**Faculty Status**

**CONTENT SUMMARY**

* Graduate faculty status and application
* Core faculty status and application

**Graduate Faculty**

* **Definition** – Regular membership in the Graduate Faculty allows for full-time faculty or part-time tenure-stream members of the University faculty to direct graduate study and research at all levels.

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***MPH Essay committee members are not required to have graduate faculty status (all are considered to have equal standing), but dissertation committee chairs MUST apply for and receive graduate faculty status, after obtaining Core Faculty status (refer to the Core Faculty section of this document below).***

* **Eligibility** – Demonstration of experience in teaching, research and student mentoring.
* **Faculty with** **primary appointments** in Epidemiology should apply for this status through the Epidemiology department (refer to the **Application process** section of this document below).
* **Faculty with** **secondary appointments** in Epidemiology should apply for Graduate Faculty status through the school/department where their primary appointment is held, and inquire there to determine the procedure.

Teaching experienceshould include proficiency in lecturing (it is not necessary to have taught a whole course, although this is helpful).

Research experience should include first-authorship of several papers through which high level research skills are demonstrated.

Student mentoring includes master’s student advisement (through membership on/leadership of essay or thesis committees) and/or doctoral student advisement (through membership on doctoral committee. Candidates should have advised at least two master’s students and acted as members of dissertation committees.

***It is recommended that graduate faculty candidates apply approximately two years following their departmental appointments. This allows for sufficient time to acquire the necessary experiences and qualifications. Faculty believing they are prepared to apply for Graduate Faculty status before two years should communicate with the department chair to obtain his/her input.***

* **Application process**
	+ Eligible faculty must forward the following to the chair of the Department of Epidemiology:
* CV
* Letter of support from a senior faculty member summarizing qualifications (referenced above).
	+ Department chair must submit the following to the Graduate School of Public Health Associate Dean for Academic Affairs, Dr. Robert Ferrell:
* Candidate’s CV
* Letter of support detailing why the candidate needs graduate faculty status and why he/she is a good candidate
* Form with five signatures of senior faculty members in support of the application
* Dr. Ferrell reviews application materials to ensure they are acceptable, and if so, forwards them to the Office of the Provost for consideration.
* **Decision timeframe**
* Final decisions from the Office of the Provost are forwarded to the faculty applying for this status.
* Contact **Stephanie Hoogendoorn** of the Provost’s Office at hoogen@pitt.edu with questions about status decisions.
* [**Current graduate faculty list**](http://www.ir.pitt.edu/gradfac/homepg.htm)  **(University of Pittsburgh)**

***Faculty with primary appointments in the Department of Epidemiology should contact Donna Bushey, administrative assistant to the Department of Epidemiology Chair, at*** ***busheyd@edc.pitt.edu*** ***with questions.***

**Core Faculty**

* **Definition** – Core educational faculty are faculty of the University of Pittsburgh who are heavily involved in the educational mission of the Department of Epidemiology as demonstrated by meeting several specific eligibility requirements.
* **Eligibility** – Faculty applying should have experience in teaching courses or have significant involvement in courses led by others. They should participate on a routine basis in a journal club, mentor students in independent studies, serve on curriculum committees and/or serve on doctoral/master’s program student committees.
	+ Faculty (not research faculty) with primary appointments in Epidemiology are automatically considered core faculty.
	+ Faculty with secondary appointments and research faculty (with primary or secondary appointments in Epidemiology) may be eligible if they have an epidemiology degree and epidemiology research experience, and their applications are approved by the department’s Vice-Chair for Education and the Department of Epidemiology Chair (see Application process below).



***Faculty wishing to act as dissertation committee chairs must obtain Core Faculty status as well as Graduate Faculty status (refer to the Graduate Faculty section above in this document).***

* **Application process**

All faculty who believe they meet the eligibility requirements for attaining core faculty status and/or who believe their names should already be included on the Pitt Public Health core faculty list should submit a **Core Faculty Application form**

* + Dr. Maria Brooks, Vice Chair for Education, will discuss applications with the Department of Epidemiology chair.
	+ The Department of Epidemiology Student Affairs Manager and Program Administrator, Lori Smith, will notify Mary Derkach, Pitt Public Health Assistant Dean for Student Affairs, of updates to the Epidemiology core faculty list.
* [**Current GSPH core faculty list by department**](http://www.publichealth.pitt.edu/interior.php?pageID=211)



 *Contact Dr. Maria Brooks* *mbrooks@pitt.edu* *with questions about Core Faculty status.*