**New Faculty Information**

**CONTENT SUMMARY**

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**University New Faculty Orientation**

* Each year in late August, a day-long New Faculty Orientation provides an opportunity to help faculty identify key instructional resources across the University. The agenda generally includes:
	+ Welcoming remarks by the University Provost
* Seminar presentations on University instructional services
* Luncheon for new faculty, deans and department chairs

Contact for additional information:

**Carolyn Barber**

820 Alumni Hall

4227 Fifth Avenue

Pittsburgh, PA 15260

(412) 383-9729

cab251@pitt.edu

**GSPH New Faculty Orientation**

* **Facilitator**
* Todd Reinhart, ScD, Associate Dean for Faculty Affairs, Professor, Infectious Diseases and Microbiology Department
	+ Contact information: reinhar@pitt.edu Phone: (412) 648-2341
* **Timeframe**
* Annually in September

**Performance Evaluations**

* Performance evaluations are conducted in the summer. Contact the department chair’s office for more information.

**Required Online Module Completion Requirements**

* [University Internal Review Board (IRB) module](https://cme.hs.pitt.edu/servlet/IteachControllerServlet?actiontotake=displaymainpage)s must be completed by all faculty. New students must also complete these modules and submit completion certificates to the Epidemiology Department Student Services Offices (A536/A537 Crabtree). These modules include:
* Research Integrity
* Human Subjects Research in Biomedical Science **OR** Human Subjects Research in Social and Behavioral Sciences
* Conflict of Interest
* HIPAA Researchers’ Privacy Requirements
* [Pitt Public Health Academic Integrity Modules](http://www.publichealth.pitt.edu/Portals/0/Main/Prospective%20Students/Academics/Pitt%20Public%20Health%20Academic%20Handbook%20-%20Part%20II_AY2013-14.pdf)
* Policies regarding are referenced at the above website.

[**Curriculum Information for Student Advisement**](http://www.publichealth.pitt.edu/printable-course-schedules)

[**Degree Programs Offered in the Department of Epidemiology**](http://www.epidemiology.pitt.edu/admission.asp)

* PhD 72-credit requirement
* DrPH 72-credit requirement
* MPH 45-credit requirement
* [Graduate School of Public Health Peace Corps Master’s International Track](http://www.globalhealth.pitt.edu/education/graduate-professional.php)
* MS 30 or 45-credit requirement
* [MD/PhD](https://www.mdphd.pitt.edu/) 72-credit GSPH PhD requirement

***The Department of Epidemiology does not offer certificates, but Epidemiology students may choose to enroll in*** [***Pitt Public Health Certificate Programs***](http://www.publichealth.pitt.edu/home/prospective-students/academics/certificates) ***that are offered by other school departments while enrolled in Epidemiology PhD, DrPH, MPH or MS programs.***

[**Areas of Emphasis (Research Concentration) within the Department of Epidemiology**](http://www.publichealth.pitt.edu/epidemiology/research-and-practice/faculty-research)

**PeopleSoft Access (via the University Web Portal)**

* **Definition** - PeopleSoft is the University student administrative system enabling students, faculty and staff to electronically access information concerning courses, schedules, registration, grading, and student financial/billing data.
* To access the University web portal to view PeopleSoft student and course related information, as well as links to University services, other academic resources, University transportation alternatives, campus maps, Blackboard information, and more:
* Enter **www.my.pitt.edu.**
* Enter your University assigned username and password and click **Log In.**
* **On the University web portal home page, you may:**
* Review **Faculty News** and announcements as well as information in the University Services and Information, Academic Resources, Getting Around, Life on Campus, My Resources and Help Me tabs.
* Click the **Learn More** link under **PeopleSoft Login** to learn about student data retained in the PeopleSoft system.
* Click **PeopleSoft Login** to:
	+ View class rosters

PeopleSoft Login > Self Service > Faculty Center > Class Roster

* + View electronic grade rosters

PeopleSoft Login > Self Service > Faculty Center > Grade Roster

* + View your class schedule

PeopleSoft Login > Self Service > Faculty Center > My schedule

* + View your Advisor Center (information about your student advisees)

PeopleSoft Login > Self Service > Advisor Center

* Click the **Learn More** link under **Faculty Center Login** to:
* Learn to navigate the PeopleSoft Faculty Center
* Print Grade Change Request Forms (used to change grades from prior terms)
	+ Review student self enrollment procedures (including preparation steps, adding and dropping classes and editing processed registrations)
	+ View instructions for recording and submitting end of session/term student grades online (PDF and video)
	+ Learn about University grading policies
* Click **CourseWeb** to learn more about Blackboard – an optional teaching tool

[**Accessing the Graduate School of Public Health website**](http://www.publichealth.pitt.edu/)

* Information relevant to faculty, including schedules, course descriptions, GSPH department information, graduation procedures, etc., can primarily be accessed under the **Student** **Affairs** and **Academics** tabs.

