

English Department Administration Guide

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Administrative Information

Main Office and Individual Offices:

All administrative staff are located in the English Department main office, 526 Cathedral of Learning. Faculty offices are located on the 4th, 5th, and 6th floor of the Cathedral of Learning.

Office Keys:

Keys are loaned through the English Department main office. *If you are changing offices or leaving an assignment, please return your old key to the front office ASAP.* If your office has a combination lock, you can obtain the code from the English Department main office.

Payday:

Payday at the university is the *last working day of each month*. Check your pay statement for correct information including spelling of name, social security number, address, pay amount, and deductions for health benefits. To check your statement:

1. Log in to my.pitt.edu using your University credentials.
2. Click **PRISM Login** on the right sidebar; or click the **My Resources** tab in the main menu, and choose **PRISM** from the resulting list.
3. A new tab or window should launch.
4. Choose the **PHR Employee Self-Service** responsibility.
5. Select View Pay Statement.

Pitt Police Emergency Number:

Dial 412-624-2121 or 811.

U.S. Mail:

All departmental mailboxes are located in 501 Cathedral of Learning. Incoming mail is distributed by mid-morning each day. Outgoing mail should be placed in the appropriate mail bins in the English Department main office, 526 Cathedral of Learning. **NO PERSONAL MAIL WILL BE ACCEPTED IN OR OUT OF THE DEPARTMENT.** We reserve the right to examine all outgoing mail, and personal mail without postage will be returned to your mailbox. Packages are held in the English Department main office, 526 Cathedral of Learning. You will receive an e-mail to pick up any packages in the main office. **NO PERSONAL ITEMS SHOULD BE SHIPPED TO THE DEPARTMENT.**

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

AY 19-20

combination lock. Please get the combination from the English Department main office, 526 Cathedral of Learning. Report any problems to the main office. **THE EQUIPMENT IS THE PROPERTY OF THE DEPARTMENT**, keep them clean and use them responsibly.

You can also help conserve our supplies **by printing at any of the several campus computer labs.**

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 the 4th 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.

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 412-628-1461, and ask for Greg Sciulli. 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. 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

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

AY 19-20

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** and EngAsst@pitt.edu) 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.