

Guidelines for Faculty Appointment, Promotion, and Tenure

The information below provides general guidelines to individuals applying for faculty appointment, promotion, and/or tenure in the Graduate School of Public Health. This document is not a checklist, but encompasses the ideas and goals behind each step in an individual’s progress. The FAPTC reviews proposed faculty actions based on the entirety of the dossier. You should discuss any questions relating to these guidelines with your Department Chair or the Associate Dean for Faculty Affairs.

INSTRUCTOR:

Per the University of Pittsburgh Faculty Handbook: “The Instructor should have an earned doctorate or the highest appropriate professional degree, or provide evidence that he or she is successfully pursuing such a degree and expects to receive it within a reasonable time.”

The criteria listed below are specific to the Graduate School of Public Health. Please use these only as guidelines.

TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
Not Applicable	Recognized public health research experience and a demonstrated commitment to teaching and mentoring students.	Recognized public health research experience and a demonstrated commitment to teaching and mentoring students.	Not Applicable	Recognized public health practice experience and a demonstrated commitment to teaching and excellence in public health service.	Not Applicable

Guidelines for Faculty Appointment, Promotion, and Tenure

ASSISTANT PROFESSOR:

Per the University of Pittsburgh Faculty Handbook: “The assistant professor should possess a doctorate or appropriate professional degree. An assistant professor should evidence demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would enable him or her to make a comparable contribution. He or she should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts, and should have demonstrated ability in guiding and counseling students. To be appointed or promoted to an assistant professorship, a person should have the potential for promotion to associate professor.”

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TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
<i>General</i> Exhibit promise of excellence in their public health field.	<i>General</i> Exhibit promise or substantive experience in their public health field.	<i>General</i> Exhibit promise or substantive experience in public health research.	<i>General</i> Exhibit promise of excellence in public health practice experience.	<i>General</i> Exhibit substantive public health practice experience.	<i>General</i> Exhibit promise or substantive experience in the field of public health education.
<i>Research</i> Experience in advanced study and research, or have comparable professional experience that would enable him/her to make an academic contribution. Exhibit promise of originality, independence, and excellence in research. Exhibit promise of developing an independent research program that will generate peer reviewed funding.	<i>Research</i> Experience in advanced study and research, or have comparable professional experience that would enable him/her to make an academic contribution. Exhibit promise of originality, independence, and excellence in research.	<i>Research</i> Experience in advanced study and research, or have comparable professional experience that would enable him/her to make an academic contribution.	<i>Research</i> There is no requirement of previous research for appointment.	<i>Research</i> There is no requirement of previous research for appointment.	<i>Research</i> There is no requirement of previous research for appointment.
<i>Teaching</i> Demonstrated ability to teach, evaluate, and mentor students or the potential to do so.	<i>Teaching</i> Demonstrated ability to teach, evaluate, and mentor students or the potential to do so.	<i>Teaching</i> There is no teaching requirement for appointment.	<i>Teaching</i> Demonstrated ability to teach, evaluate, and mentor students or the potential to do so.	<i>Teaching</i> Demonstrated ability to teach, evaluate, and mentor students or the potential to do so.	<i>Teaching</i> Demonstrated ability to teach, evaluate, and mentor students or the potential to do so.
<i>Service</i> There is no requirement of previous service for appointment.	<i>Service</i> There is no requirement of previous service for appointment.	<i>Service</i> There is no requirement of previous service for appointment.	<i>Service</i> Demonstrated commitment to excellence in public health service.	<i>Service</i> Demonstrated commitment to excellence in public health service.	<i>Service</i> There is no requirement of previous service for appointment.

Guidelines for Faculty Appointment, Promotion, and Tenure

ASSOCIATE PROFESSOR:

Per the University of Pittsburgh Faculty Handbook: “An associate professor should possess a doctorate or appropriate professional degree and have substantial experience in teaching and research or applicable professional experience. The person should show a capacity and willingness to maintain teaching effectiveness and the ability for continued growth as a teacher, scholar, and member of his or her profession. He or she should also have progressed in attaining eminence in a scholarly or professional field. An associate professor must display consistently mature performance in course and curriculum planning, in guiding and mentoring students and junior faculty members, and in participating in the activities of the University.”

