Sailors Memorial Hall on a per-day or per-month basis. You also have access to on-street parking on Bellefield and Bayard (but NOT on Bayard between 7 - 9 am and between 4 - 6 pm). More
Information about parking adjacent to the School is available at http://www.tour.pitt.edu/ and http://www.pts.pitt.edu/.

**Pitt ID Card:** You may obtain your Pitt ID Card from Panther Central after the necessary payroll documents have been processed through the University system. You need an ID card to access university facilities, public transportation, and to borrow books from the Library.

**Photocopies:** Copy machines are available in the IS Building for preparation of course materials.

- A copy machine for LIS adjuncts is located in 605 IS. The door combo is 2,4,1+5. Please contact Debbie Day for an access code to the copy machine. Account numbers for using the copy machines are available from the respective program’s administrative staff.

- A copy machine is available for IS and Tele adjuncts in 707A IS. The door combo is 4,1,2. Please contact Mary Stewart for an access code to the copy machine. Account numbers for using the copy machines are available from the respective program’s administrative staff.

Please Note: The School’s equipment is not “heavy duty” and cannot handle large copying jobs. If you anticipate a large photocopying job for your class, please let the program secretary know a few days ahead of time so that we can instead send the job to CopyCat, the University’s photocopying center. This will ensure better copies and faster service.

**Room Scheduling:** The School’s staff provides assistance with room assignments, booking meeting spaces, and event logistics. We assist with many types of events including staff and/or faculty meetings, in-class guest speakers, colloquiums, student organization events, doctoral exams and defenses, and other special events.

To book a room for your meeting or event, please visit the Room Reservations & Event Coordination page (http://www.ischool.pitt.edu/sisint/facilities/eventhelp.html).

If you are teaching a class and need to update your room assignment, please communicate your needs or request to switch rooms directly to Brandi Belleau. It is imperative that you do not change rooms informally as this can create major disruptions and conflicts for classes across the University. Additionally, University policy states that classes may not make a permanent classroom change after the 14th calendar day of the term.

Contact Brandi Belleau with additional questions about room assignments and meeting spaces.

**Student Guidelines:** All policies and procedures pertaining to grading, registration, and other actions students may take and may ask you about can be found on our Academic Policies & Procedures webpage (http://www.ischool.pitt.edu/sisint/policies/index.html).

**Sexual Harassment:** New adjuncts are required to complete the online course for the Prevention of Sexual Harassment. The module must be complete online at http://www.newmedialearning.com/psh/pitt/.

**Student Concerns:** If a student’s performance is unacceptable or substandard, it should be brought to the student’s attention as soon as possible. Other student issues should be discussed with the
Program Chair immediately. If there are academic integrity concerns, details on the School’s academic integrity procedures can be found at http://www.ischool.pitt.edu/about/academic-integrity.php.

Supplies: Please don't wait until the last minute to request needed supplies. If you can’t pick up supplies before 5:00 pm, please notify Debbie Day (LIS) or Mary Stewart (IS and Tele), and the supplies can be left for you in your mailbox.

**Key Contacts: A complete list of faculty and staff is located at [http://www.ischool.pitt.edu/people/](http://www.ischool.pitt.edu/people/)**

**Graduate Information Science & Technology Program**

Peter Brusilovsky, Program Chair  
412-624-9404, peterb@sis.pitt.edu  
608 Information Sciences Building

**Library and Information Science Program**

Sheila Corrall, Program Chair  
412-624-9317, scorrall@sis.pitt.edu  
605C Information Sciences Building

**Telecommunications & Networking Program**

David Tipper, Program Chair  
412-624-9421, tipper@tele.pitt.edu  
715 Information Sciences Building

**Undergraduate Information Science Program**

Robert Perkoski, Program Chair  
412-624-9425, perks@pitt.edu  
720A Information Sciences Building

**Administrative Support**

Debbie Day, Program Administrator - LIS Program  
412-624-9420, dday@sis.pitt.edu  
605D Information Sciences Building

Mary Stewart, Administrative Secretary - IS and Tele Programs  
412-624-9402, mstewart@sis.pitt.edu  
706 Information Sciences Building

Marcy Walls, Administrative Secretary – School-wide support  
412-624-9458, mwalls@sis.pitt.edu  
5th Floor Information Sciences Building

**Office of the Dean**

Sharon Bindas, Manager, Personnel and Administration  
412-624-5129, sbindas@pitt.edu  
513 Information Sciences Building

Trudy Newring-Cobbins, Budget & Payroll Specialist  
412-624-5239, newring@pitt.edu  
517 Information Sciences Building

Brandi Belleau, Academic Administrator
SIS IT Team

Mark Steggart, Manager, Information Technology & Networking
412-624-5168, mark@sis.pitt.edu
811 Information Sciences Building
http://wwwint.sis.pitt.edu/~sisint/resources/index.html

Jace Schivins, Systems Analyst
412-624-7374, schivins@sis.pitt.edu
806 Information Sciences Building
http://wwwint.sis.pitt.edu/~sisint/resources/index.html

University IT/Help Desk

Technology Help Desk (CSSD) 24/7 Support
412-624-4357, helpdesk@pitt.edu
http://www.technology.pitt.edu/

Blackboard CourseWeb
http://www.etskb-fac_cidde.pitt.edu/variation-
http://www.cidde.pitt.edu/classroom-services
B10 Alumni Hall

Center for Instructional Development and Distance Education (CIDDE)
412-648-7240
https://cidde.pitt.edu/
B10 Alumni Hall

Campus Police

412-624-2121 (or 4-2121 from a campus phone)
http://www.police.pitt.edu

Panther Central

412-648-1100
Litchfield Towers Lobby