

English Department Administration Guide

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Administrative Information

Main Office and Individual Offices:

Faculty offices are located on the 4th, 5th, and 6th floor of the Cathedral of Learning. **Staff will be working remotely until at least January 2021 and the main office will remain locked.**

Keys:

Please remember to bring your key, as staff will not be on site to provide one. The plan for getting keys to new occupants (when those offices are available) is still TBD

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 & other deliveries:

Mail will not be delivered to CL 526. Please continue to have everything sent to your home address. Any packages sent to the English Dept via UPS or FedEx will be held for pickup at the mailroom on Thomas Blvd (located close to the corner of Braddock Ave. & Penn Ave.) You will receive an email from them when it is ready, and will be responsible for picking it up.

COPIERS/Scanners

The copiers are located in CL 509 and may be used only for scanning when the Cathedral is open. Guidelines for [Shared Spaces](#) and [Cleaning, Disinfection, Hygiene](#) must be followed.

Building Access

Please submit a request here - <https://buildingapproval.pitt.edu/> You will need a current Pitt ID to enter Pitt buildings, and may need to tap or swipe your ID. (See below for further instructions on getting your ID.)

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>

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:

Office hours must be remote unless the University is in Guarded Risk posture. In Guarded Risk Posture, office hours can be either remote or in person by choice of the faculty. In person meetings must adhere to [Shared Spaces](#) and [Cleaning, Disinfection, Hygiene](#) and [Academic Student Support](#) Guidelines.

CLASS CANCELLATIONS:

You must notify the students in your class as soon as possible. Staff will not be on site to post signs on the door for in person classes. All class cancellations must be reported to the main office (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.