



University of
Pittsburgh

School of Social Work

Teaching in the School of Social Work

A HANDBOOK FOR FACULTY

2021- 2022

Updated 09/2021

Welcome Message from the Dean

Welcome to the University of Pittsburgh School of Social Work! You have chosen to join one of the top social work programs in the nation, and we very much look forward to getting to know you and working with you!

The School has a long and rich commitment to social justice, excellent educational programs, world-class research, and strong ties and involvement with the broader Pittsburgh community. Since 1918 our School has been a trailblazer. Our faculty and our working relationships with community partners makes our continued excellence, innovation, and success possible! At the heart of this is our work with the next generation of social work practitioners, scholars, and leaders. We are deeply committed to teaching and to giving our students the best possible experience -- in the classroom, in the field, and in their interactions with us and their peers. This requires the joint efforts of all of us to prioritize the student experience, to share our expertise, experience, and selves with our students, and to be constantly thinking about how we're doing this so that we stay inspired, engaged, and inclusive. We are shaping the future of our field, our colleagues, and our future leaders!

As we move into the future, we are committed to working together, with the communities around us, and with colleagues and collaborators around the world to apply the principles and values of Social Work to address the very challenging issues within our society. We are very fortunate at Pitt to be supported by the broader university, to have excellent working relationships with colleagues across the medical and academic campuses, to have deep commitments and involvement in local communities, organizations, and efforts, and to have a strong network of community partners, philanthropic foundations, and organizational leaders—these strengths allow us to conduct the types of research, teaching, and service that are at the heart of all that is wonderful about social work!

We look forward to working with you and seeing you flourish as you move forward in your teaching and your work with our students. May we all grow collaboratively so we and our students are engaged in careers that improve knowledge, practice, and policy as well as advance social justice, empower communities, and expand individual potential.

Thank you for bringing your passion, skills, and energy to join us in this mission!

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth M.Z. Farmer", followed by a long horizontal flourish.

Elizabeth M.Z. Farmer, PhD
Dean

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INTRODUCTION

The Faculty Handbook provides essential information to Instructors in the School of Social Work. It is not intended to be a complete statement of all School and University of Pittsburgh policies. The online handbooks aim to provide the most current information possible; sites are updated regularly. However, information contained in the Faculty Handbook is subject to change at any time. The handbooks are intended to serve as a general source of information and are in no way intended to state contractual terms.

The University of Pittsburgh's School of Social Work, successor to the Division of Social Work in the Department of Sociology, was founded in September 1918 and accepted its first class of Master of Social Work (MSW) students that year. During the MSW Program's more than half century of existence, there have been significant social, economic, and political changes in the U.S. and around the world. The MSW Program takes pride in its history and in the commonalities that remain as it looks to the future. The MSW curriculum has been developed to competently meet the needs of the 21st century problems and situations, and is enacted across all program options: Pitt-Oakland (main campus), Pitt-Johnstown, and Pitt-Bradford.

MISSION STATEMENTS

School of Social Work Mission

The School of Social Work advances and applies knowledge for the fulfillment of human potential through the prevention and amelioration of social problems, and the promotion of well-being. The School commits to promoting the values of social, economic, and environmental justice. Recognizing the complexities of contemporary society, the School dedicates itself through its educational, research, and service activities to advocate for a society that respects the dignity and achievement of all individuals, families, groups, communities, and organizations.

MSW Program Mission

In furtherance of the School's mission, the MSW Program's Mission Statement, which applies across all program options, was adopted by faculty on February 14, 2020. The MSW Program's mission is grounded in the purpose and values of the social work profession as well as an understanding of the program's context. In furtherance of the University's and School's missions, the MSW Program strives to prepare graduates with the specialized knowledge and skills needed to engage in evidence-informed and culturally responsive advanced social work practice – either Direct Practice with Individuals, Families, and Small Groups or Community, Organization, and Social Action (COSA) – that promotes human and community well-being and is guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry. The MSW Program's mission reflects the social work profession's values of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry

BASW Program Mission

In furtherance of the School's mission, the BASW Program's Mission Statement was adopted by faculty on February 14, 2020. The BASW Program, built on a strong liberal arts base, prepares its students to be competent entry-level generalist social work practitioners and for graduate education. Recognizing the profession's values of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry, the program provides students with the knowledge and skills needed to advance human and community well-being. Utilizing a person-in-environment framework, the program prepares students to enhance the quality of life for all people, locally and globally; to practice with diverse populations; to analyze critically the social, economic, and environmental factors affecting individuals, families, groups, organizations, and communities; and to advocate for those who confront structural barriers; thus, program graduates are prepared for service and leadership.

ONBOARDING PROCESS: I Signed My Contract, Now What?

Complete Payroll Information in Online Equifax Packet (all Campuses)

You should receive an email from Faculty Records with your onboarding documents, including the tax forms, direct deposit form, and Part One (1) of your I-9 (**I-9 is a two-part process**). **This must be completed before moving forward.** If you do not see the email, check your spam folder. If you still do not see it, click here to email faculty records facrec@pitt.edu, as they are the ones who send out the packets.

