

Welcome (back) to the English Department at the University of Pittsburgh

Main Office: 526 Cathedral of Learning, 4200 Fifth Avenue, Pittsburgh, PA 15260
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On the Web: <http://www.english.pitt.edu>

The office staff would like to welcome you to the Department of English and has developed this document for your information and convenience. It contains information to help familiarize you with the department.

If you have any questions, please do not hesitate to contact any of the program assistants at (412) 624-6506.

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People to Know:

Note: Office phone numbers dialed within Pitt do not require that you dial the complete number. Simply dial the last five digits of the phone number. For the numbers listed below, dialing from off-campus requires area code 412, plus 62[X]-XXXX. **EMERGENCY PITT POLICE: EXT. 4-2121 OR 811**

ADMINISTRATIVE STAFF:

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Main Office and Individual Offices:

The English Department's main office is located in the Cathedral of Learning, room 526 ("CL 526").

Hours of Operation: Monday through Friday - 8:30 a.m. to 5:00 p.m.

The department has offices on the 4th, 5th and 6th floors of the Cathedral. Individual office assignments are handled by the department administrator. Any problems that you may have with your office can be reported to the front office staff or the department administrator.

About the Building:

1. The Cathedral of Learning is a **smoke-free building**, as are all of the buildings on campus. Smokers must go outdoors to a designated smoking area to smoke.
2. Do not place anything on the walls in the public spaces (elevator, lobby, stairwells, etc.). It will be removed immediately. University policy expressly prohibits taping anything to painted surfaces in common areas as it damages the paint.

Office Keys:

If you have recently changed offices please remember to return your old keys to Anthony Payne in the main office. Office keys for your assigned area(s) are distributed by the front office staff. All Part-Time and Visiting Faculty must return any keys at the end of their contract periods.

Payday:

Payday at the university is the **last working day of each month**. All newly hired employees are required to sign up for direct deposit. If you are still receiving a paper check please see the front office staff for a direct deposit form.

Important Note: Check your pay statement for correct information including spelling of name, social security number, address, pay amount, and deductions for health benefits.

Security:

Be extremely careful with your valuables. Purses, books, computers, coats, and anything important to you should not be left in unlocked spaces. There have been incidents of theft in the past. If you need an office key, this is a reminder to please see the staff in the front office to obtain one. If you are unsure about the security of a personal item, keep it with you.

U.S. Mail:

All departmental mailboxes are located in CL 501. Incoming mail is distributed by mid-morning each day. Outgoing mail should be placed in the appropriate mail bins in CL 526 no later than 1:00p.m. Do not put personal mail in the department's mail bins without affixing first-class postage. We reserve the right to examine all outgoing mail, and personal mail without postage will be returned to your mailbox. Do not use university envelopes for personal mail. Packages are not placed in mailboxes, you will receive an e-mail asking you to pick up any packages in the main office – CL 526. Please do not have personal items shipped to the department.

Part-time Office Space:

Cubicles for part-time instructors are located on the 4th floor of the Cathedral of Learning in CL-471 & 474. At the beginning of the term, find an available cubicle and write your name & office hours on the whiteboard outside. Please make sure that your office hours do not conflict with anyone already on the whiteboard.

Occupants will have access to lockers to secure their belongings. You must provide your own lock and remove all materials by the end of your teaching term. The department assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.

Please see the office staff in CL 526 for the room combinations.

Graduate Student Computer Lab

The Graduate Student Computer Lab is located in CL 617B. This lab is for graduate student use only. No food or beverages are permitted in the room at any time. This door will be secured by a combination lock. Please get the combination from the front office staff (CL 526). Do not give the combination out to anyone else. Keep the room neat and clean. Report any problems to the main office. These are departmental machines, and we pay for maintenance and supplies. Please use the equipment responsibly to help to conserve them.

Printers: Please try to edit on screen rather than from a printed draft to help save on toner cartridges and paper.

