



School of

Social Work

Adjunct Handbook 2019

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INTRODUCTION

The Adjunct Handbook provides essential information to Adjuncts 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 Adjunct 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.

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 strives to prepare graduates with the specialized knowledge and skills needed to engage in evidence-based and culturally responsive advanced social work practice – either Direct Practice with Individuals, Families, and Small Groups or Community, Organization, and Social Action (COSA) – that reflects the social work profession's values, traditions and philosophy and the School's commitment to promoting the values of social, economic, and environmental justice.

BASW Program Mission

In concert with the School's mission, 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. The program provides students with the knowledge, values, and skills needed to engage in responsible practice with a diverse populations, promotes critical analysis of environmental factors affecting individuals, families, groups, organizations, and communities, and advocate for those who confront structural barriers, thus preparing students for service and leadership.

I SIGNED MY CONTRACT...NOW WHAT? (ACTION STEPS)

Complete Payroll Information in Online Equifax Packet.

You should receive an email from Faculty Records with your onboarding documents, including the tax forms, direct deposit form, and the 1st part of your I-9. 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, contact facrec@pitt.edu, as they are the ones who send out the packets.

Complete the 2nd Part of Your I9.

The I-9 is a two-part process. After completing the 1st part online, you must go to 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. You will need to take original copies, as federal law prevents accepting photocopies or pictures. The offices are open Monday through Friday from 8:30am-5:00pm.

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 campus, consider going to [Craig Hall](#) to complete all of the forms at once.

Enroll in Health Insurance (if applicable).

As part-time faculty, you 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. ([Campus Map](#)).

Get Your Pitt ID.

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.

 Important Note for New Adjuncts: You cannot get your ID until Faculty Records has entered your appointment for the current term. This happens in August for the Fall Term and in January for the Spring Term. 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.

 The faculty I.D. gives you access to the library and serves as identification that you are a part-time faculty member with the School of Social Work.

 **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 their [online schedules](#) or get a printed schedule at the [Department of Parking, Transportation and Services Office](#), 3525 Forbes Avenue.

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. 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 the Pitt School of Social Work IT Manager, Frank Puchalski, 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. Go to my.pitt.edu and log in. From there, follow the instructions to set up your account and change your password.

 **Previous Employees:** If you have taught at the University within the past year, you might still have the same login and password. In order to check, or if you cannot remember your login information, complete the following steps:

- Go to the University of Pittsburgh website, www.pitt.edu, and click on [Find People](#).
- 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.
- Go to my.pitt.edu, then click on '[Forgot password?](#)' under the gold 'Submit' button.
- If there is no account connected to your name, contact the [IT Help Desk](#) at 412-624-4357 (HELP).

 You will also need to set up **Duo Mobile**, Pitt's multifactor identification security measure. Details and instructions on how to set it up can be found [here](#).

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

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 Adjunct 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.*

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 Ms. Rosie Rinella, Office of the Dean. You may email it to rrinella@pitt.edu or send a hard copy to 2117 Cathedral of Learning, Pittsburgh, PA 15260.

Adjunct Faculty Obligations

A faculty member 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. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a timely manner.
5. To 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.
6. To base all academic evaluations upon good-faith professional judgment.
7. 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.

8. To 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.
9. 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.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To 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.
12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

PREPARING FOR YOUR COURSE

University Academic Calendar

Check the [University Academic Calendar](#) for important dates such as term dates, Add/Drop periods, holidays/breaks, final exam periods, enrollment/withdrawal deadlines and grade submission deadlines.

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 should order your textbooks.

 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. Adjuncts will also be assigned administrative support (identified in your appointment letter) who can assist with ordering books.

Instructor/Desk Copies

A free desk/instructor copy of your textbook may be obtained by contacting the publisher directly. It often takes up to 3-4 weeks to get desk copies, so be sure to order your book(s) well in advance. Publishers' websites often have request forms and contact information with clear instructions. You will need to provide the same textbook and Pitt class information listed above under **Textbooks**. Some of the more frequently used publishers are:

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 administrative support for assistance.*

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.

Teaching Resource Guide for Faculty

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.

CourseWeb (Blackboard Learn)

CourseWeb is Pitt's Learning Management System (LMS) where instructors can post syllabi, handouts, notes, sample exercises, presentations, podcasts, videos, files, and related readings.

- 🐾 Information on getting started, updating and editing your CourseWeb/Blackboard site may be found on the [Information Technology](#) webpage.
- 🐾 You may also contact the [Center on Instructional Design and Distance Education](#) (CIDDE) to request training in CourseWeb, to obtain a clone of an existing course, or a shell for your new course.
- 🐾 [CourseWeb FAQs](#)

- 🐾 If you are a new Adjunct, you will not see your course on CourseWeb until you are listed as an instructor in PeopleSoft. This won't occur until the Payroll Department has entered your information. For questions, please contact Marcia Piel in Student Services: 412-624-6303, mpssw@pitt.edu

PeopleSoft

With PeopleSoft, Adjuncts may view class rosters, enter grades and check their weekly schedule. Both students and faculty may view and download schedules quickly and easily. To get started, click [here](#).