[**Accessing the Department of Epidemiology website**](http://www.epidemiology.pitt.edu/)

* Information related to dissertation (PhD/DrPH), essay (MPH) and thesis (MS) student advisement, course cycles, suggested course sequences for each degree program, master’s and doctoral degree program curriculum requirements, etc. is available via the [Epidemiology website](http://www.epidemiology.pitt.edu/) and the online [Student Handbook](http://www.epidemiology.pitt.edu/forms.asp), a portion of the website devoted to student-related requirements and procedures.

**GSPH Intranet Access**

Additional information concerning GSPH governance, school-wide faculty committees, student organizations, and much more information is available via the GSPH Intranet, an online internal resource for faculty, staff and students.

* **To access the GSPH Intranet**:
* Enter the University web portal ([www.my.pitt.edu](http://www.my.pitt.edu)), enter your username and password, then click **Log In.**
* Click **My resources** tab at the top of the page.
* Click **GSPH-Intranet** link.

**Getting started with student advisement or teaching**



***Faculty planning to advise students or teach a course should review all sections of the Faculty Handbook, but should initially focus on the Student Mentoring, Student-Related Processes & Policies and Course Processes & Policies sections.***

***Questions regarding departmental operations involving students and courses should be directed to the Epidemiology Student Services Office staff (contact information in Roles & Responsibilities Faculty Handbook section). Inquiries involving advisement or teaching that would best be addressed by a member of the Epidemiology faculty may be directed to Dr. Tom Songer, Epidemiology Student Services Director, at*** ***tjs@pitt.edu*** ***or Dr. Kim Sutton-Tyrrell, Vice Chair of Academics, at tyrrell@edc.pitt.edu.***

**Student advisement**

* **Eligibility**
	+ **Master’s degree students** – any faculty member (including research faculty) with a primary or secondary appointment in Epidemiology who expresses interest in advising students and has knowledge of the department’s academic program requirements and operating procedures as described in the online [Student Handbook](http://www.epidemiology.pitt.edu/forms.asp) is eligible.
	+ **Doctoral degree students** – faculty acting as academic advisors for doctoral students (including research faculty) typically have [graduate faculty status](http://www.ir.pitt.edu/gradfac/homepg.htm), are considered [core](http://www.publichealth.pitt.edu/interior.php?pageID=211) Epidemiology faculty and are knowledgeable concerning academic program requirements and operating procedures. All core faculty members are urged to apply for graduate faculty status as soon as they believe they have met the eligibility requirements. **Faculty must be designated as having graduate faculty status by the University Provost’s Office in order to advise students as dissertation committee chairs. They may act as academic advisors, however, without having graduate faculty status.**
* Refer to the **Faculty Status** section of the Faculty Handbook for more information concerning “core” status and graduate faculty status, and the application processes involved.
* **Communication of initial interest in student advisement and membership on student essay/thesis/dissertation committees**
* E-mail the Epidemiology Vice-Chair of Academics, Dr. Kim Sutton-Tyrrell to convey interest in advising students, describe eligibility requirements that have been met and summarize research interests (1 or 2 paragraphs only). Copy Lori Smith, Epidemiology Student Services Program Administrator, smithl@edc.pitt.edu.
* Faculty should inform their colleagues that they are interested in advising students so their names may be considered when essay/thesis/ dissertation committee members are being selected by committee chairs and their student advisees.

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* Faculty will be contacted by the Student Services staff by e-mail when new master’s program advisees have been assigned to them, or to inquire if they are able to advise new doctoral program students.
* **Academic advisor changes**
* Current students wishing to change academic advisors may also contact faculty directly if they are interested in initiating a mentoring relationship with them. In these situations, a [Request to Change Academic Advisor form](http://www.epidemiology.pitt.edu/handbook_FAQFormsAndDocuments.asp)  must be completed by the student, and signed by the current advisor, proposed new advisor and student. The student may then submit the form to the Student Services Offices (A536 or A537 Crabtree).
* It is acceptable for students to initiate advisor changes, provided that faculty consent is obtained.