The I-9 - Part Two (2)

After completing the 1st part online, you must go to present personal identification documents at the relevant Pitt campus office. A list of acceptable documents required for the 2nd part can be accessed upon completion of the 1st part. Examples include state driver's license, passport, Social Security card, and/or birth certificate. You will need to take original copies, as federal law prevents accepting photocopies or pictures.

- **Pitt-Oakland**

For Pitt-Oakland, either [Panther Central](#) in Litchfield Towers Lobby (3990 Fifth Ave.) or [Craig Hall](#) (200 S. Craig St.) to show your IDs in person (i.e. driver's license, Social Security card, birth certificate). Please contact the HR Department if you have questions: 412-624-7000, option 3. The offices are open Monday through Friday from 8:30am-5:00pm.

- **Pitt-Johnstown**

Instructors for the Pitt-Johnstown MSW Program must make an appointment with Kathy Patterson, (261 Blackington Hall) pattersn@pitt.edu, 814-269-7030 to show your IDs in person.

- **Pitt-Bradford**

Instructors for the Pitt-Bradford MSW Program will need to make an appointment with Ms. Jenna Swanson, Payroll Specialist, at jds204@pitt.edu or 814-362-7531 to show your IDs in person. Human Resources is located in the Control Tower Building on the Pitt-Bradford campus.

Fill Out Local Services Tax Exemption Form (if applicable)

If you are fully employed elsewhere, fill out the [Local Services Tax Exemption Form](#) and submit it to the Payroll Department. This can be done via fax (412-624-8072) or in person on the 2nd floor of Craig Hall between the hours of 8:30am and 4:30pm. If you're going to be on the Pitt-Oakland campus, consider going to [Craig Hall](#) to complete all of the forms at once.

Enroll in Health Insurance (if applicable)

Part-time School of Social work instructors on each campus are eligible for health benefits. You have 30 days from your date of hire to enroll by submitting your paperwork to the Benefits Office. Specific information regarding the terms and conditions of medical insurance coverage and other benefits is available on the [Human Resources Benefits](#) website. Questions are best directed towards the Benefits Department (412-624-8160), located on the 3rd floor of Craig Hall, 200 S. Craig St. ([Pitt-Oakland Campus Map](#))

Get Your Pitt ID

As Instructors for the School of Social work, you will need to secure a photo identification card. On each campus, it may be required to enter a building or to secure resources, such as access to library materials.

- **Pitt-Oakland**

Once your I-9 is complete, you can obtain your ID from [Panther Central](#) in the Litchfield Towers Lobby: 3990 Fifth Avenue ([Campus Map](#)). You will need to present both your appointment letter and photo ID (driver's license, passport, etc.). The University, as a whole, is striving to go paperless; showing Panther Central the online / PDF version of your appointment letter through DocuSign will suffice. Get your picture taken and receive your ID the same day. If lost, a new ID costs \$20 and must be obtained from Panther Central.

Note: Free Access to Public and University Busses

University of Pittsburgh students, faculty, and staff ride all Port Authority Transit (PAT) buses, trolleys and inclines within Allegheny County free of charge. Check [online schedules](#) or get a printed schedule at the [Department of Parking, Transportation and Services Office](#), 3525 Forbes Avenue.

Important Note for New Instructors: You cannot get your ID until Faculty Records has entered your appointment for the current term. This occurs typically for Fall appointments in August and spring appointments late December/early January. It is a good idea to contact Panther Central directly to make sure your appointment is active before going there: 412-648-1100 or panthercentral@pitt.edu.

- **Pitt-Johnstown**

Instructor for the Pitt-Johnstown MSW Program should follow the below steps:

- Email your photo file to upjid@pitt.edu
- The subject of your email should be "MSW Faculty ID Card"
- The email with your photo must come from your official Pitt Email account and not (google, yahoo, etc.)
- Please include that you are an Instructor for the MSW Program and provide the address as to where you would like the card to be mailed in the message of your email

Note: Instructors at the Johnstown campus receive a 10% discount at the Pitt Johnstown Bookstore with a Pitt ID. Wellness Center Passes can be purchased through the UPJ Business office

- **Pitt-Bradford**

Instructors for the Pitt-Bradford MSW Program are required to upload a photo for their ID, Faculty, following these steps:

- Go to www.upb.pitt.edu
- At the search bar type in ID Center
- Click on ID Self Service Photo Upload
- After you read the information, at the bottom click on “sign in here”
- Or, or if you prefer, just go directly to the link below and it will take you to the ID Center page: [Click Here to get your Pitt ID at Bradford Panther Central](#)

Note: Make sure to read the information on what an acceptable photo is, there are samples to look at. The ID Center will need a snapshot from your shoulders to the top of your head -no hats. You must be facing forward and the background needs to be a solid color on a flat wall with no texture. No other images should be in the photo.

