

New or Replacement Position Requisitions

Requisitions for a New or Replacement position are created in Talent Center: cfopitt.taleo.net

Provided are links to training sessions and a Quick Reference Guide to aid in navigating the system and the process. [Pitt Worx Hub - Talent Center Reference Guide - Faculty, Research Associates, and Postdoctoral Associates \(sharepoint.com\)](#)

The following documents must be uploaded within the requisition in Talent Center, attachment section and must be in one PDF (SoM Faculty Position Request and Justification Form, Ad, Requisition):

- **SoM Faculty Position Request and Justification Form**
 - Request form for both Pitt Only and Dually employed positions.
 - [SOM Faculty Position Request and Justification Form.pdf \(pitt.edu\)](#)
 - The Talent Center Requisition number should be at the top of the form
 - All fields must be completed (rank, tenure status, new or replacement position, etc)
 - The percent effort and account numbers are required

- **Advertisement** - Faculty positions must be advertised in a minimum of three national journals. All must advertise with organizations that recruit women and those underrepresented in medicine. Description of duties and minimum qualifications must be stated. If the rank consists of a range, include the qualifications for each rank that is being considered, for example different qualifications for an Assistant Professor and Associate Professor. Minimum education requirements must be listed. Ads should reference Requisition number for applicants to apply through Talent Center including this link [Home | Talent Center: Careers at Pitt | University of Pittsburgh](#) Tagline needs to be on all ads **“The University of Pittsburgh is an Affirmative Action/ Equal Opportunity Employer and values equality of opportunity, human dignity and diversity, EOE, including disability/vets”** at the bottom.

- **Copy of requisition**

School of Medicine Specific Requirements in Talent Center fields:

1. Job Identification section

Job classification – i.e. faculty.professor.assistant

Ranks - the highest rank should be listed as the job classification when the requisition is for an open rank. The requisition and all documentation must be consistent in rank and tenure status

Type of position – new or replacement

If replacement enter faculty member being replaced and termination date

In Position field, enter position number being replaced

Number of openings – 1

Are you hiring multiple faculty – No

2. Job Details

Assignment Category – Full-time regular or part-time regular

FTE – 1 for full time or effort percent if part-time

Potential Tenure Status – Non-tenure, tenure stream, tenure

Background screening – if applicable

3. Job Posting Details

Type of full-time search – either 12 months or TEFR posted 5 days

Required attachments – CV, Bio, etc.

Chair of Committee – faculty member who will be in charge of search committee

Composition of Search Committee - (name, gender, and ethnicity, i.e. 50% white male, 25% African American female, 25% Asian male). Search committees should be comprised of at least 3 individuals (non-tenure stream positions) or 5 individuals (tenure stream and tenure positions) and membership must be broadly represented including women and those underrepresented in medicine.

General Recruitment Sources – list where ads will be placed

Special Recruitment Sources – list where ads will be placed for underrepresented candidates

4. Budget

CDC code required

Does this position include UPP funding – Yes or No

Costing Account – this is for Pitt funding information - If dually employed enter only the PITT funding information, percentage must equal 100%

5. **Job Summary and Qualifications** - (this is where the content of the ad is entered). Description of duties and minimum qualifications (must be included. *If the rank consists of a range, include the qualifications for each rank that is being considered, for example Assistant Professor requires 1-5 year experience; Associate Professor requires 6-10 year experience; Professor requires 10 year experience. Minimum education requirements must be listed – MD, DO, PhD in what specific field.* Ads should reference Requisition number for applicants to apply through Talent Center including the link [Home | Talent Center: Careers at Pitt | University of Pittsburgh](#) and tagline “The University of Pittsburgh is an Affirmative Action/ Equal Opportunity Employer and values equality of opportunity, human dignity and diversity, EOE, including disability/vets.”

Instructions for uploading your documents into Talent Center:

Create a single PDF file, save as “Department Name and Requisition number”.

Save contents in the following order:

1. SoM Faculty Position Request and Justification Form
2. Copy of Requisition (click on Requisition Info tab, then click on the printer icon and you will have a choice to save as a PDF)
3. Ad