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***More detailed information concerning student advisement is available in the Student Mentoring section of the Faculty Handbook.***

**Teaching**

* **New courses**
* Faculty interested in introducing a course that has never been taught within the department or GSPH should:
* Discuss the proposed course with Kim Sutton-Tyrrell, DrPH, MPH, Epidemiology Vice-Chair of Academics (tyrrell@edc.pitt.edu), who will approve or disapprove the course.
* If the course is approved by Dr. Sutton-Tyrrell, the instructor(s) should complete a **Request For Approval of New Courses and Course Changes form** for review by the **Educational Policies and Curriculum Committee (EPCC),** a GSPH governing body charged with evaluating and approving the school’s educational programs and curriculum.
* Faculty should contact the Epidemiology Student Services Program Administrator, Lori Smith, at smithl@edc.pitt.edu to notify her that a new course is being proposed, and may need to be added to the appropriate schedule.
* Access the GSPH Intranet (via the procedure identified previously in this section) to learn more about the mission of the EPCC and to download a Request for Approval of New Courses and Course Changes form.



***To review EPCC proposal submission procedures, refer to the Course Processes & Policies section of the Faculty Handbook.***

* **Co-teaching an existing course**
* Discuss intention to co-teach a departmental course with Sutton-Tyrrell, Epidemiology Vice-Chair of Academics (tyrrell@edc.pitt.edu) and request her approval.
* E-mail Lori Smith, Epidemiology Student Services Program Administrator, at smithl@edc.pitt.edu to inform her of co-teaching arrangement, if it is approved.
	+ Lori or her staff will confirm with GSPH Student Affairs that instructors are accurately included in the Epidemiology PeopleSoft instructor table and connected with the appropriate courses in the GSPH and University course schedules.
* **Evaluation of course instruction**
* The Department of Epidemiology Chair strongly encourages all instructors to submit electronic requests for course evaluation by the University’s [Office of Measurement and Evaluation of Teaching (OMET)](http://www.omet.pitt.edu/) at the beginning of each term.
* The OMET website includes deadlines by which course evaluation requests must be submitted.

***Instructors of courses with 7 or more students may request a quantitative OMET course evaluation, and those with 5 or 6 students may request a qualitative evaluation. Those teaching a class with fewer than 5 students cannot request an OMET evaluation, but are required by the department to conduct their own evaluations and submit them to the Department of Epidemiology Student Services Office. Evaluations, as well as course syllabi requested by the Student Services staff, will be reviewed by the Vice-Chair of Academics, Kim Sutton-Tyrrell. Instructors may contact the OMET staff directly at*** [***www.omet.pitt.edu***](http://www.omet.pitt.edu) ***for tips about structuring course evaluations.***

* The [GSPH Course Evaluation Portal](http://www.publichealth.pitt.edu/interior.php?pageID=3426) provides quantitative data submitted by students concerning GSPH courses. This feedback from students is reviewed by their colleagues, and is useful during course enrollment periods.
* **Notifying the department of requests to change course schedules (add or drop courses that have already been scheduled for specific terms)**
* Faculty who must request course schedule changes (i.e. request permission to cancel a course due to low enrollment [less than 6 students], offer a course every other year instead of every year, change the term in which the course is offered, not teach a course as planned for one term) should contact Kim Sutton-Tyrrell, Epidemiology Vice-Chair of Academics at tyrrell@edc.pitt.edu. She will review these requests and notify faculty if they have been approved.
* Course schedule change requests should not be submitted to the Epidemiology Student Services Office for processing unless they have first been approved by Dr. Sutton-Tyrrell.
* **Ordering textbooks**
* The Epidemiology Student Services staff will notify faculty when it is time to order textbooks prior to each term.

***Contact Pat Jablon, Health Book Center Textbook Buyer, at (412) 648-8911 concerning textbook related questions. Pat notifies faculty who have ordered textbooks previously when it is time to order again for an upcoming term.***

* **Using Course Web (Blackboard)**
* Faculty are encouraged to utilize Course Web ([Blackboard](http://www.cidde.pitt.edu/lo/register.htm)) to post course related information and incorporate web based instructional technologies that encourage participation and collaboration in the learning process. Multiple levels of faculty/staff training are available through the University Center for Instructional Development and Distance Education (CIDDE) staff, and online training registration is available.