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<i>General</i> Exhibit promise of leadership and excellence in their public health field.	<i>General</i> Exhibit promise of excellence in their public health field.	<i>General</i> Exhibit promise of excellence in public health research.	<i>General</i> Exhibit promise of leadership and excellence in public health practice.	<i>General</i> Exhibit promise of leadership in public health practice.	<i>General</i> Exhibit promise of leadership in public health education.
<i>Research</i> Record of consistent peer reviewed funding. Authorship of important reviews, chapters, and/or books. Recognition by peers at the local, state, national, and/or international level. Leadership on scholarly publications in pertinent refereed, high impact professional journals. Development of new and productive research theme and goals. Membership in leading scientific organizations.	<i>Research</i> Record of peer-reviewed funding. Authorship of important reviews, chapters, and/or books. Recognition by peers at the local, state, national, and/or international level. Significant contributions to scholarly publications in pertinent refereed professional journals. Consistent research theme. Membership in leading scientific organizations.	<i>Research</i> Record of participation on research projects. Authorship of important reviews, chapters, and/or books. Recognition by peers at the local, state, national, and/or international level. Significant contributions to scholarly publications in pertinent refereed, high impact, professional journals. Consistent and significant contributions to the research endeavors of the department, school, or center. Membership in leading scientific organizations.	<i>Research</i> Record of consistent participation on research projects. Publication of important practice materials (e.g. guides, reports, etc.). Recognition by peers at the local, state, national, and/or international level. Leadership on scholarly publications in pertinent refereed, high impact professional journals.	<i>Research</i> Record of participation on research projects. Publication of important practice materials (e.g. guides, reports, etc.). Recognition by peers at the local, state, national, and/or international level. Significant contributions to scholarly publications in pertinent refereed professional journals.	<i>Research</i> Record of participation on research projects. Publication of important educational materials (e.g. guides, white papers, etc.). Scholarly publications in pertinent refereed professional journals.

Guidelines for Faculty Appointment, Promotion, and Tenure

ASSOCIATE PROFESSOR, CONTINUED:

TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
<p><i>Teaching</i></p> <p>Consistent, significant contributions to teaching and departmental education goals and objectives.</p> <p>Contributions to the design, organization, and instruction of course or educational programs.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p> <p>Evidence of maintained teaching effectiveness and continued growth.</p>	<p><i>Teaching</i></p> <p>Consistent, significant contributions to teaching and departmental education goals and objectives.</p> <p>Contributions to the design, organization, and instruction of course or educational programs.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p>	<p><i>Teaching</i></p> <p>Consistent support of departmental education goals and objectives.</p>	<p><i>Teaching</i></p> <p>Consistent, significant contributions to teaching and departmental education public health practice goals and objectives.</p> <p>Contributions to the design, organization, and instruction of course or educational programs.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p> <p>Evidence of maintained teaching effectiveness and continued growth.</p>	<p><i>Teaching</i></p> <p>Consistent, significant contributions to teaching and departmental education public health practice goals and objectives.</p> <p>Contributions to the design, organization, and instruction of course or educational programs.</p>	<p><i>Teaching</i></p> <p>Consistent, significant contributions to public health education.</p> <p>Contributions to the design, organization, and instruction of course or educational programs.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p> <p>Demonstrated excellence in classroom teaching.</p> <p>Substantial leadership and/or extra-classroom achievements in education.</p> <p>Publication of textbook chapters.</p> <p>Successful recruitment of qualified trainees to the departmental programs.</p>