Once approved, your ID will be printed and sent to the MSW Program Coordinator’s office through campus mail.

Obtain Pitt Log-In Credentials

All School and University information will be communicated through your official Pitt email address. ***Please use your pitt.edu email as your primary communication with all students, faculty and staff.*** Be sure to set up your account ASAP and check it on a regular basis for important departmental correspondence.

- **New Employees:** Once your payroll information has been processed, contact Frank Puchalski, School of Social Work, IT Systems Administrator, at franksp@pitt.edu or 412-624-3195. If your credentials have been processed, he will be able to provide you with your Login ID, Pitt email address and temporary password. He will then email you instructions on how to set up and register your Pitt user / email credentials, and the DUO Mobile multifactor authentication process.
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- **Previous Employees:** If you have taught at the University within the past year, your email login may still be active. You will use the same password you used last, although you will most likely be forced to change your password upon logging into the My Pitt Edu portal.
 - ✓ You will still have to have DUO Mobile loaded on your phone. If for some reason you had deleted it, you will need to go out and reinstall it. Detailed instructions for setting up DUO Mobile can be found, [here](#). If you have forgotten your username and / or have forgotten

- your password, see the steps below. If you had previously filled out the [3] security
- ✓ questions when you originally set up your account, you should be able to have your password reset upon successfully answering your security questions.

 - ✓ To check your account status, try logging into the My Pitt Edu portal as outlined below:
 - If you know your username and password, go to the University of Pittsburgh website, www.pitt.edu .

 - Click on the my.pitt.edu link near the top of the page and click on the “Sign In” menu and try to authenticate, (you will need to use the DUO Mobile multifactor authentication as before).

 - If you know your username but have forgotten your password, go to the University of Pittsburgh password reset link at [Forgot Password](#)

 - If you have forgotten your username / email account and password, go to the University of Pittsburgh website, www.pitt.edu , and click on the link, [Find People](#) and type in your full name to see if you still have an active account.

 - If your email address pops up, your username is the first part of the email address before the ‘@’ sign, from there you can follow the steps above to reset your password. If there is no account connected to your name, contact the IT Help Desk at 412-624-4357 (HELP).

Complete Online Emergency Contact and Survey Form

The survey collects emergency contact information, as well as education and professional experience needed for CSWE accreditation. Once completed, you will gain access to the Instructor Workspace on the 22nd floor of the Cathedral of Learning. The **Online Emergency Contact and Survey Form** may be found [here](#). *Please fill out this form as soon as possible after getting your Pitt ID so there are no issues getting you into your classroom on the first day of class. Contact Michael Jasek to make sure that you can have access (msj15@pitt.edu)*

Complete Mandatory Online Training

Faculty and staff are required to take two online training programs: [Preventing Sexual Harassment](#) and [Preventing Employment Discrimination](#). This only needs to be completed once. When finished, please print the Certificate of Completion and forward it to Michael Jasek, Payroll and Personnel Coordinator, at msj15@pitt.edu or send a hard copy to 2117 Cathedral of Learning, Pittsburgh, PA 15260, ATTN: Michael Jasek. This is for All campuses.

INSTRUCTOR OBLIGATIONS

An instructor accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community as well as those of the social work profession.

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstances) to conduct themselves in a professional manner, including the following:

1. Hold classes on time, for the identified length of time.
2. If there is an emergency of unforeseeable issue, classes should be cancelled with sufficient notice except when emergencies do not allow for it
3. Contact Program directors/coordinators in the event of a planned/unplanned class absence so that content can be provide to students.
4. Announcements and emails should be posted and/or sent out through CANVAS alerting students to the cancellation of class. Keep in mind that many students travel long distances and pay for parking. Without advanced notice students may make an unnecessary trip to campus which ultimately translates into a loss of time and money for them.
5. Be available at reasonable times for appointments with students, and to keep such appointments.
6. Make appropriate preparation for classes and other meetings.
7. Perform their grading duties and other academic evaluations in a timely manner.
8. Describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
9. Base all academic evaluations upon good-faith professional judgment.
10. Not to consider, in academic evaluation, such factors as race, color, religion, sex, age, national origin, and political or cultural affiliation, sexual orientation, and life-style, activities, or behavior outside the classroom and the field experience unrelated to academic achievement or professional development.

11. Respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be required by law.
12. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.
13. Give appropriate recognition to contributions made by students to research, publication, service, or other activities.
14. Refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
15. Respect the dignity of students individually and collectively in the classroom and other academic contexts.

