

"Model" Memo Sent to a Senior Scientist (Category 1)

Date: _____

To: _____

From: _____ Scientific Director, (IC) _____

Subject: Appointment as Senior Scientist

This is to notify you that your appointment as a Senior Scientist (category 1) has been reviewed and approved. The NIH formalized the concept of Senior Scientist as an NIH intramural professional designation in 2001, reflecting the importance of multidisciplinary research and research support teams. NIH Senior Scientists are recognized international experts with demonstrated expertise in managing a complex program who are supervised by a Senior Investigator or Scientific Director.

The resources assigned to a Senior Scientist (category 1) are determined by the Scientific Director, including space, funds, equipment, and personnel. The Scientific Director is free at any time to reassign the Senior Scientist to any research program to which his or her special expertise would make a valuable contribution. Because the appointment of a Senior Scientist is based on consideration of the strength of the research program, as well as the candidate, the research program must be (and remain) very strong scientifically, and the candidate must have demonstrated an exceptional ability to be highly productive. In offering you the title of Senior Scientist (category 1), based on your past accomplishments, I have every expectation that you will remain highly productive as a Senior Scientist in the future.

To summarize, your position is fully intended to result in exceptional research. However, you must be aware that you can be reassigned to another lab, or your appointment may not be renewed, if there are major changes in the program. In the event this occurs, you will be expected to address the research goals of a new research program. As in the case of any NIH employee, you may also be removed from this position for malfeasance or lack of satisfactory performance.

I am pleased to appoint you to the position of Senior Scientist (category 1) under a time-limited, renewable Title 42 appointment. Renewal of this appointment will be based on sustained high level performance and the ability to utilize your capabilities in an IC intramural research program.

Approved for appointment as Senior Scientist:

_____ (Date)

Scientific Director

Approved for appointment as Senior Scientist:

_____ (Date)

Deputy Director for Intramural Research, NIH

I accept the appointment as Senior Scientist under the above conditions:

_____ (Date)

OIR - October 1, 2001