Class Rosters

Rosters can be accessed through your Faculty Center or on the [Information Technology website](#). If you are unable to access your class roster please contact Marcia Piel (mpssw@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**

Please be sure to visit your classroom in advance to see what the A/V set up is like. If you need a cable to connect your laptop to the classroom A/V, 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 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.*

- 🐾 **Borrowing a Laptop from the School of Social Work**

The School of Social Work has laptops available for adjuncts to borrow. Contact Monica Ceraso in the Dean's Office (CL2117) for details: 412-624-6407 or mlc85@pitt.edu

- 🐾 **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
https://www.socialwork.pitt.edu/sites/default/files/Pdf_Files/BASW%20Handbook%202018-2019.KJC_.pdf
-  The MSW program grading policy can be found online on pages 81-84 of the student handbook
https://www.socialwork.pitt.edu/sites/default/files/Pdf_Files/MSW%20Handbook%202018%20all%20sections%20together%207.18.18.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.
-  **What to Do After Course Evaluations Are Completed**
 Once you receive the results of your evaluations (generally after term grades are due for submission), please review and email them to your program director within one week. For directions on how to get to your OMET dashboard, [click here](#).

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 [here](#). 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 [here](#). Handwritten forms are not acceptable. Textbooks *cannot* be placed on reserve unless you provide a copy of the textbook to the Library.

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.

[NASW Pennsylvania Chapter](#) (NASW-PA)

[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.

[Council on Social Work Education](#)

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

[School Social Work Association of America](#)

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

DEPARTMENTAL CONTACTS

 **Dean:** Elizabeth Farmer, 412-624-6407, efarmer@pitt.edu

 **Associate Dean for Academic Affairs:** Valire Copeland, 412-624-6324, sswvcc@pitt.edu

 **Director of Administration:** Megan M. Soltesz, 412-383-0515, mms34@pitt.edu

 **IT support and computer questions:** Frank Puchalski, 412-624-3195, franksp@pitt.edu

 **Payroll & Personnel Coordinator:** Michael Jasek, 412-624 6327, msj15@pitt.edu

 **Recorder's Office/PeopleSoft Help:** Marcia Piel, 412-624-6303, mpssw@pitt.edu

 **MSW Program Director:** Yodit Betru, 412-624-6854, YKB2@pitt.edu

 **BASW Program Director:** Keith Caldwell, 412-648-3921, kjc45@pitt.edu

 **PhD Program Director:** Catherine Greeno, 412-624-5292, kgreeno@pitt.edu

 **Director of Field Education:** John Dalessandro, 412-624-5969, dalessan@pitt.edu

 **Direct Practice Chair:** Darren Whitfield, 412-648-7481, dwhitfield@pitt.edu

 **COSA Chair:** Mary Ohmer, 412-624-3711, mlo51@pitt.edu

 **Director of Career Services:** Bobby Simmons, 412-624-6354, bobby@pitt.edu

ADJUNCT DIRECTORY

DEPARTMENTAL RESOURCES

Adjunct Workspace

There is a workspace for adjuncts 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:

For large volume printing or photocopies, please contact the administrative support person identified in your appointment letter.

Adjunct Mailboxes

You will be assigned a mailbox in CL2217. This is a good place to pick up your textbooks and large volume copy requests. All departmental correspondence will take place via email, so you don't need to check your mailbox unless you are expecting something.

Sign Out a Laptop From the School of Social Work

The School of Social Work has laptops available for Adjuncts to borrow. Contact Monica Ceraso in the Dean's Office (CL2117) for details: 412-624-6407 or mlc85@pitt.edu

University of Pittsburgh Faculty Handbook

MSW Program Student Handbook

BASW Program Student Handbook

CAMPUS RESOURCES

Campus Map

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).

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** supports 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 Adjuncts

-  **The School of Social Work** offers workshops for Adjuncts once or twice a term, which include open discussions around teaching experiences, challenges, and successes, and well as mini-workshops on mid-term evaluations and final grade submissions in PeopleSoft. You will be notified via email when workshops are offered.
-  [The University Center for Teaching and Learning](#) provides other workshops, open hour sessions and teaching essentials you may want to check out.

Online Learning Tools

-  [Lynda Online Learning](#)
Pitt Information Technology makes online technology training available to all students, faculty, and staff through a partnership with lynda.com. Go to [Lynda Online Learning](#) to access to thousands of online training videos on things like Excel, Microsoft Office and other applications. To access this site, log into my.pitt.edu and scroll down on the right to 'Online Tech Training'.
-  [PERIS \(Pitt Electronic Research Information Solution\)](#)
-  [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.

Pitt Libraries

-  [Home Library System](#)
-  **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 [here](#). You may 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 [here](#). Handwritten forms are not acceptable. Textbooks *cannot* be placed on reserve unless you provide a copy of the textbook to the Library.

Student Support

Academic: Disability Resources

Disability Resources and Services (DRS) is the designated department at the University who determines reasonable accommodations and services for qualified individuals at the University of Pittsburgh.

DRS provides the University community with objective consultation and general information regarding the rights and responsibilities of employees and students with documented disabilities. Information may be found [here](#).

Converting Documents into Accessible Formats

Sensus Access is a tool that converts inaccessible documents into more accessible files for students using assistive technology. For details, [click here](#).

[Medical/Wellbeing: University Counseling Center](#)

[Campus Police](#)

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: <https://www.titleix.pitt.edu/about>

PARKING AND TRANSPORTATION

Parking Maps

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

[Parking Permits](#)

Parking Without a Permit

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 [here](#).

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](#), 3525 Forbes Avenue.

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