Diversity, Equity and Inclusion

The University of Pittsburgh does not tolerate any form of discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity or other factors as stated in the University's Title IX policy. The University is committed to taking prompt action to end a hostile environment that interferes with the University's mission. For more information about policies, procedures, and practices, visit the [Click here to access the Office of Diversity, Equity and Inclusion](#)

Title IX

Title IX protects all members of the University community: students, staff and faculty from sexual or gender-based misconduct, including discrimination, harassment, and assault. For more information:

The Office of Civil Rights and Title IX is here to assist in responding to and addressing reports of harassment and discriminations. Our office oversees policies and processes to respond to bias incidents. We also provide education and training on prevention and reduction of discrimination and harassment. Together we can work to maintain an educational and work environment that is free from unlawful harassment and discrimination. Incident reporting and response is a critical component of building that culture. [Click here to access Civil Rights & Title IX Compliance web page.](#)

Academic and Professional Behavior Policy and Procedures

These policy and procedures seek to ensure that students and faculty respect ethical standards expected of them while performing their duties and responsibilities. To read, click on the following link: [Academic and Professional Behavior Policy and Procedures](#)

PREPARING FOR YOUR COURSE

University Academic Calendar

[University Academic Calendar-2021-2022](#)

Syllabus

The School of Social Work utilizes a standardized syllabus format which will include for you required information including learning outcomes, School, and University policies.

Textbooks

- If you are teaching a multi-section course, the lead instructor may order your textbooks in some cases. Please check with the lead instructor.
- For single section courses, textbooks need to be ordered at least four weeks before the beginning of each term. When placing textbook orders, you will need to know:
 - Textbook Information:** full book title, edition number, author, ISBN and publisher
 - Pitt Class Information:** course subject (i.e. SWGEN, SWINT, SWCOSA, etc.), catalog number (four digit number), class number (CRN/5 digit number) and # of students enrolled
- Textbooks need to be ordered online from the [University Book Center](#) or by calling 412-648-1450. Instructors will also be assigned administrative support (identified in your appointment letter) who can assist with ordering books.

Instructor/Desk Copies

The MSW Program Assistant has been designated as your contact person to order books through the publisher. It may take 3 to 4 weeks to receive your desk unless the publisher provides an e-book copy. Please let the MSW program assistant know as soon as possible if you would like desk copy orders for you. The desk copy is typically free whether it is a hard copy or any book. Some instructors prefer a hard copy and if the publisher doesn't offer that as a free option, then the book will need to be purchased. The MSW program assistant can purchase the book for you or you can purchase the book yourself and submit a receipt for payment.

A free desk/instructor copy of your textbook may be obtained by contacting the publisher directly. Publishers' websites often have request forms and contact information with clear instructions. In most cases, whether you order from the publisher directly OR the MSW Program Assistant orders the desk copy for you, you will need to provide this information:

- **Textbook Information:** full book title, edition number, author, ISBN and publisher
- **Pitt Class Information:** course subject (i.e. SWGEN, SWINT, SWCOSA, etc.), catalog number (four digit number), class number (CRN/5 digit number) and # of students enrolled

Below is a list of some of the publishers of books that you may use:

American Psychiatric Association <https://www.appi.org/customer-service/educators>

**If you would like to request a copy of the DSM-5 or Desk Reference to DSM-5, contact your MSW Program Assistant for help.*

Cengage <https://www.cengage.com/contact/>

Guilford Publications <https://www.guilford.com/professors>

NOLO <https://www.nolo.com/customer-support/copy-request>

Pearson <https://support.pearson.com/getsupport/s/article/Desk-Copy>

Perseus Academic <https://www.perseusbooks.com/exam-desk-copy-policy/>

Sage <https://us.sagepub.com/en-us/nam/how-to-request-your-review-copy>

Simon & Schuster <https://www.simonandschuster.net/desk-copy>

W.W Norton & Company <https://books.wwnorton.com/books/exam-copy.aspx?id=23645>

- With newer texts, publishers will often provide *electronic copies* instantly.
- Pitt-Johnstown MSW Program Instructors can order their own desk copy and be reimbursed through the Concur system if a free/instructor copy was not obtained. The MSW Program Coordinator can walk you through the process for reimbursement.
- Pitt-Bradford MSW Program Instructors are to consult with the MSW Program Coordinator to secure required textbooks for their courses.

The University Center for Teaching and Learning

Click [here](#) for an excellent and helpful University resource with tools and information designed to enhance your teaching role as a faculty member at the University of Pittsburgh.

CANVAS

CANVAS is Pitt's Learning Management System (LMS) where faculty can post syllabi, handouts, notes, sample exercises, presentations, podcasts, videos, files, and related readings; this is used across all Pitt campuses.

- University Center for Teaching and Learning provides virtual and pre-recorded trainings on how to set up CANVAS and use all of the features. You can access these training programs by visiting: [CANVAS@Pitt](#)
- For questions, please contact Yodit Betru: 412-624-6854, yoditbetru@pitt.edu

PeopleSoft

With PeopleSoft Mobile, Instructors may view class rosters, enter grades and check their weekly schedule. Both students and instructors may view and download schedules quickly and easily. To get started, click here. good

Class Rosters

Rosters can be accessed through your Faculty Center or click on [Information Technology website](#). If you are unable to access your class roster please contact Yodit Betru: yoditbetru@pitt.edu for assistance.

