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