

## Paid Visiting Scholar Requisitions

Departments must submit a Visiting Scholar Requisition in Talent Center: [cfopitt.taleo.net](http://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 to Talent Center:

1. **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
  - The percent effort and account numbers are required
  - Contract dates should be listed in “Additional Department Comments” field
2. **Candidates Curriculum Vitae** - Only if TEFr request
3. **Requisition**

School of Medicine Specific Requirements in Talent Center fields:

1. **Job Identification section**
  - Job classification – i.e. faculty.scholar. visiting
  - Type of position – new
  - 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 .90 if part-time (or equivalent percent)
  - Potential Tenure Status – Non-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 (if TEFr no chair committee is required)
  - 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. (if TEFr no chair committee is required)

General Recruitment Sources – list where ads will be placed (if TEFR no chair committee is required)

Special Recruitment Sources – list where ads will be placed for underrepresented candidates (if TEFR no chair committee is required)

**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** - Description of duties and minimum qualifications must be included. Minimum education requirements must be listed – MD, DO, PhD in what specific field. 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. Requisition information from Talent Center (click on Requisition Info tab, then click on the printer icon and you will have a choice to save as a PDF)
3. CV if TEFR request

Updated 10/3/2023