

NIH Office of Intramural Research (OIR)

Tenure Appointment

Appointment Checklist

Documentation Required for the NIH Central Tenure Committee (CTC)

Appointee's Name:

Current Position:

Institute or Center (IC):

Proposed Position:

Lab/Branch:

Please create a **single pdf** with the required items below **in the order stipulated**. **Do not bookmark**. **PDF must be editable**. **Submit by e-mail to Dr. Arlyn García-Pérez**. **(Do not send encrypted e-mail!)**

1. Recommending Memo – From the Laboratory/Branch Chief or Scientific Director (SD), through IC Director, specifically addressing the recommendation for tenure:

The *best* memo should, at minimum:

- Contain an excellent description of the specific and unique scientific contributions to the field(s)
- Address evidence of independence
- Address quality of science, productivity and impact on specific field and biomedical research more generally
- Address national/international recognition
- Address expected contributions after tenure

2. Full CV and Bibliography – On the CV, clearly at the top (near the candidate's name) add the Researcher ID for the Web of Science database. The bibliography must be clearly separated in sections denoting: original research peer-reviewed papers, reviews, commentaries, letters, etc. The CV should include examples of scientific recognition (e.g., awards, honors, and outside scientific activities).

The CV and bibliography should include, at minimum:

- The correct current Intramural Professional Designation (Investigator) if from the NIH tenure track or current position title and competitive funding awards/grants if outside candidate
- Evidence of independence – clear evidence of independent contributions to research, including team research, as reflected by first-author and senior-author original papers, national and international invitations to speak, letters of reference, etc.

- Evidence of productivity
 - Evidence of recognition in the field(s) – national and international invitations to speak, other presentations
 - Evidence of good NIH “citizenship” – e.g., IC or NIH-wide activity or committee participation (e.g., Special Interest Group, IRB, ACUC, Woman Scientist Advisor, etc.)
3. Statement about PI involvement in Diversity, Equity, Inclusion, and Accessibility ([click for specific instructions](#))
 4. List of mentees, including:
 - Names of all trainees mentored (students, summer trainees, pre-doc graduate students, post-baccalaureate trainees, postdoctoral trainees, others). Do not identify the gender and race of each mentee. Demographics should be shown only as a group.
 - Dates (month/year to month/year) each was mentored
 - Position and place where each went when they left the lab
 - Position and place where each is now (or last known)
 - Total demographics of trainees (gender and race/national origin; e.g., # females, # males; for US citizens and permanent residents only: # African American, # Asian/Pacific Islander, # American Indian/Native American, # Hispanic, # White/Other; # foreign nationals (on visas))
 5. List of 5 most important publications
 6. Copies of 2 most significant papers
 7. Description of future plans by the scientist (no more than 5 pages)
 8. Board of Scientific Counselors' Reports/Site Visit Reports – All of those carried out while on tenure-track, but at a minimum:
 - Mid-point review (or first review as a tenure-track investigator)
 - Latest review (within past 2 years)

NOTE: Site Visit and BSC Reports must include complete roster of reviewers (each roster should be placed immediately after its corresponding Site Visit or BSC review).

9. Report of IC Promotion/Tenure Committee (optional for candidates from outside NIH)
10. For candidates from the NIH tenure-track:
 - A detailed description of the resources (budget, personnel, space, other) available to the candidate from the beginning of the tenure track to date, with a timeline of changes along the length of the tenure track, if there have been any. This should not be more than 1-2 pages long.

For candidates from outside NIH:

- Search documentation (advertisement, committee) approved by the DDIR and report from the Search Committee regarding candidate selection.

11. Letters

- Outgoing letter soliciting Letters of Recommendation ([template that must be used](#)). The outgoing letter must not have any reference to the evaluations of other committees, such as the BSC, regarding tenure for the candidate. Attachments to the letter must be limited to the CV and bibliography, reprints, and future plans if desired.
- List of all individuals (with title and contact information) from whom letters were solicited, denoting those who submitted a letter, those who declined, and those who did not respond. Every effort should be made to obtain the highest percent return possible by following up on requests.
- Letters of Recommendation (at least 6 from non-collaborators)

NOTE: The weight of these letters and who they are from cannot be overstated.

NOTE: For outside candidates for tenure, the letters described in Item 11 (above) should be from leaders in the field who specifically address the recommendation for tenure.