NOMINATION AND APPOINTMENT OF SCHOOL OF MEDICINE FACULTY TO THE GRADUATE FACULTY OF THE UNIVERSITY OF PITTSBURGH

(REVISED 5/29/2025)

Appointment to the Graduate Faculty of the University by the Provost signifies competence in graduate instruction and in the supervision of PhD student research, together with a record of active advancement of knowledge through an independent research program. The appointment process begins with Nomination by the PhD training program that the faculty member seeks to join. The director of said graduate program then presents the nomination to the School of Medicine Graduate Council for review and approval. Upon approval by the Graduate Council, the Associate Dean for Graduate Studies and the Dean of the medical school must approve the nomination before transmittal to the Provost for final consideration and approval.

Instructions A

The procedure below pertains to nominations initiated ***by a School of Medicine PhD granting program***, the application packet must contain the following:

1. **UNIVERSITY NOMINATION FORM - signed by the director of the graduate program** in which the candidate proposes to participate **and six members of the graduate faculty** whose field of expertise is similar to that of the candidate. If fewer than six graduate faculty members within the graduate program possess the appropriate expertise, then additional signatures may be obtained from graduate faculty members in other programs, schools or colleges of the University working in closely related areas. **Please print the name next to the signature of each person who signs the nomination form. The Associate Dean, Dean and Provost signatures will be obtained after review by the Graduate Council. The nominating graduate program will provide guidance on the completion of this electronic form.**
2. **LETTER FROM THE CANDIDATE** – should describe the reasons for seeking appointment to the Graduate Faculty. The letter must identify the PhD program making the nomination and the specific contributions the candidate plans to make to the program.
3. **MENTORING STATEMENT FROM THE CANDIDATE** – Describe your philosophy, strategies and approaches to mentoring graduate students in 200 to 400 words. How will you foster the scientific research and psychosocial development of your PhD student? Core elements of productive mentoring include effective communication, alignment of expectations, regular assessment of progress and plans, fostering independence, cultural awareness, professional development and career exploration. What are your approaches to enhance work-life balance, wellness and resilience in your mentees?
   RESOURCES:
   - https://teaching.pitt.edu/center-for-mentoring/
   - NRMN – National Research Mentoring Network (nrmnet.net)
   - https://www.nature.com/articles/d41586-019-03459-7
4. **LETTER FROM GRADUATE PROGRAM DIRECTOR** – briefly describe the nominee's anticipated role in the PhD training program and your approval of their qualifications.
5. **LETTER FROM DEPARTMENT CHAIR** - A letter of support from the School of Medicine department chair in which the candidate has their primary academic appointment. This letter should indicate that the candidate has assigned research laboratory/office space to conduct research, and funding. This letter should provide assurance that the chair is aware of the time commitment required to participate in various activities of the graduate program and effective mentoring of graduate students.
6. **CURRICULUM VITAE** – The candidate's CV must be in the format required by the School of Medicine as described here: Information for New Faculty | School of Medicine Office of Faculty Affairs | University of Pittsburgh
   The CV should include:
   a. Research funding history, current funding, and submitted applications for new projects
   b. Publications
   c. Formal teaching activities
   d. Students and postdoctoral fellows trained
   e. Documentation of independent research laboratory/office space

SEE NEXT PAGE FOR FILING INSTRUCTIONS

Instructions B

For nominations initiated ***by a PhD granting program outside the School of Medicine***, the application packet must contain the following:

1. **UNIVERSITY NOMINATION FORM - signed by the Dean of the school in which the nominating program is located, the director of the graduate program** in which the candidate proposes to participate, **and six members of the graduate faculty** whose field of expertise is similar to that of the candidate. If there are fewer than six graduate faculty members within the graduate program with the appropriate expertise, additional signatures may be obtained from graduate faculty members in other schools or colleges of the University working in closely related areas. **Please print the name next to the signature of each person who signs the nomination form. The School of Medicine Associate Dean, SOM Dean and Provost signatures will be obtained after review by the Graduate Council. The nominating graduate program will provide guidance on the completion of this electronic form.**
2. **LETTER FROM THE CANDIDATE** – should describe the reasons for seeking appointment to the Graduate Faculty. The letter must identify the graduate program in which the candidate proposes to participate and the specific contributions the candidate plans to make to the program.
3. **MENTORING STATEMENT FROM THE CANDIDATE** – Describe your philosophy, strategies and approaches to mentoring graduate students in 200 to 400 words. How will you foster the scientific research and psychosocial development of your PhD student? Core elements of productive mentoring include effective communication, alignment of expectations, regular assessment of progress and plans, fostering independence, cultural awareness, professional development and career exploration. What are your approaches to enhance work-life balance, wellness and resilience in your mentees?
   RESOURCES:
   - https://teaching.pitt.edu/center-for-mentoring/
   - NRMN – National Research Mentoring Network (nrmnet.net)
   - https://www.nature.com/articles/d41586-019-03459-7
4. **LETTER FROM GRADUATE PROGRAM DIRECTOR** – briefly describe nominee's anticipated role in the PhD training program and your approval of their qualifications.
5. **LETTER FROM DEPARTMENT CHAIR** - A letter of support from the School of Medicine department chair in which the candidate has their primary academic appointment. This letter should indicate that the candidate has assigned research laboratory/office space to conduct research, and funding. This letter should provide assurance that the chair is aware of the time commitment required to participate in various activities of the graduate program and effective mentoring of graduate students.
6. **CURRICULUM VITAE** – The candidate's CV must be in the format required by the School of Medicine as described at: Information for New Faculty | School of Medicine Office of Faculty Affairs | University of Pittsburgh
   The CV should include:
   a. Research funding history, current funding, and submitted applications for new projects
   b. Publications
   c. Formal teaching activities
   d. Students and postdoctoral fellows trained
   e. Documentation of independent research laboratory/office space

FILING INSTRUCTIONS

For both types of nomination, the electronic version of the nomination form should be used. Contact the coordinator of the nominating graduate program for information on the completion of this form via DocuSign. The completed nomination form, accompanying letters, mentoring statement and CV should be uploaded to the OneDrive folder shared by the Office of Graduate Studies with all School of Medicine graduate programs. To allow prompt consideration, all application materials must be received at least 3 weeks prior to the next School of Medicine Graduate Council meeting. The annual schedule of meetings will be posted at Resources for Faculty, Students, Coordinators | School of Medicine Graduate Studies (pitt.edu).