

Department transfer - faculty staying in the current position number

NOTE: The department transfer memo must be completed and reviewed by the Office of Faculty Affairs, School of Medicine before any other signatures are obtained, send to Chris Hafera at cld43@pitt.edu. Once approved by OFA the department transfer process can take place.

These instructions are for faculty moving to a different department within the School of Medicine and keeping their position number - **no changes in job duties or tenure status**

Use **Request a Position Change** action in Pitt Worx:

<https://pitt.sharepoint.com/sites/human-resources/Pitt->

[Worx/Core%20HR/Request%20a%20Position%20Change%20-%20Department%20Change.aspx](https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Core%20HR/Request%20a%20Position%20Change%20-%20Department%20Change.aspx)

This is a **two-step process** between the current department and the new department:

The **current department** must submit the Pitt Worx action using **Request a Position Change**

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Request a Position Change

Search for position number to be transferred – enter 7-digit position number in the search field, select highlighted position

Action Details - When and Why

When does the position change start? – enter effective date of department change

What's the reason for this request? - Department Change

Continue

Position Details

Name – change the 5-digit code to the new department (ex: 35200)

Department – change to new department name (ex: MED-Surgery)

Continue

Budget Details – nothing is changed

Impacted Assignments – nothing is changed

Include required attachments

Attachments needed:

1. Department Transfer Memo - Support letter agreeing to the transfer from both departments and stating position is also being transferred
2. Resignation letter from faculty member leaving current department
3. Current CV

Submit

Once the above action is approved, the new department can see the Pitt Worx employee record.

The **new department** must submit a Pitt Worx action to update any necessary fields through ***Appointment/Reappointment (With Salary Change)*** updating any information pertaining to the transfer.

- CDC code
- Department location
- New faculty details record with new contract dates
- New faculty contract salary if changing
- Update Salary section if salary is changing

Include required attachments

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1. Department Transfer Memo - Support letter agreeing of transfer from both departments and stating position is also being transferred
2. Current CV

Submit

REQUIRED ATTACHMENTS NEEDED

Current Department:

1. Department Transfer Memo - Support letter agreeing of transfer from both departments and stating position is also being transferred
2. Resignation letter from faculty member leaving current department
3. Current CV

New Department:

1. Department Transfer Memo - Support letter agreeing of transfer from both departments and stating position is also being transferred
2. Current CV