

## **NIH Office of Intramural Research (OIR)**

### **Promotion of a Staff Scientist in GS Appointment**

#### *Promotion Checklist*

**Appointee's Name:**

**Current Position:**

**Institute or Center (IC):**

**Proposed Position:**

**Lab/Branch:**

Please assemble the following information:

1. Recommending Memo – From the Laboratory/Branch Chief to Scientific Director (SD) addressing the promotion requirements for a staff scientist:
  - Brief summary of the individual's scientific contributions prior to the last promotion.
  - Listing of the principal areas to which the individual has contributed since the last promotion, identifying the particular related published work(s).
  - 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).
  - Principal reason for promoting at this time.
2. CV and Bibliography – The CV should include the following:
  - Examples of scientific recognition (e.g., awards, honors, and outside scientific activities)
  - The 5 most important publications since the last promotion (should be checked off in 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 of Recommendation, including:
  - Outgoing letter soliciting Letters of Recommendation
  - Letters of Recommendation (at least three for promotion to GS-14 and five for promotion to GS-15)

***Approvals***

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**IC Approval by (Scientific Director):**

**Approval Date:**