Pitt Public Health
Primary Faculty Position Search Committee Checklist

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

1. Letter from Department Chair justifying creation or replacement of a faculty position.

2. Position Description

3. Position Advertisement
   The position advertisement must include the following information:
   • Rank and/or title. State if “open” or “negotiable.”
   • Tenure status – tenured, tenure-stream, non-tenure-stream, or combination.
   • Employment category of the position – full-time or part-time.
   • A brief statement of duties.
   • Minimum objective qualifications (i.e., degrees and experience); other desirable qualifications
   • Salary range for the position or a minimum salary.
   • Proposed position start date.
   • Closing date for receipt of applications (or the statement, “In order to ensure full consideration, applications must be received by [date]”). State if “open.”
   • The name, address, telephone number and/or email of the person to contact.
   • Minimally, the tag line, EEO/AA/M/F/Vets/Disabled, must appear at the end of every advertisement and replaces previous affirmative action statements.

4. Affirmative Action Pre-Audit Form: †
   • Committees must have a minimum of five members with the majority at or above the rank of proposed position.
   • Committees must represent each gender.
   • Department Chairs may not chair search committee for positions within his/her own department.
   • At least one member of the search committee is an active member of the FAPTC (s/he must be outside of the department initiating the search).
   • At least one member of the search committee has attended the Faculty Diversity Workshop presented by the Health Sciences Diversity Office entitled, Workshop for Increasing Faculty Diversity.
   • At least one member of the search committee is a faculty member outside of the Graduate School of Public Health.
   • An Emeritus faculty member may serve on a search committee, but s/he does not count toward the membership required for a faculty search.
   • Part II. C. of the Affirmative Action Pre-Audit Form is completed.

5. Funding Data Supplement Form †

   Signature: ____________________________
   Department Chair Date

   Signature: ____________________________
   Associate Dean for Faculty Affairs Date

† An electronic copy of this document may be found on-line in the PittBox Folder entitled, FAPTC Resources.