Welcome to the University of Pittsburgh English Department

This document provides a brief overview of timelines and onboarding procedures for newly hired part time and visiting faculty. Consult the [Appointment Stream Handbook](#) for more detailed information.

Application Timeline for Visiting Lecturers (VL):

> Call for applications: typically early March, due late March/early April
> Notifications/waitlist: late April
> Contracts issued: July-August

Application Timeline for Part Time Instructors (PTI):

> Call for applications: June
> Notifications: July
> Contracts issued: July-August

Hiring and Contracts: What to Expect

1. You will receive an offer of employment via email from one of the English Department's Directors of Undergraduate Studies (DUGS).

2. You will receive a contract from the English Department via email (DocuSign). Sign and return this contract as soon as possible. Be sure to **check the box indicating that you Accept** the position.

3. Once the contract is processed (at least 7 business days), you will receive an e-offer from noreply@hr.pitt.edu. Complete and accept this offer. These emails are often mistaken for junk mail, so **be sure to check your junk folder** if you don't receive the correspondence.

4. After accepting the e-offer, you will receive a follow-up email (also from noreply@hr.pitt.edu) providing onboarding instructions and a link to additional paperwork. This email also contains a link to schedule an appointment with HR to complete Section 2 of the I-9. Again, **be sure to check your junk mail folder**.

Note: The e-offer and onboarding paperwork can also be accessed by logging into Pitt's Talent Center using the same credentials you used to apply for the position. The e-offer and subsequent onboarding materials will be listed under the Tasks tab.

Pitt Email/Username and Password

When your contract and onboarding paperwork are completed, your information will be sent to Faculty Records. You will then be assigned a Pitt username. This will serve as your Pitt email address and allow you to access Pitt's system (PeopleSoft).

Once you have your Pitt username, the Academic Coordinator will officially assign your class(es) to you in the PeopleSoft system. This will enable you to access your class roster(s) and Canvas site(s).

Class Rosters

To access rosters for your classes, logon to my.pitt.edu using your Pitt credentials and navigate to Faculty Center. If you require access to your rosters but do not yet have Pitt credentials, contact Brenda Whitney (bjwst10@pitt.edu).

Canvas

Pitt requires instructors to use the Canvas learning management system. Use Canvas to provide students access to your syllabi, assignments, course materials, grades, discussion boards, etc.

Canvas can be accessed from the my.pitt.edu homepage. If you are unable to access the Canvas site for your assigned class(es), contact Brenda Whitney (bjwst10@pitt.edu). For help with using Canvas, check out the Center for Teaching and Learning's Canvas support hub.

Pitt ID

You will need a Pitt ID in order to enter university buildings. Once you have your Pitt credentials, visit Panther Central to upload a photo and request your ID.

Office Space/Keys

Faculty teaching 3 courses will be assigned an office. Those teaching 1-2 courses can request office space. A form for this purpose will be sent to your Pitt email. For information about office space and keys, contact Sarah Elizabeth Baumann (sebaumann@pitt.edu).

University Classrooms

If you would like to get a feel for your classroom space and the available technology, go to 25Live, sign in using your Pitt user name and then search for the building and room number. If you click on the linked classroom name (I.e., CL0130), you can get more detailed information about the room, including images. Your classroom location is noted on your roster.

Book Orders

To order books for your classes, use this textbook adoption form.

Additional Questions/Concerns

For help with the logistical aspects of your work here at Pitt (questions about Pitt credentials, illness, university policies, classroom technology, Canvas, etc.), contact Brenda Whitney, Adjunct Faculty Coordinator: bjwst10@pitt.edu.

For pedagogical issues specific to the curriculum you are teaching, problems or concerns about students, and future teaching assignments, contact your program's Director of Undergraduate Studies:

Composition: Brenda Whitney (bjwst10@pitt.edu)

Film: Dana Och (dana.och@pitt.edu)

Literature: Amy Murray Twyning (armst29@pitt.edu)

Writing: Shannon Reed (sbr17@pitt.edu)