

## Targeted External Faculty Requests (TEFR)

Departments must submit a Targeted External Faculty Request in Talent Center: [cfopitt.taleo.net](https://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 in one PDF (CV may be uploaded as a separate attachment):

1. **Justification Memo** for Targeted External Faculty Requests (TEFR) addressed to Dr. Ann E. Thompson, Vice Dean, and should contain the following information:
  - Put the Talent Center Requisition number at the top of the memo
  - Action requested - TEFR. Include the candidate's name and explanation of what makes this candidate unique to this position and why a full search is not necessary. Explain candidate's training, experience and skill set and what the candidate uniquely brings to the Department, School and University. (This paragraph must have strong justification)
  - Academic rank
  - Tenure status (tenure, tenure stream, non-tenure stream)
  - Description of job responsibilities
2. **Candidate's Curriculum Vitae**
3. **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
4. **Requisition**

## School of Medicine Specific Requirements in Talent Center fields:

1. **Job Identification section**
  - Job classification – i.e. faculty.professor.assistant
  - Ranks – only one rank for TEFR requests
  - 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 –TEFR posted 5 days  
Required attachments – CV, Bio, etc.  
Chair of **Committee - not needed for TEFR requisition**  
Composition of Search Committee – **not needed for TEFR requisition**  
General Recruitment Sources – **not needed for TEFR requisition**  
Special Recruitment Sources – **not needed for TEFR requisition**

### 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** - The Office of Diversity and Inclusion requires a positing to be placed in Talent Center for 5 days for TEFR requisitions and all applicants must be dispositioned. Description of duties and qualifications along with the level of education requirements must be listed. The requisition number should be listed for applicants to apply through Talent Center including this link [Home | Talent Center: Careers at Pitt | University of Pittsburgh](#), tagline must be include - “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 very end of the job summary.

### 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. Justification Memo
2. SoM Faculty Position Request and Justification Form
3. Requisition information from Talent Center
4. CV