

## **GRADUATE FACULTY NOMINATIONS: PITT PUBLIC HEALTH**

*Prepared February 25, 2015*

*Todd Reinhart, ScD, Associate Dean for Faculty Affairs*

**OVERVIEW.** Maintaining a sufficient number of qualified faculty members with Graduate Faculty status is an important factor contributing to the ability of Pitt Public Health graduate programs to advise and mentor doctoral students in the respective department-based graduate programs.

**UNIVERSITY POLICIES.** Information from the University of Pittsburgh's Faculty Handbook (pp. 32-33) related to graduate faculty qualifications and nominations includes the following key excerpts.

*"The competence to direct graduate study and research at all levels is the primary qualification for membership in the Graduate Faculty. Hence, each nomination for membership should include documentation of the candidate's experience in research, in the teaching of graduate-level courses, in the supervision of graduate research, as well as scholarly publications and professional employment. The completion of a doctoral dissertation, while highly desirable, is not in itself sufficient evidence of qualification for membership in the Graduate Faculty."*

*"Appropriately qualified faculty members who are not either Regular or Adjunct members of the Graduate Faculty may be assigned by their department chairs (if approved by the Graduate Faculty of the department) the responsibility for the teaching of graduate courses and the direction of master's level research. In addition, they may serve on doctoral dissertation committees, provided that a majority (three or more) of the committee are Regular or Adjunct Graduate Faculty members. These responsibilities provide some of the experience required for later appointment to membership in the Graduate Faculty."*

**PITT PUBLIC HEALTH REVIEW GUIDELINES.** Based on these guidelines and expectations, when a nomination is received from Pitt Public Health Departments, the following aspects of the nominee's CV will be examined in detail by the Associate Dean for Faculty Affairs, prior to a recommendation to the FAPTC, Pitt Public Health Council, and Dean:

- Education and training history
- Research experience, publication record, funding history
- Teaching of graduate courses, recentness of teaching, roles in courses
- Service on master's thesis/essay committees (MS, MPH) and number of committees
- Service as reader of MPH essays and number of essays
- Mentorship of master's students (MS, MPH) and number mentored
- Service on doctoral dissertation committees and number of committees (including as non-voting member, which can provide important training to the faculty member).

Each nominee will have a set of experiences, and each department and program will have different advising/mentoring opportunities, but general expectations currently include:

- Active course teaching in past two years
- Service on master's thesis/essay committees (MS, MPH) or as MPH reader
- Mentorship of at least one master's student (MS, MPH) through completion of degree
- Service on at least one doctoral committee for at least one year, including as non-voting member.

A **critical factor** is service on dissertation committees. The rationale is that to effectively mentor a doctoral student and serve as the major advisor or dissertation committee Chair, a faculty member must have served on a dissertation committee to learn processes, expectations, committee roles, committee members' roles, variations in student progress, and mechanisms for dealing with issues.