You can also help conserve our supplies by **printing at any of the several campus computer labs**. Please note: all machines are available on a first-come, first-serve basis.

A UNIVERSITY STUDENT COMPUTING ACCOUNT is automatically generated with student admission.

COPIERS AND DUPLICATOR

The copiers and duplicator are located in CL 509 and we ask the occupants of the 5th and 6th floors utilize these machines. We also have a copier located in 474 (combination lock on door) that is to be used by the part-time instructors and occupants of that floor.

Use of the Department copiers is limited to duplicating material for English Department courses that you teach, research that you are conducting, and departmental committee work. Any personal duplicating must be approved in advance and paid for at the rate of 5 cents per page.

BE CAREFUL NOT TO LEAVE PAPER CLIPS, STAPLES, ETC., AROUND THE MACHINES. This kind of carelessness will cause breakdowns.

When finished copying, please be sure to sign out to clear your account number from the copier.

Important Note: For obtaining permission and duplicating copyrighted material, we are required to use the University's Copyright Clearance Office. For more information about copyright clearance, please phone Ext. 8-1461, and ask for Greg Sciulli. You may also stop by his office at The University Store, upstairs next to the EBM (Espresso Book Machine). Please allow six to eight weeks for all copyright clearances. You must obtain advanced approval for any expenses you expect to incur for copyright permissions. Greg also handles custom publishing – out of print or self published.

INSTRUCTOR RELATED INFORMATION

*Please familiarize yourself with the **faculty resources webpage** on the English Department website at <http://www.english.pitt.edu/about/faculty-resource-page>*

PITT ID:

You must obtain a **UNIVERSITY OF PITTSBURGH ID** as soon as possible. Please bring one form of photo ID (such as a photo driver's license) to Panther Central located in the Main Lobby of Litchfield Towers. Students should take a copy of their registration form (indicating that you are currently registered for classes). For additional information, call the ID Center at Ext. 8-1100.

BOOK ORDER FORMS:

Book Order forms must be completed as soon as you are assigned a course. Please submit your book orders directly to the Book Center via the internet at:

http://www.cfo.pitt.edu/universitystore/textbook_adoption/form.php

SYLLABI:

ALL Syllabi must be turned in to the curriculum coordinator, Chelsea Chaump, at the beginning of each term. Please e-mail them to her at chelseachaump@pitt.edu by the end of the second week of classes, **this is a very important accreditation requirement**. Copies of syllabi are kept electronically for all courses.

INSTRUCTOR'S OFFICE HOURS:

This is an important form that is available on the [Faculty Resources webpage](#). If a student needs to meet with you or if an emergency call comes in to the main office for you, we will know where you are teaching and when you hold office hours. **We must have a completed form from everyone who teaches in the department.**

CLASS CANCELLATIONS:

All class cancellations must be reported to the main office (phone (412) 624-6506) regardless of the reason. This includes emergencies as well as non-emergencies. If you know in advance that you will be missing a class, you must arrange for an appropriate substitute or provide appropriate out of class work and timely notice to your students. An official Department of English cancellation sign will be posted on the door of the classroom. Remember to remove the cancellation sign when you attend the next class.

RETURNING STUDENT PAPERS:

Professional and personal respect for students' work, as well as privacy laws, warrant that instructors return papers in person, either during class or office hours. In some instances, papers may need to be returned via first class mail. However, the department does not have funds in its operating budget to cover the cost of postage to return student papers. If students cannot come to your office to pick up final papers, please ask them to provide you with a self-addressed stamped envelope.

UNITED WAY:

Campaign begins in late September with the Day of Caring. Show your support this year! We address the greatest needs by giving to United Way. United Way focuses on the critical health and human service issues of our day. From elder care to after-school learning to job training to crisis support – United Way works to address the greatest challenges facing people in our community.

Help us to increase participation this year. Donations can be as little as \$2 and be deducted directly from your Pitt paycheck. Contact Jennifer Seemann for more information.

<http://unitedway.pitt.edu/index.php>