

Pitt Public Health Adjunct Faculty Appointment Checklist

*Submit this checklist as the cover sheet for proposed appointment.
Submit **one electronic copy and one paper original** of all items to the Director of Personnel.*

1. Letter from Pitt Public Health Department Chair to the Dean which:
 - Summarizes the qualifications of the proposed candidate.
 - Defines the role the candidate will have in the department and school, relative to teaching/mentoring, research collaboration, or enhancing GSPH connections for community service, etc.
 - Addresses monetary agreements.

2. Candidate's current *Curriculum Vitae*:
 - If applicable, a brief narrative describing the role and responsibilities of positions held including titles, agencies, dates, as well as other information related to academic qualifications.

3. Additional Information:
 - If applicable, a letter from immediate supervisor supporting the adjunct appointment. This is especially important if the proposed role requires release time from employer, such as teaching during daytime, etc.
 - When indicated, other letters that document qualifications, e.g., when the proposed appointment is based on experience in the public health sector rather than on scholarship or academic position(s).

Signature: _____
Department Chair Date

Signature: _____
Associate Dean for Faculty Affairs Date