



University of
Pittsburgh

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To: School of Medicine Department Chairs, Institute Directors, and Senior Staff
From: Anantha Shekhar, MD, PhD, Senior Vice Chancellor for the Health Sciences and
John and Gertrude Petersen Dean, School of Medicine *AS*
Date: October 22, 2020
Re: Personnel and Administrative Actions for Dually Employed School of Medicine
Faculty

This memo is a follow up to my comments during the October 5, 2020 “Chairs, Institute Directors, and Senior Staff meeting” regarding the importance of distinguishing your roles at UPMC from those at the School of Medicine when making personnel and administrative decisions for dually employed faculty.

The University of Pittsburgh and UPMC are two separate legal entities, each with its own separate policies and procedures. Specifically, the University’s policies reflect an academic environment in which freedom of speech and academic freedom are valued and afford faculty certain rights and procedural due process. The University, not UPMC, has governance over research, students, and teaching at the School of Medicine. When communicating with faculty, please implement the following practices:

1. Identify which institution you are representing;
2. If you have email addresses at both institutions, use your “pitt.edu” email account for School of Medicine matters and your “upmc.edu” email account for UPMC matters and consider changing your email signature to reflect the difference between the two;
3. Be specific about any limitations or restrictions being implemented, and avoid general statements that could be construed as being applicable to both institutions; and
4. Statements referring to “research,” “training,” “teaching,” “students,” “trainees,” or the like must specifically indicate whether your directive applies to the School of Medicine academic matters or the UPMC Graduate Medical Education (residency training and fellowship) program.

When matters affect any aspect of a faculty member’s role at the University, University and School of Medicine policies and procedures must be followed. Before finalizing decisions regarding faculty, please consult with the Office of Faculty Affairs to ensure compliance with University and School of Medicine policies.

If you have further questions regarding this matter, feel free to contact me at 412-648-8975.