

Promotion of Staff Scientist in GS Appointment Check Sheet

Name:	_____
IC:	_____
Lab/Branch:	_____
Present Position/Level:	_____
Proposed Position/Level:	_____

For Review by Scientific Director

Please assemble the following information:

1. Recommending memorandum from Laboratory/Branch Chief to Scientific Director (SD) addressing the promotion requirements for a staff scientist.
 - a. Brief summary of the individual's scientific contributions prior to the last promotion.
 - b. Listing of the principal areas to which the individual has contributed since the last promotion, identifying the particular related published work(s).
 - c. Discussion of the individual's current programmatic role: e.g., individual contribution, collaborator service. The latter could include administrative service to the IC, as well as to the professional community (teaching, editing, organizational).
 - d. Principal reason for promoting at this time.
2. CV and Bibliography. The CV should include:
 - . Examples of scientific recognition, e.g., awards, honors, and outside scientific activities.
 - a. The 5 most important publications since the last promotion should be checked off on the bibliography.

3. Board of Scientific Counselors Report (most recent review) of the Laboratory/Branch and supervisor.
4. Report of IC Promotion/Tenure Committee.
5. Letters:
 - . Outgoing letter soliciting Letters of Recommendation.
 - a. Letters of Recommendation (at least three for promotion to GS-14 and five for promotion to GS-15).
6. This Staff Scientist is a Facility Head.
7. **IC Approval by:** _____
8. **Date approved:** _____
Copy sent to DDIR (Bldg. 1 - Room 160) on: _____