Pitt Public Health
Visiting 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.

Visiting Faculty are those faculty hires who will not remain employed in Pitt Public Health for more than one year; the appointment is temporary (see, “Article VI. Full- and Part-Time Appointment Stream Faculty” in the University of Pittsburgh Faculty Handbook). These temporary hires are visiting the University, and are going to another institution at the conclusion of the one-year appointment.

1. Letter from Department Chair to Dean requesting the proposed visiting appointment to include:
   - A summary of the candidate’s qualifications.
   - Candidate’s experience in research and teaching.
   - Candidate’s anticipated roles and responsibilities in the department.
   - Length of the appointment.

2. Candidate’s current Curriculum Vitae.

3. Signed copy of the approved Position Offer Letter with position number for those candidate’s whose appointment dossier is in process.

Signature: 

Department Chair
Date

Signature: 

Associate Dean for Faculty Affairs
Date