

Pitt Public Health Primary Faculty Promotion Checklist

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

1. Letter from the Department Chair to the Dean.
2. Department faculty members' recommendations and signed ballots.
 - Ballots must be from primary faculty members of equal or higher rank to the rank of the proposed promotion, including the department Chair.
3. Annual Faculty Evaluations for the past three years.
4. Self-evaluation narrative statement (4-5 pages). ‡
 - Public Health Education faculty must include a teaching philosophy in the statement.
5. Curriculum Vitae: ‡
 - CV should follow the Pitt Public Health format and include -
 - Papers published, accepted for publication, or in press. (Do not include articles submitted or in preparation.)
 - Grant Information
 - Name of the granting agency
 - Title of the grant
 - Dates of the grant
 - Candidate's role in the grant (PI, Co-Investigator, etc. using NIH definitions)
 - Total Direct Cost of grant (if PI) or the subaward of your portion (if Co-Investigator)
 - Lists of all courses/lectures taught
 - This information should include the course title(s), the role of the candidate in the course(s), and course enrollment.
6. Teaching Portfolio: ‡
 - Course Teaching Information -
 - Candidate's role (guest lecturer, course coordinator, etc.)
 - # of lectures given if guest lecturer
 - Copy of course syllabus
 - OMET student teaching evaluations for candidate's lectures/courses *from the date of last promotion or date of appointment.*
 - Student/Trainee Advising and Mentoring -
 - Student name
 - List of student publication(s)
 - Year degree earned

Teaching Portfolio requirements for individuals seeking to identify with Public Health Practice (PHP) or Public Health Education (PHE) may be found in Appendix D of the FAPTC Operating Manual. Examples are based on tenure status and may include the following -

- Public Health Practice only: demonstrated ability to teach, evaluate and mentor graduate students; service as committee member of students' theses, dissertation committees and examination committees; contributions to the design, organization and instruction of course or educational programs; and/or evidence of maintained teaching effectiveness and continued growth.
- Public Health Education only: demonstrated ability to teach, evaluate and mentor graduate students; service as committee member of students' theses, dissertation committees and examination committees; recognition by peers nationally and/or internationally; membership in organizations involved with public health education policy; demonstrated excellence in classroom teaching; substantial leadership and/or extra-classroom achievements in education; publication of textbook chapters; and/or successful recruitment of qualified trainees to the departmental programs.

7. External Reference Report and at least six letters of reference from referees* external to the University of Pittsburgh or UPMC:

* *Academic Referees must be of equal or higher rank of the proposed promotion. Non-academic referees must have substantial experience and appropriate qualifications for peer review. 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. The report should also specify how the referee was identified (i.e. the candidate, Department Chair, departmental faculty member, etc.). No more than three reference letters can come from referees identified by the candidate.

8. Publications: ‡

- Five publications that are published, accepted or in press -
 - Public Health Practice only: see PHP section of FAPTC Operating Manual and Appendix D for other acceptable materials, e.g., technical reports and presentations to professional meetings.
 - Public Health Education only: see PHE section of FAPTC Operating Manual and Appendix D for other acceptable materials, e.g., textbook chapters, publications related to public health education, publication of important teaching materials.

Signature: _____
Department Chair Date

Signature: _____
Associate Dean for Faculty Affairs Date

‡ *Only these items will be shared with external referees. No other dossier items will be available to external referees.*