University of Pittsburgh | Department of Pediatrics, School of Medicine

Contact Information Update Form Frequently Asked Questions

Beginning **Monday, April 20, 2020**, the Department of Pediatrics (DOP) will centralize the collection of personnel directory information through use of an online form.

Complete Your Form Today

pi.tt/pedscontactupdate

Initial submissions must be completed by **Friday, June 5, 2020** for current personnel or within 30 days of start date for new hires

Who must complete the form?

The following personnel within the DOP **must complete** this form:

- All University of Pittsburgh faculty and staff, both full-time and part-time
- All University of Pittsburgh Physicians (UPP) or UPMC physicians and employees with academic, research, or administrative responsibilities
- UPMC fellows and residents with DOP appointments

The following personnel **do not need to complete** this form:

- Registered nurses, medical assistants, nurse practitioners, and similar staff that work strictly within inpatient and outpatient clinical areas, except those with University of Pittsburgh academic appointments in the DOP

What information is collected?

The form will ask standard directory information such as name, title(s), office location, telephone number, and email address. In addition, the following information is required to complete and submit the form:

- **Biographical Statement:** All personnel must provide a brief one to three paragraph biographical statement on their research, clinical, and/or career interests written in third person. The statement may be typed directly into the form or uploaded as a Microsoft Word or Rich Text file.
- **Profile Photo or Headshot:** All personnel must upload a profile photo for use on the department's online directory. This should be a recent portrait of you that is professional-looking and business appropriate. The image must be of high resolution, uncropped, unaltered, and in JPEG or PNG format.
- **CV or Résumé:** All faculty, physicians, and most staff involved in research (such as lab personnel) must upload a curriculum vitae (CV) or résumé into the form for population of research grant and publication lists. The document must be uploaded as a Microsoft Word or Rich Text file.
- **Format of CV for Faculty:** All faculty with primary appointments in the Department of Pediatrics are required to upload a CV using the Pitt School of Medicine (SOM) format.

Where is the form located and how long does it take to complete?

The form is accessible online at http://pi.tt/pedscontactupdate from any computer or mobile device. A Pitt or UPMC network login is not required. The form may take up to 15 minutes to complete.

When is this information being collected?

Submissions will be accepted beginning Monday, April 20, 2020 and are due by Friday, June 5, 2020. New hires must complete this form within thirty (30) days of their start date.

Updates to information may be submitted throughout the year using the same form. Personnel will be required to submit updated forms on a "rolling" basis as updates occur, such as before faculty performance evaluations and annual report submission deadlines.

Why is this form now in use?

In response to extensive feedback from faculty and staff, the DOP is streamlining collection of this information for a wide range of communications-related projects, including a new department website, and other administrative tasks that occur throughout the year. This new form will significantly reduce repeated inquiries to faculty and staff. It will also help guarantee consistency and accuracy of department records.

Can I email updated information without using the form?

No. All personnel profile information and subsequent updates must be submitted using the form. The Office of the Chair will no longer accept annual CV updates, routine website directory changes, and similar items through email.

I need new headshots taken. Is there a photographer available?

Headshots for UPMC and UPP personnel may be arranged by contacting Ron Fontana with UPMC Digital Marketing. Appointments are required. A UPMC or UPP cost center must be provided when scheduling.

Will my CV be available for public access on the website?

Publication histories, research grant lists, and directory information will be copied from an uploaded CV and published on the website. However, by default, complete CV's will not be uploaded to the DOP website for public download without specific consent of the employee. If consent is not granted, CV's will be retained in the Office of the Chair for internal use only, such as promotions and performance evaluations.

Who can help me with this new process?

Please contact your division or center administrator. Specific questions may be directed to the following:

Faculty Appointment and Faculty Records Questions

Maggie Boss
Administrative Assistant - Senior
(412) 692-7472
maggie.boss@chp.edu

Technical Issues and Website Questions

Brendan A. Linton
Research Communications Specialist
(412) 346-6847
brendan.linton@chp.edu

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