Technology

The [24/7 Technology Help Desk](#) is your central point of contact for all Pitt Information Technology services. Get fast and friendly technical support how and when you want it—including holidays—via an [online form](#), email (helpdesk@pitt.edu), live chat, or phone 412-624-HELP (4357).

Setting up Technology in Classroom

All instructors are encouraged to visit your classroom in advance to see what the technology set up is like.

- **Pitt-Oakland:** If you need a cable to connect your laptop to the classroom technology, you can borrow one (HDMI or VGA) at no charge from [Classroom Services](#), located in the basement of Alumni Hall (B-10). ([Campus Map](#))
- **Pitt-Johnstown:**
Pitt-Johnstown MSW Program Instructors access Pitt-Johnstown IT services. All classrooms have similar set-ups with podium, computer, document camera, projector. There is a button on the podium that permits a direct contact to our User Services Group. More information can be found at: <https://www.johnstown.pitt.edu/information-technology/user-services>
- **Pitt-Bradford:**
Pitt-Bradford MSW Program Instructors access Pitt-Bradford's IT services. Most of our classrooms are set up with similar technology, such as a computer, document camera, and projector. Technology assistance is available, more information can be found here:

<https://www.upb.pitt.edu/administrative-offices/technology-services>

Pitt Wi-Fi and Wired Networks

For an overview of PittNet and Wireless networks, [click on this link](#) for Help Sheets on manually configuring wireless PittNet for specific operating systems. The most popular ones are:

- [Pitt Net \(Wi-Fi\): Configuring Windows 10](#)

- [Pitt Net Wi-Fi: connecting with Mac OS 10.8 & 10.9](#)

**Do not connect to Guest Wireless.*

Borrowing Other Technology for Your Class

Classroom Services supports teaching and learning at the University of Pittsburgh by making technology and skilled staff available to faculty, staff and students. For a list of available technology and loan request instructions, [click here](#).

Grading

While the school/university does not have a grading scale connection a 0-100 range to a letter grade there is a letter grade correlation with quality points (i.e. GPA).

- The BASW program grading policy can be found online on pages 57-59 of the student handbook: [BASW Handbook](#) or https://www.socialwork.pitt.edu/sites/default/files/basw_program_handbook_final_11.4.2020_0.pdf
- The MSW program grading policy can be found online on pages 81-84 of the student handbook: [MSW Handbook](#) or https://www.socialwork.pitt.edu/sites/default/files/msw_program_handbook_final_09222020_1_1.pdf

Course Evaluations

- **Office of Measurement and Evaluation of Teaching (OMET)**
The [Office of Measurement and Evaluation of Teaching \(OMET\)](#) provides services related to testing, test scoring, evaluation of teaching, and research consultation.
- **Mid-Term Student Survey**
The University Center for Teaching and Learning is able to help instructors build a mid-term survey to get students' feedback on teaching. Mid-term surveys have been shown to improve the Student Opinion of Teaching Surveys, administered by OMET, and provide important opportunities to foster improved learning. For Information, contact [OMET](#) located at G-33 and G-39 Cathedral of Learning: 412-624-6440.
- **Automatically Generated Teaching Evaluations**
Teaching evaluations are automatically generated for each course taught in the School of Social Work and distributed via email to your students for approximately 20 days during weeks 12-14 of the term. You can help increase response rates from your students by reminding them of the survey period and encouraging participation.

- **Additional Teaching Evaluations**

The School of Social Work is currently exploring other methods of evaluating instruction that is designed to enhance instructor skills and provide further support throughout the semester. Additional information will be emailed to you.

Library Resources

- **Pitt-Oakland: Reserving Books/Videos at Hillman Library**

Reserve readings (i.e., books and articles) are to be turned in to staff at Hillman Library's Reserve Desk. To ensure materials are available in a timely fashion, they should be given to Reserve Desk staff as early as possible before the start of the term. More information about the Library's Reserve policies is available by clicking [Course Reserve Policies](#). You can contact staff of the Reserve Desk at 412-648-7800 or reserves@library.pitt.edu. A completed Reserve List form should accompany the materials you give to the library. The form may be found [Request Course Reserves](#). Handwritten forms are not acceptable. Textbooks *cannot* be placed on reserve unless you provide a copy of the textbook to the Library.

- **Pitt – Johnstown: Reserving Books/Videos at Owen Library**

In addition to online materials offered by the Hillman Library, Pitt-Johnstown MSW Instructors may contact the Owen Library for materials. Library staff is available by contacting 814-269-7300.

- **Pitt – Bradford Reserving Books/Videos at Hanley Library**

In addition to online materials offered by the Hillman Library, Pitt-Bradford MSW Instructors may contact the Hanley Library for materials. Library staff is available by contacting 814-362-7610.

