

Pitt Public Health Faculty Employment Offer 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.*

The following items are required for an offer of employment letter to be considered:

1. The Offer Letter, based on the appropriate template on PittBox
2. A copy of the approved position request paperwork
3. The selected candidate's CV
4. Current Funding Data Sheet
5. A copy of the letter from the Search Committee Chair to the Department Chair, identifying the candidate and documenting the search process including:
 - Total # applicants
 - # Qualified applicants
 - # Applicants interviewed
 - How applicants were interviewed
 - # Times applicants were interviewed
 - Why the applicant was chosen for the position
 - Why the remaining applicants were not chosen for the position
6. Letter from the Chair to the Dean supporting the selected candidate.

Reminder:

The SVCO reviews every offer letter packet after the Dean signs it, regardless of tenure status.

Associate Dean for Finance & Administration

Date