

Pitt Public Health Secondary/Joint 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 the Pitt Public Health Department Chair to the Dean, requesting the proposed secondary appointment with a summary of the candidate's qualifications. Include the following:
 - Candidate's role and expected responsibilities in the Pitt Public Health department.
 - Address monetary and/or resource agreements.
2. Letter from Department Chair of candidate's primary appointment indicating concurrence with secondary appointment.
3. Candidate's current *Curriculum Vitae*.

Signature: _____
Department Chair Date

Signature: _____
Associate Dean for Faculty Affairs Date