***Faculty may contact the*** [***CIDDE staff***](http://www.cidde.pitt.edu/staff/fidl.html) ***with questions concerning Blackboard.***

* **Working with Teaching Assistants (doctoral program students fulfilling the Teaching Practicum [EPIDEM 2215] requirement)**
* Doctoral program (DrPH & PhD) students must complete a Teaching Practicum experience by enrolling in EPIDEM 2215. They may fulfill this requirement by assisting Epidemiology faculty instructors with a course they have taken, after they have passed their Preliminary Exams. These are unpaid positions taken for credit only.
* There are no paid Teaching Assistant positions in the Department of Epidemiology, and master’s program students (MS or MPH) cannot register for EPIDEM 2215 (Teaching Practicum).
* More information concerning Teaching Practicum is available in the **Course Processes and Policies** section of the Faculty Handbook.
* Students planning to enroll in EPIDEM 2215 to fulfill their Teaching Practicum requirement must complete and submit forms prior to and after the experiences. Teaching Practicum Forms may be downloaded from the Epidemiology Department website from the [Frequently Used Forms and Documents](http://www.epidemiology.pitt.edu/handbook_FAQFormsAndDocuments.asp) page. Forms include:
* **Teaching Practicum Agreement Form** – used to document expectations and requirements.
* **Teaching Practicum Instructor Evaluation Form** – used by faculty to document evaluation of student performance.
* **Teaching Practicum Student Evaluation Form** – used by students to assess their experiences, suggest improvements, etc.
* Signed forms must be submitted to the Epidemiology Student Services Offices (A536/A537 Crabtree).
* **Putting texts on reserve at the library for students**
* Faculty may place books or articles on reserve for students through the Health Sciences Library System by submitting an [online reserve request](http://www.hsls.pitt.edu/services/collection/reserves).

**Department of Epidemiology Small Grants Program**

* **Definition –** A competitive annual program through which small grants up to $7,500 (direct costs only) are awarded for one-year projects, specifically designed to collect data for purposes of submitting a grant application or completing a dissertation. Total amount of departmental funding is approximately $25,000.
* **Purpose –** The program goal is to elevate success rates in receiving funding awards for future grant proposals as a result of program participation.
* **Eligibility –** Any faculty with a primary or secondary appointment in Epidemiology, or any student/post-doc in the department. ***Preference will be given to junior faculty and PhD students.***
* **Submission process –** Refer to the [department website](http://www.epidemiology.pitt.edu/financialaid.asp) (under Funding Opportunities) for more information.

**Training and support**

* **University resources**
	+ [Center for Instructional Design and Distance Education (CIDDE)](http://www.cidde.pitt.edu/)
* Blackboard access and training
* Instructional development and technology support
* Faculty workshops
* University TA Handbook (required reading for doctoral students planning to fulfill their Teaching Practicum [EPIDEM 2215] experiences)
* ***Teaching Times*** publication
* Instructional media assistance
* Teaching assistant orientations
* Detecting and addressing plagiarism/cheating
* [Survival Skills workshops](http://www.skillsandethics.org/Survival_Skills_%26_Ethics/Home.html)
* Development of research skills
* Research publication
* Effective oral presentation techniques
* Teaching and mentoring skill development
* Strategies for obtaining funding
* [Computer Services and Systems Development (CSSD)](http://www.technology.pitt.edu/faculty.html)
* Technology Help Desk service (phone – (412) 624-HELP) open 24/7
* Telephone and voice services
* Purchase of software at University discounts
* University computer accounts (usernames and passwords)
* University e-mail support
* University Lab resources and lab reservations
* University Library Catalog (PittCAT) access
* [University Human Resources Faculty & Staff Development Program](http://www.hr.pitt.edu/orgdev/fsdp.htm)
* Workshops to enhance professional and personal development of faculty and staff
* [Office of Academic Career Development](http://www.oacd.health.pitt.edu/whoweare.html)
* An office dedicated to providing professionals in the University Schools of Health Sciences with the tools, resources and support needed to achieve their full potential as leaders in clinical practice, education and research
* **GSPH resources**
* [*Teaching Perspectives*](http://www.publichealth.pitt.edu/docs/14Teaching_NewsletterDEC09.PDF) e-newsletter

