

Paid Visiting Scholar Requisitions

Departments must submit a Visiting Scholar Requisition 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 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