Guidelines for Faculty Appointment, Promotion, and Tenure

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TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
<p><i>Service</i></p> <p>Participation on committees of the faculty member's department, the Graduate School of Public Health, and/or the University of Pittsburgh.</p> <p>Service as a peer-reviewer for leading professional publications, scientific conferences, and grant review panels.</p> <p>Involvement in Public Health at local, state, and national arenas, which includes participation in the planning, design, implementation, or evaluation of public health programs.</p> <p>Participation in scientific or policy committees advisory to the government or to foundations.</p> <p>Evidence that the candidate plays a critical role in the programmatic needs of the department and school.</p>	<p><i>Service</i></p> <p>Participation on committees of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Service as a peer-reviewer for leading professional publications, scientific conferences, and grant review panels.</p> <p>Involvement in Public Health at local, state, and national arenas, which includes participation in the planning, design, implementation, or evaluation of public health programs.</p> <p>Participation in scientific or policy committees advisory to the government or to foundations.</p>	<p><i>Service</i></p> <p>Participation on committees of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Service as a peer-reviewer for leading professional publications and scientific conferences.</p>	<p><i>Service</i></p> <p>Service to the public health practice mission of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Involvement in Public Health at local, state, and national arenas, which includes participation in the planning, design, implementation, or evaluation of public health programs.</p> <p>Membership in organizations involved with public health practice.</p>	<p><i>Service</i></p> <p>Service to the public health practice mission of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Involvement in Public Health at local, state, and national arenas, which includes participation in the planning, design, implementation, or evaluation of public health programs.</p> <p>Membership in organizations involved with public health practice.</p>	<p><i>Service</i></p> <p>Service to the public health education mission of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Participation in University-wide educational activities and committees.</p> <p>Membership in organizations involved with public health education policy.</p> <p>Participation in education sections or meetings of relevant national societies and meetings.</p> <p>Recognition by peers nationally and/or internationally.</p>

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PROFESSOR:

Per the University of Pittsburgh Faculty Handbook: “The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. The professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for Assistant and Associate Professor ranks.”

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TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
<i>General</i> Demonstrated leadership in their public health field.	<i>General</i> Demonstrated leadership in their public health field.	<i>General</i> Demonstrated excellence in public health research.	<i>General</i> Demonstrated leadership in public health practice.	<i>General</i> Demonstrated leadership in public health practice.	<i>General</i> Demonstrated leadership in public health education.
<i>Research</i> Sustained and continuous record of obtaining peer reviewed research funding. Leadership of scholarly publications in pertinent refereed, high impact, professional journals. Membership on editorial boards of scientific publications in the field of scholarship. Leadership role in scientific organizations in the field of scholarship. Recognition of scholarly contribution by peers nationally and internationally. Authorship of important reviews, chapters, and/or books. Acknowledged leadership in the field.	<i>Research</i> Sustained record of obtaining peer reviewed research funding. Leadership of scholarly publications in pertinent refereed professional journals. Membership on editorial boards of scientific publications in the field of scholarship. Leadership role in scientific organizations in the field of scholarship. Recognition of scholarly contribution by peers nationally and internationally. Authorship of important reviews, chapters, and/or books. Established research agenda.	<i>Research</i> Record of consistent peer reviewed research funding. Leadership of scholarly publications in pertinent refereed professional journals. Membership on editorial boards of scientific publications in the field of scholarship. Leadership role in scientific organizations in the field of scholarship. Recognition of scholarly contribution by peers nationally and internationally. Significant contribution to the research endeavors of the school, department, or center. Membership on grant-review study sections, scientific advisory panels and/or consensus panels.	<i>Research</i> Record of consistent participation on research projects. Scholarly publications in pertinent refereed, high impact, professional journals. Membership on grant-review study sections, scientific advisory panels and/or consensus panels. Publication of important public health practice materials (e.g. guides, reports, etc.).	<i>Research</i> Record of consistent participation on research projects. Scholarly publications in pertinent refereed professional journals. Publication of important public health practice materials (e.g. guides, reports, etc.).	<i>Research</i> Record of consistent participation on research on public health educational theory, methods, or implementation. Scholarly publications in pertinent refereed professional journals. Publication of important educational materials (e.g. guides, white papers, etc.) Presentations on educational issues.

