

Pitt Public Health

Primary 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 Department Chair to Dean.
2. "Standard Offer Letter" signed by the selected candidate, the Department Chair, and Dean (Tenured/Tenure Stream appointment letters must also be signed by the Senior Vice Chancellor for Health Sciences).
3. Letter from the Search Committee Chair to the Department Chair detailing the selection process.
4. Provost's Office Checklist for Faculty Search Committees – Completed and signed by the search committee chair.
5. Completed Funding Data Supplement Form.
6. Copies of the position advertisements.
7. Application letter from the candidate.
8. Candidate's current *Curriculum Vitae*.
9. Degree verification – Transcripts for graduate degree/s. If appointment is at Assistant Professor level or lower, and the candidate has not yet completed the degree, then provide an official letter from the degree-granting institution which indicates the expected date of degree completion, **which must precede the appointment date**. Official transcripts must be submitted upon degree completion.
10. External Reference Report and letters of reference from referees* external to the University of Pittsburgh or UPMC:
* *Academic references must be from individuals of equal or higher rank than the proposed appointment. Non-academic referees must have substantial experience and appropriate qualifications. Do not include close collaborators or former graduate students.*
 - An external reference report must be included. The report must list the names of all individuals contacted, the result of the contact, and a reason for any referees who declined to serve.
 - Assistant Professor rank or lower - must provide three or more letters.
 - Associate Professor or Professor ranks - must provide six or more letters of which at least three of the letters must be from referees identified by the search committee or FAPTC and independent of the candidate
11. Publications:
 - Two or more selected publications – Assistant Professor rank
 - Three or more selected publications – Associate Professor or Professor rank

Publication requirements for individuals seeking to identify with Public Health Practice (PHP) or Public Health Education (PHE) are as follows -

 - Public Health Practice *only*: see PHP section of FAPTC Operating Manual[†] for other acceptable materials, e.g., technical reports and presentations to professional meetings.
 - Public Health Education *only*: see PHE section of FAPTC Operating Manual[†] for other acceptable materials, e.g., textbook chapters, publications related to public health education, publication of important teaching materials.
13. Additional Materials:

For individuals seeking to identify with Public Health Practice (PHP) or Public Health Education (PHE), the following items should be included -

 - When applicable, a letter from immediate supervisor supporting the appointment, e.g., Director of the Health Department for ACHD, etc. This is especially important if the proposed role requires release time from employer to complete duties associated with the appointment.
 - When appropriate, other letters that document qualifications may be sought, e.g. when an appointment is proposed that is based on experience in public health agencies rather than scholarship or academic positions.

Signature: _____
Department Chair Date

Signature: _____
Associate Dean for Faculty Affairs Date