**Other Information for New Faculty**

* **NIH Grant application review available to new/junior faculty through the Department of Epidemiology**
	+ Faculty may contact Dr. Jane Cauley for more information at jcauley@pitt.edu.
* [**Faculty Activity Report (FAR)**](http://www.ir.pitt.edu/) **requirement**
* These online reports must be periodically completed by faculty to report teaching activity data to the Office of the Provost.
* Faculty may contact Colette Ross of the University’s Management Information and Analysis Department with questions about FARs at cross@bc.pitt.edu.
* [Research and Practice Centers](http://www.publichealth.pitt.edu/interior.php?pageID=135) associated with GSPH
* [**Student self enrollment in courses**](http://www.registrar.pitt.edu/enrollment.html) began in spring 2010. Faculty play an important role in the self enrollment process by:
* Communicating with your student advisees to approve their course selections.
* Signing their [Enrollment Forms](http://www.epidemiology.pitt.edu/handbook_FAQFormsAndDocuments.asp) to indicate that approval has been given. Student submission of signed Enrollment Forms to the Epidemiology Student Services Offices (A536/A537 Crabtree) confirms that they have received faculty registration advisement, and triggers the Student Services staff’s removal of University assigned Advisement Services indicators (holds) on student PeopleSoft accounts.
* Responding to e-mail from the Epidemiology Student Services staff and other University staff to indicate whether or not approval will be given for students to enroll in your course if:
* They do not meet the course’s prerequisites.
* You have previously requested the Epidemiology Student Services staff to indicate your course in the GSPH schedule as entrance by “special permission only” so you can monitor and control enrollment, and a student is interested in registering.
* Your class is filled (closed), but you wish to authorize a student to register regardless
* Registration in your class is requested by a Pitt student outside of GSPH whose school is connected with another “career” level (i.e. law, medicine, dental medicine, undergraduate).
* Faculty approval of course enrollment in any of the above scenarios results in the Epidemiology Student Services staff generating Permission Numbers needed by students to complete their electronic course enrollment.
* Contact the Epidemiology Student Services staff with questions concerning student self enrollment.

**Obtaining responses to questions (summary)**

Contact information is referenced below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEPARTMENT OF EPIDEMIOLOGY CHAIR** **ASSISTANT** | **EPIDEMIOLOGY STUDENT SERVICES****STAFF** | **DEPARTMENT OF EPIDEMIOLOGY VICE CHAIR FOR ACADEMICS** | **DEPARTMENT OF EPIDEMIOLOGY VICE CHAIR FOR RESEARCH** | **EPIDEMIOLGY DATA CENTER (EDC)** |
| General faculty-related operational concerns | Student-related inquiries & streaming communication (policies & procedures) | Academic and faculty policy inquiries  | General research related inquiries | Submission of updated CV information to Web Services  |
| Graduate Student Researcher (GSR) Evaluation Form submission  | Course-related questions (schedules, creating new courses, etc.) | Submission of new course suggestions | Epidemiology Small Grants program inquiries | Submission of accomplishments/achievements for reference on Epidemiology website to Web Services |
| Graduate Faculty status application | Program / graduation requirements (DrPH, PhD, MS, MPH) | Permission to drop/add a scheduled course | Departmental NIH grant application review process | Technical equipment concerns/purchases (may also need to contact the **University Help Desk** if recommended by the EDC staff at (412) 624-HELP |
| Annual performance evaluation process & requirements | Student admissions, funding & special events | Core faculty status application |  |  |

* [University of Pittsburgh Faculty Handbook](http://www.pitt.edu/~provost/FacultyHandbook.pdf)
* [University of Pittsburgh Policies Governing Graduate Study](http://www.pitt.edu/~graduate/policies.html)
* **Epidemiology Student Services staff**
* Thomas Songer, PhD, MPH, M.Sc. / Student Services Director – tjs@pitt.edu
* Lori Smith / Student Services Manager & Program Administrator – smithl@edc.pitt.edu
* Gwen O’Brien / Student Services Specialist – obrieng@edc.pitt.edu
* Lindsay Flinn / Student Services Specialist – flinnl@edc.pitt.edu
* **Department of Epidemiology Vice Chair for Academics**
* Kim Sutton-Tyrrell, DrPH, MPH – tyrrellk@edc.pitt.edu
* **Department of Epidemiology Vice Chair for Research**
* Jane Cauley, DrPH, MPH – jcauley@edc.pitt.edu
* **Department of Epidemiology Data Center (EDC)**
* Web Services – WebServices@edc.pitt.edu
* EDC technical support – <http://www.edc.gsph.pitt.edu/techsupport.html>