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PROFESSOR, CONTINUED:

TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
<p><i>Teaching</i></p> <p>Significant contribution to teaching and departmental education goals and objectives.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Demonstrated capacity to mentor junior faculty members effectively.</p> <p>Leadership role in departmental or school-wide educational mission.</p> <p>Invited lectureships at major universities and leading scientific societies.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p> <p>Leadership in developing or continuing important courses for the department or school.</p>	<p><i>Teaching</i></p> <p>Significant contribution to teaching and departmental education goals and objectives.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Demonstrated capacity to mentor junior faculty members effectively.</p> <p>Leadership role in departmental or school-wide educational mission.</p> <p>Invited lectureships at major universities and leading scientific societies.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p>	<p><i>Teaching</i></p> <p>Consistent support of departmental education goals and objectives.</p> <p>Demonstrated ability to evaluate and mentor graduate students or junior faculty members.</p>	<p><i>Teaching</i></p> <p>Consistent contributions to teaching and departmental public health practice education goals and objectives.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p>	<p><i>Teaching</i></p> <p>Consistent contributions to teaching and departmental public health practice education goals and objectives.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p>	<p><i>Teaching</i></p> <p>Consistent contributions to teaching and departmental public health education goals and objectives.</p> <p>Demonstrated ability to evaluate and mentor graduate students.</p> <p>Leadership role in departmental or school-wide educational mission.</p> <p>Service as committee member of students' theses, dissertation committees, and examination committees.</p> <p>Recognition of public health education contribution by peers nationally and/or internationally.</p> <p>Leadership in organizations involved with public health education policy.</p> <p>Development of successful new degree programs.</p> <p>Innovations in educational methods that go beyond a single course.</p> <p>Publication of textbooks.</p> <p>Leadership role in training grants.</p>

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PROFESSOR, CONTINUED:

TENURE STREAM	APPOINTMENT STREAM	Prefix: RESEARCH	Suffix: PUBLIC HEALTH PRACTICE Tenure Stream	Suffix: PUBLIC HEALTH PRACTICE Appointment Stream	Suffix: PUBLIC HEALTH EDUCATION
<p><i>Service</i></p> <p>Effective participation and service as leader (chairperson) on the committees of the faculty member's department, school and/or the University of Pittsburgh.</p> <p>Leadership role in the programmatic needs of the department and school.</p> <p>Serve on editorial board and/or review member of study sections at the national and/or international level.</p> <p>Participation in scientific or policy committees advisory to the government or to foundations.</p> <p>Involvement with organizations, agencies, or professional groups at local, state, national and international levels which includes participation in the planning, design, implementation or evaluation of public health programs or policies.</p>	<p><i>Service</i></p> <p>Effective participation and service as leader (chairperson) on the committees of the faculty member's department, school and/or the University of Pittsburgh.</p> <p>Leadership role in the programmatic needs of the department and school.</p> <p>Serve on editorial board and/or review member of study sections at the national and/or international level.</p> <p>Participation in scientific or policy committees advisory to the government or to foundations.</p> <p>Involvement with organizations, agencies, or professional groups at local, state, national and international levels which includes participation in the planning, design, implementation or evaluation of public health programs or policies.</p>	<p><i>Service</i></p> <p>Service on departmental, university, and external professional committees.</p> <p>Service as a reviewer of leading professional publications.</p>	<p><i>Service</i></p> <p>Service to the public health practice mission of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Leadership in organizations involved with public health practice.</p> <p>Recognition of contribution by peers at the national and/or international level.</p> <p>Involvement in Public Health at local, state, and national arenas, which includes participation in the planning, design, implementation, or evaluation of public health programs.</p>	<p><i>Service</i></p> <p>Service to the public health practice mission of the faculty member's department, the Graduate School of Public Health and/or the University of Pittsburgh.</p> <p>Leadership in organizations involved with public health practice.</p> <p>Recognition of contribution by peers at the national and/or international level.</p> <p>Involvement in Public Health at local, state, and national arenas, which includes participation in the planning, design, implementation, or evaluation of public health programs.</p>	<p><i>Service</i></p> <p>Development of continuing education and /or professional certification programs</p> <p>Educational leadership role for a school or University.</p> <p>Leadership role for educational standard development such as competency sets.</p> <p>Leadership in education sections or meetings of relevant national societies and meetings</p> <p>Serve as peer-reviewer for health-related scientific journals, conferences, and grants.</p>