PROFESSIONAL ORGANIZATIONS

- **National Association of Social Workers**

The NASW is a national professional organization of social workers providing guidance, research, up to date information, advocacy, and other resources for members.

[National Association of Social Workers](#)

- **NASW Pennsylvania Chapter (NASW-PA)**

NASW is a membership organization with a dual mission to: 1) Promote, develop and protect the practice of social workers; and 2) Seek to enhance the effective functioning and well-being of individuals, families and communities through its work and advocacy.

[NASW Pennsylvania Chapter](#)

- **NASW Specialty Practice Sections**

Specialty Practice Sections help keep members updated on their specific area of practice, including:

Administration/Supervision, Aging, Alcohol, Tobacco & Other Drugs, Child Welfare, Children, Adolescents & Young Adults, Health, Mental Health, Private Practice, School Social Work, Social and Economic Justice & Peace, Social Work & the Courts. Click [here](#) for more information.

[NASW Specialty Practice Sections](#)

- **Council on Social Work Education (CSWE)**

The CSWE is the national association representing social work education in the United States.

[Council on Social Work Education](#)

- **School Social Work Association of America (SSWAA)**

The SSWAA empowers school social workers and promotes the profession of school social work.

[School Social Work Association of America](#)

- **The International Federation of Social Workers (IFSW)**

The International Federation of Social Workers (IFSW) is the global body for the profession. The Federation and its national members strive for social justice, human rights and inclusive, sustainable social development through the promotion of social work best practice and engagement in international cooperation.

[International Federation of Social Workers](#)

DEPARTMENTAL CONTACTS

- **Dean:** Elizabeth Farmer, 412-624-6407, efarmer@pitt.edu
- **Associate Dean for Academic Affairs:** Helen Petracchi, 412-624-6334, hpssw@pitt.edu
- **Associate Dean for Student Success:** Keith Caldwell, 412 648-3921 keith.caldwell@pitt.edu
- **Director of Administration:** Megan M. Soltesz, 412-383-0515, mms34@pitt.edu
- **IT support and computer questions:** All IT related calls will go through the HelpDesk. If there is a specific need that the HelpDesk cannot address, it will be forwarded to Frank Puchalski: franksp@pitt.edu. Frank should be cc'ed on any IT requests for help with new instructors.
- **Payroll & Personnel Coordinator:** Michael Jasek, 412-624 6327, msj15@pitt.edu
- **Registrar/Recorder's Office/PeopleSoft Help:** Yodit Betru, 412-624-6854, yoditbetru@pitt.edu
- **PhD Program Director:** Christina Newhill, 412-624-6330, newhill@pitt.edu
- **MSW Program Director:** Yodit Betru, 412-624-6854, yoditbetru@pitt.edu
- **MSW Program Coordinator – Bradford Campus:** Stephanie Eckstrom, -814 -362-7527, sae102@pitt.edu
- **MSW Program Coordinator- Johnstown Campus:** Misha Zorich, 770-778-0398, maz49@pitt.edu
- **BASW Program Director:** Toya Jones, 412-648-9306, toyaj@pitt.edu
- **Director of Field Education:** John Dalessandro, 412-624-5969, dalessan@pitt.edu
- **Direct Practice Chair:** Beth Mulvaney, 412-624-0036, eam65@pitt.edu

- **COSA Chair:** Mary Ohmer, 412-624-3711, mlo51@pitt.edu
- **Director of Career Services:** Bobby Simmons, 412-624-6354, bobby@pitt.edu
- **Lead Adjunct:** Tonya Slawinski, 412-648-4533, tslawin@pitt.edu
- **Registrar/Recorder's Office/PeopleSoft Help:** Helen Petracchi, 412-624-6334, hpssw@pitt.edu

DEPARTMENTAL RESOURCES

Instructor Workspace

- **Pitt-Oakland:** There is a workspace for instructors in CL2217 with tables, laptops, a printer and Internet access. The workspace is open weekdays from 8:00am to 6:00pm; for access outside of those hours you will need your Pitt ID to open the door.

Printing/Photocopying Class Materials

- **Pitt-Oakland:** For large volume printing or photocopies, please contact the administrative support person identified in your appointment letter.
- **Pitt-Johnstown:** Pitt-Johnstown MSW Program Instructors may contact the MSW Program Administrative Assistant located in Biddle Hall to arrange for small printing jobs. For large volume printing, the instructor must make a request through Campus Services at the following link: [Pitt-Johnstown Printing/Photocopying](#) . You must log in and then look for "PRINT SHOP ORDER" to place printing order.
- **Pitt-Bradford:** Pitt-Bradford MSW Program Instructors are to contact the MSW Program Coordinator to access administrative assistance and/or digital copy codes.

Instructor Mailboxes

Please note: For Instructors across all campuses, departmental correspondence will take place electronically via email.

