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

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

This Teaching Resource Guide for Full-Time and Part-Time Faculty has been developed to provide all faculty with some helpful University resources, tools, and information that are designed to enhance your teaching role as a faculty member at the University of Pittsburgh.

Pitt is deeply committed to its support of all faculty in their instructional responsibilities. Please be sure to check with your department, division, or school to obtain information and resources that may be specific to your school or regional campus.

This document includes information about the academic calendar, how to access class rosters and post grades through the Faculty Center, academic integrity, resources available to faculty through the University Center for Teaching and Learning, professional development for faculty, and websites at Pitt that contain useful information for all faculty.
ACADEMIC CALENDAR AND IMPORTANT DATES

The University’s academic calendar contains important dates, such as:

- Term dates;
- Add/drop periods;
- Holidays/breaks;
- Final exam periods;
- Enrollment deadlines;
- Monitored withdrawal deadlines; and
- Grade submission deadlines.

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

THE FACULTY CENTER

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

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

If you require detailed help, click on “Learn More” (under the Faculty Center login link). The “Recording Final Student Grades Online” and “Recording Mid-Term Student Grades” links allow you to choose either a PDF file or a video on how to record grades.

Additional information on grades, including the grading system and grade options, can be found on the University Registrar’s website at registrar.pitt.edu/grades.html.
ACADEMIC INTEGRITY

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

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

UNIVERSITY CENTER FOR TEACHING AND LEARNING

“The Teaching Center”
Website: teaching.pitt.edu
E-mail: teaching@pitt.edu
Phone: 412-624-3335

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

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

Teaching consultants are available to work with faculty in a variety of areas to strengthen teaching, including how to maximize student engagement, how to improve pacing and delivery, how to increase relevance in the class, and how to use feedback on instructional styles. Many instructors find it useful to have a consultant observe their class and provide confidential suggestions for improvement. In addition, faculty can arrange to have a class video recorded through the Digital Media page of the Teaching Center website: teaching.pitt.edu/digital-media.

Assessment of Teaching

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

Assessment of teaching processes are faculty-driven. Please check with your Department or Division Chair, Associate Dean or Vice President for Academic Affairs, or Program Director. General information can be found on the Assessing Student Learning page at academic.pitt.edu/assessment/index.html.

The Teaching Center can help you with a variety of specific assessment needs related to the courses you are teaching, such as:

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

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

LMS Support and Consulting

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

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

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

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

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

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

**Classroom Support & Technology**

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

Some classrooms on the Pittsburgh campus are supported by individual schools, while others are supported centrally. Check with your department, division, or school to determine technology support responsibility for your assigned classroom. For school-managed classrooms, the school’s IT staff may be the primary contact for technology-related support. For all other classrooms, contact...
the Teaching Center for classroom technology support at teaching@pitt.edu. The Teaching Center has staff available to offer primary or secondary technology operation and assistance in classrooms.

For an immediate response to resolve technology problems in any campus learning space, call 412-648-7240 from 8:30 a.m. until 8:30 p.m. Monday through Thursday, and until 5:00 p.m. on Friday.

For assistance with technology at the University of Pittsburgh regional campuses, use the following contacts.

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

- Bill Kline  
  814-362-7667 (office)  
  compassion@pitt.edu

- Greg Miller  
  814-362-7664  
  gwm9@pitt.edu

- Bernie Picklo (CourseWeb issues only)  
  814-362-7644 (office)  
  814-366-7472 (mobile)  
  bernie.picklo@pitt.edu

**University of Pittsburgh at Greensburg:**

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

- Jeff Antal  
  724-836-9872 (office)

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

**University of Pittsburgh at Johnstown**

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

**Instructional Accessibility @ Pitt**

As technology and electronic resources are increasingly incorporated into the teaching process, it is important to ensure that online course materials are accessible to all students, including students with disabilities.

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

Workshops

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

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

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

Diversity Programming

Diversity programming for faculty development is offered by the Office of the Provost in conjunction with the University Center for Teaching and Learning. These faculty-development programs are aimed at building faculty awareness and capacity to develop curricular materials that reflect a diverse environment and fostering a classroom environment that is inclusive, respectful, and welcoming to all.

This programming includes the annual Provost’s Diversity Institute, Extended Diversity Experience, and other workshops that address issues such as race relations in the classroom, the role of unconscious bias in classroom pedagogy, constructing an open learning environment for LGBTQIA+ students, and understanding the diversity of the student population.

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

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

Online Learning

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

Office of the Provost
provost.pitt.edu

Faculty Handbook
provost.pitt.edu/faculty-handbook

Information for Faculty
provost.pitt.edu/faculty

University Library System
library.pitt.edu

Health Sciences Library System
hsls.pitt.edu

Barco Law Library
law.pitt.edu/library

Student Affairs
studentaffairs.pitt.edu

Academic Integrity
provost.pitt.edu/faculty-handbook/ch3_acad_int

Faculty & Staff Guide for Helping Distressed Students
studentaffairs.pitt.edu/dean/distressedstudents

Office of Human Resources
hr.pitt.edu

Office of Diversity and Inclusion
diversity.pitt.edu

Parking, Transportation & Services
pts.pitt.edu

University Policies and Procedures
cfo.pitt.edu/policies/index.html

Information Specific to the University of Pittsburgh at Bradford

Academic Policies and Guidelines
upb.pitt.edu/academicpolicies

Faculty and Staff Guide Assisting Troubled Students
upb.pitt.edu/uploadedFiles/Student_Life/Student-Services/Counseling_Services/FacultyStaffGuideAssistingTroubledStudents.pdf

Student Affairs
upb.pitt.edu/studentaffairs

Technology Assistance
upb.pitt.edu/facultystaffservices

Information Specific to the University of Pittsburgh at Greensburg

Faculty & Staff Guide for Helping Distressed Students

Student Life
greensburg.pitt.edu/student-life

Student Resources
greensburg.pitt.edu/student-resources
Useful Websites

Information Specific to the University of Pittsburgh at Johnstown

Academic Integrity Guidelines
upj.pitt.edu/globalassets/documents/academics/upj-academics-integrityguidelines.pdf

upj.pitt.edu/globalassets/academic-policies-procedures.pdf

Student Affairs
upj.pitt.edu/en/campus-life/student-affairs

Technology and Classroom Technology Assistance
upj.pitt.edu/en/campus-life/information-technology/user-services/faculty-and-staff-services

Helping Distressed Students (Care Reports)
upj.pitt.edu/en/campus-life/counseling/counseling/care-reports

Information Specific to the University of Pittsburgh at Titusville

Academic Guidelines
upt.pitt.edu/academic-guidelines

Student Affairs
upt.pitt.edu/office-student-affairs

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