

MEMORANDUM

To: Dietrich School and College of General Studies Faculty and Staff

From: Kathleen Blee
Bailey Dean of the Dietrich School and College of General Studies

Re: Instructional and Administrative Updates in Response to COVID-19

Date: March 11, 2020

I write with specific information about instructional and administrative plans for the Dietrich School [DSAS] and College of General Studies [CGS] as the University of Pittsburgh responds to the COVID-19 outbreak. As you may have seen, the Chancellor announced that the University will now replace in-person instruction with online learning.

Please Provide Today

- We need your **Emergency Contact**. For this purpose, a survey has been developed to collect this information centrally. The information will be stored securely until it can be uploaded to our new HCM system, Pitt Worx. [Submit contact details via the survey](#).

Critical Sources of Information

- Please bookmark and frequently visit the University's definitive source of information for Pitt's response to the update: <https://www.emergency.pitt.edu/covid19>. I will not be separately communicating information provided on that website.
- You are encouraged to [sign up for emergency notification alerts](#). The University's Emergency Notification Service will be used to communicate with subscribers through voice, text and email messages, as deemed appropriate in the event of an emergency.

Moving Instruction On-Line

- Please coordinate with and notify your department chair or program director about your plans to complete your classes for the remainder of the term in an on-line format.
- Your on-line delivery should use existing University resources, listed on the IT and CTL websites below. If you need a specialized resource that is not available at Pitt, please contact Associate Dean John Twyning (twyning@pitt.edu) in advance of purchasing.
- Please contact all students in your class(es) at least one weekday before the first meeting to explain how your on-line class will take place and provide any adjustments to the syllabus.
- Direct any questions to your department chair or program director. When necessary, they can contact me or the appropriate member of the senior leadership team.

On-Line Instructional Resources

- Please consult the constantly-updated resources of:

- **University Center for Teaching and Learning:** <https://teaching.pitt.edu/instructional-continuity/>. This page has step-by-step instructions for on-line course delivery options and educational technologies, including those for course grading/assessment. CTL will answer questions and provide help via phone: [412-624-3335](tel:412-624-3335) or email: teaching@pitt.edu
- **IT Resources to Support Remote Work:** <https://www.technology.pitt.edu/remoteworkresources>. Questions on IT should be directed to: [Contact the 24/7 IT Help Desk](#)
- Pitt is purchasing licenses for the Enterprise version of **Zoom**; information on this will appear on the above webpages.
- Consider updating to Microsoft Teams.

Operations That Will Continue On Campus:

- Most administrative operations of DSAS and CGS will continue as usual, with additional opportunities to participate remotely when required and feasible. The DSAS and CGS Councils will continue to meet, as will School-level ad hoc promotion and tenure committees. The Full Faculty meeting will be held as scheduled. Department and program faculty meetings should continue with options for remote participation. Doctoral milestones and other graduate student committee meetings should continue. See attached memos regarding temporary adjustments to attendance policies for doctoral milestone and DSAS ad hoc committees.
- Faculty are welcome to use their offices, labs, and other facilities of the University.
- Staff should continue to work at their assigned locations unless otherwise notified. Requests for remote work arrangements should be discussed and arranged with a relevant senior staff member.
 - Guidance from HR:
 - Effective today, HR will assign all staff two weeks (10 working days) of paid sick leave above and beyond accumulated time, up to the policy threshold of 120 total days. This pertains to all part-time (pro-rated) and full-time staff, as well as temporary employees, post-docs and student workers.
 - HR asks that supervisors provide maximal flexibility in accommodating remote work arrangements (as assignments and circumstances allow) for nonessential staff who fall into the following categories:
 - staff practicing mandatory social distancing
 - staff 60 and older
 - those with underlying medical conditions that may put them at [high risk for complications](#).
- Student services, including central advising, departmental/program advising and the services of the office of Graduate Studies, will be provided on-line. The facilities and offices associated with those operations will not be open for student use but will remain open for staff and faculty use.
- Hillman Library will remain open for business through remote operation. Due dates will be extended so no fines are accrued during the on-line instructional period. A website is being

developed to give updated information about available services. The following services will continue:

- Support for access to electronic resources off-campus.
- Delivery of pdfs of articles from the remote storage facility for as long as there are staff available.
- Delivery of scanned copies of print journals from the physical locations.
- Undisrupted continuation of the Ask a Librarian service for reference and consultations.
- Providing articles through Interlibrary Loan.
- At least some delivery of print book content, with priority on reserve items.
- All operations that can be done remotely: deposits of theses and dissertations, the Open Access Publishing program, etc.

Events and Programs

You should move to an online format, cancel or postpone:

- Any event or program whose target audience is students.
- Events planned with more than 25 attendees.
- Visits to campus by prospective students (a separate memo will explain reimbursements for prospective grad student visits)