- **Pitt-Oakland:** Instructors will be assigned a mailbox in CL2217. This is a good place to pick up your textbooks and large volume copy requests.
- **Pitt-Johnstown:** Instructors will receive any mail at the ED/MSW Administrative Assistant's office located at 149B Biddle Hall
- **Pitt-Bradford:** Instructors' mail will be directed to the MSW Program Coordinator's office, 233A Swarts Hall.

HANDBOOKS

The BASW and MSW program each have a separate student handbook. The links to each handbook had been provided below:

[MSW Program Student Handbook](#)

[BASW Program Student Handbook](#)

CAMPUS RESOURCES

Campus Maps:

- **Pitt-Oakland:**

The link below provides access to the map of the Pitt-Oakland campus

[Click here to access the Pitt-Oakland campus map](#)

The Pitt-Oakland BASW/MSW Program Administrative Offices are located in the Cathedral of Learning, the 21st Floor. The Program Directors' offices are also located on the 21st floor.

- **Pitt – Johnstown:**

The link below provides access to the map of the Pitt-Johnstown campus

[Click here to access the Pitt-Johnstown campus map](#)

The Pitt-Johnstown MSW Program is located in Biddle Hall. The ED/MSW Administrative Assistant's office is located at 149B Biddle Hall and the MSW Program Coordinator's office is 150D Biddle Hall.

- **Pitt-Bradford:**

The link below provides access to the map of the Pitt-Bradford

[Click here to access the Pitt-Bradford campus](#)

The Pitt-Bradford MSW Program is run through the MSW Program Coordinator's office, located at 233 Swarts Hall.

Technology

[The 24/7 Technology Help Desk](#) is your central point of contact for all Pitt Information Technology services. Get fast and friendly technical support how and when you want it—including holidays—via an email (helpdesk@pitt.edu), “submit a help ticket” live chat, virtual support via zoom, or phone: 412-624-HELP (4357).

Software for Faculty and Students

A variety of software is available at little or no cost to University students, faculty and staff. Browse by clicking the links for the list of available [software for students](#) or software for [faculty](#), [staff](#), and [departments](#).

Pitt Wi-Fi and Wired Networks

For an overview of PittNet and Wireless networks, [click here](#) for Help Sheets on manually configuring wireless PittNet for specific operating systems. The most popular ones are:

Windows 10: <https://www.technology.pitt.edu/help-desk/how-to-documents/pittnet-wireless-configuring-windows-10-wireless-pittnet>

Mac: <https://www.technology.pitt.edu/help-desk/how-to-documents/pittnet-wireless-connecting-wireless-pittnet-mac-os-x-108-109>

**Do not connect to Guest Wireless*

Classroom Services

Provides support for teaching and learning at the University of Pittsburgh by making technology and skill staff available to faculty, staff and students. For a list of available technology and loan request instructions [click here](#).

Workshops and Other Services for Instructors for all campuses

The School of Social Work offers meetings and workshops for instructors across **all** program options throughout the semester. These include open discussions around inclusion, diversity and anti-racism, teaching experiences, challenges, and successes. You will be notified via email when workshops are offered.

In addition to the above:

- The Pitt-Johnstown MSW Program holds two Instructors meetings per term.
- The Pitt-Bradford MSW Program Instructors meet approximately three times a year to discuss student academic and program issues.

Online Learning Tools

- The Center For Teaching and Learning provides many other workshops and open our sessions that are available for you. Click on the link below to access the wide variety of training and support services offered through this valuable site.

[The University Center for Teaching and Learning](#)

- **LinkedIn Online Learning**

Pitt Information Technology makes online technology training available to all students, faculty, and staff through a partnership with LinkedIn. To access the site, log into your my.pitt.edu account and then click on the following link to to access to thousands of online training videos on things like Excel, Microsoft Office and other applications. [Click here to access LinkedIn trainings](#)

- **PERIS** (Pitt Electronic Research Information Solution)
[Click here to access the Pitt Electronic Research Information Solution](#)
- **Panopto:**
Instructors can record and webcast /stream presentations, lectures, and meetings. Viewers can submit questions in real time creating an interactive experience. Access [Panopto](#) through My Pitt to create, store, and share videos securely.

STUDENT SUPPORT

Health/Mental Health Support:

Students across all program options have access to health and mental health services. Services at each of the respective campuses are listed below.

