



University of Pittsburgh

School of Law

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Memorandum

To: Permanent Faculty, University of Pittsburgh School of Law
From: Haider Ala Hamoudi, Associate Dean of Research & Faculty Development
Date: February 20, 2015

Re: Process for Hiring New Research and Teaching Assistants

There is a new process for the hiring of research and teaching assistants, required by the University. There is no opportunity to “opt out” of this system, so please do read the below carefully if you wish to hire a research or teaching assistant this summer, or indeed any time in the future.

I. Deadline for Summer Hires

If you wish to hire a research or teaching assistant for the summer, we need to know this by the end of the second Friday in March. For 2015, this means **March 20, 2015**. For years subsequent, the deadlines are as follows:

Summer 2016 March 18, 2016

Summer 2017 March 17, 2017

Summer 2018 March 16, 2018

The person to inform is Sarah Barca.

If you are not hiring for the summer, then there is no set deadline by which you need to let us know of an intent to hire. However, please note that it takes up to 3 to 4 weeks to complete the hiring process from start to finish, so please schedule this well ahead of time. *Please note as well that until the process of hiring is complete, your research or teaching assistant will not be able to begin work.*

II. The Hiring Process

A. Preselected Applicant

Whenever you wish to hire a research or teaching assistant (whether for the summer or otherwise), if you know the name of the person you intend to hire, please email Sarah Barca

and inform her of your desire to hire. She will then enter the information onto PittSource, and give you a reference number. Give that number to the student whom you have selected, and they will then apply through PittSource. Sarah can then show you how to access the information of the applicant and approve it via a guest login on PittSource. This is not difficult. You can ignore all applicants other than the one preselected. Once you have selected the applicant, this will end the hiring process on your end. The applicant will still have paperwork to send via PittSource, however, as described above.

B. Selecting an Applicant

If you do not know the person you wish to hire, but instead want to interview several people, then email Sarah Barca a job description and minimum qualifications (such as whether they should be a 2L or 3L, whether they should have taken a particular class, etc.). She can then post the position on PittSource, and give you a reference number as well. Then you are free to advertise the position any way that you wish. (For example, you can post it on edocket with a reference number, or announce it in your class, or send it to your students via email). Students can then apply, and you can select for interviews those applicants you find most qualified. (The applications will come to you again via PittSource, for which Sarah can give you a guest login, which she can show you how to use.) Once you have selected a person, you merely need to inform Sarah, and the process on your end is once again completed.

I regret any inconvenience caused. Please do not hesitate to contact me with questions or concerns.

H.A.H.