- **Pitt-Oakland:**
The Student Health and Counseling Services are both located on the 2nd floor of Nordenberg Hall in the Wellness Center. For an overview of the extensive services and resources available, please go to: [Pitt-Oakland Student Affairs](#)

For information about specifically the Counseling Center, click on the following link: [Pitt-Oakland Counseling Center](#)

For information about specifically Student Health Services, click on the following link: [Pitt-Oakland Student Health Services](#)

- **Pitt-Johnstown:**
At UPJ, all health and counseling services are located in G-4 Student Union. For an overview of the services and resources available, please go to: [Pitt-Johnstown Health and Counseling Services](#)

For information specifically about the Student Counseling Services, click on the following link: [Pitt-Johnstown Counseling Services](#)

For information specifically about the Student Health Services, click on the following link: [Pitt-Johnstown Student Health Services](#)

- **Pitt-Bradford:**
At UPB, all health and counseling services are located at 226 Frame-Westerberg Commons. For an overview of the services and resources available, please go to [Pitt-Bradford Student Affairs](#)

For information specifically about Counseling Services, click on the following link:

[Pitt-Bradford Student Counseling Services](#)

For information specifically about Student Health Services, click on the following link:

[Pitt-Bradford student health services](#)

Academic: Disability Resources

The Offices of Disability Resources and Services (DRS) provides a broad range of support services and resources to assist students (on the Pitt-Oakland campus as well as on UPJ & UPB campuses) who have a disability that impedes their academic progress.

- **Pitt-Oakland:** Students interested in registering for services should contact DRS to schedule an appointment with the Coordinator and be prepared, if requested, to provide appropriate documentation of their disability. The office is located in 140 William Pitt Union. For more information, call (412) 648-7890 or access the website: [Pitt-Oakland Disability Resources and Services](#)
- **Pitt-Johnstown:** Students at UPJ may access Disability Services at G-4 Student Union. Students may also call 814-269-7119 to inquire about disability services or go online at: [Pitt-Johnstown Disability Services](#)
go online to access details about guidelines and accommodations.
- **Pitt-Bradford:** The Disability Resources office on the UPB campus is located in Hanley Library, Room 202. For more information, students may call 814-362- 7609 or go online at: [Pitt-Bradford Disability Resources](#)
- **Converting Documents into Accessible Formats**
Sensus Access is a tool that converts inaccessible documents into more accessible files for students using assistive technology. Click on [Instructions For SensusAccess](#) for more information.

Campus Police

Each campus has their own independent police department to provide security and promote safety on their respective campuses.

- **Pitt-Oakland:** The University of Pittsburgh Police Department is a full-service law enforcement agency providing 24-hour protection for nearly 40,000 students, faculty, staff and visitors. Located at the Jerome Cochran Public Safety building, 3412 Forbes Ave., Pittsburgh PA 15260, the campus police can be contacted at the following numbers:

On-Campus Emergency: ext. 4-2121

Off-Campus Emergency: 412-624-2121

Non-Emergency: 412-624-4040

For more information about additional services and resources please click on the following link [Pitt-Oakland Campus Police](#)

- **Pitt-Johnstown:**

UPJ Campus Police provides protection to the campus 24 hours a day, 365 days a year. The office is located in the Physical Plant Building. To report any police, fire, or medical emergency, call:

From campus: 7005 or 911

From a cell phone or off-campus: 814-269-7005 or 911

For COPS Hotline: 814-269-7233 (269-SAFE)

For anonymous crime reporting: 814-269-7005

For more information about additional services and resources, please click on the following link:

[Pitt-Johnstown Campus Police](#)

- **Pitt-Bradford:**

UPB provides protection to the campus 24 hours a day, 365 days a year. The office is located in the Campus Police Building. If you need to contact the department, call:

Call 814-368-3211 from any non-campus phone.

Call 10333 from any campus phone

for nonemergency calls please use 814-362-7500

email Rich Carson, our director of campus security

Use one of the Emergency Phones Located throughout Campus

For more information about additional services and resources please click on the following link:

[Pitt-Bradford Campus Police](#)

PARKING AND TRANSPORTATION

Parking Maps

- **Pitt-Oakland**

Click on this [maps](#) link to see campus parking lots/garages, off-map lots, bicycle lockers, metered parking, and motorcycle/bicycle parking.

Parking permits and transportation

- **Pitt-Oakland**

Parking Permits: Information about parking permits can be accessed by clicking on the following link: [Parking Permits](#)

Parking Without a Permit : Pitt-Oakland

The best place to park without a permit for more than four hours during the day is the Panther Hollow Lot- \$5 per day with your Pitt ID. It takes 10-15 minutes to walk to the Cathedral of Learning from there. There is also a free Pitt Shuttle Bus from the lot to campus. For lot hours and details, click [Panther Hollow Parking Lot](#).

University buses and shuttles

[Routes and Schedules for University Buses and Shuttles](#)

Public Busses:

All University of Pittsburgh students, faculty, and staff may ride public transportation Port Authority buses, trolleys, and inclines within Allegheny County free of charge. Check their [online schedules](#) or get a printed schedule at the [Department of Parking, Transportation and Services Office](#), 127 N. Bellefield Ave.

- **Pitt-Bradford and Pitt-Johnstown**

Instructors at both Pitt-Johnstown and Pitt-Bradford should contact their respective MSW Program Coordinator to secure a parking permit. Instructors must provide the following information to receive a parking permit: Name, home address, phone number, Pitt email, vehicle model, and vehicle license plate number. Parking Permits can be retrieved at the Campus Police Office.