

APPENDIX 1a--REQUIREMENTS FOR *PROMOTION* FILES

Position	CV	Research Statement	Papers/Other Documentation	Letters Required				Staff Council	Ad Hoc	Approved By	Executive Committee ⁽²⁾
				Dept. Chair	Internal ⁽¹⁾	External	Education				
Scientific	Senior Scientist	yes	5 page max.	5	yes*	yes	at least 6	yes	no	EXCOM	Approval
	Tenure	yes	5 page max.	5	yes*	yes	at least 6	yes	external ⁽³⁾	EXCOM	Approval
	Associate	yes	4 page max.	5	Ad Hoc	no	at least 6	yes	internal	EXCOM	Approval
	Assistant	See Appendix 1b - Requirements for Appointment Files									
Senior Technical	Senior Research Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		TSEC / SC	external ⁽⁴⁾	EXCOM	Approval
	Principal Engineer	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		TSEC / SC	external ⁽⁴⁾	EXCOM	Approval
	Sr. Information Systems Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		TSEC / SC	external ⁽⁴⁾	EXCOM	Approval
	Research Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.		TSEC / SC	no	President	no
	Senior Engineer	yes	3 page max.	4	yes*	6 Total; at least 3 ext.		TSEC / SC	no	President	no
Information Systems Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.		TSEC / SC	no	President	no	
Technical	Research Associates I, II, & III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. ⁽⁵⁾		TSEC ⁽⁶⁾	no	DOR/VP	no
	Engineers I, II, & Research Engineer	yes	1-3 pages	3	yes	3 Total; at least 1 ext. ⁽⁵⁾		TSEC ⁽⁶⁾	no	DOR/VP	no
	Information Systems Associates I, II & III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. ⁽⁵⁾		TSEC ⁽⁶⁾	no	DOR/VP	no
Non-Exempt Dept. Assistants	Senior Research Assistants I & II	yes	1-3 pages	2	yes	3 Total; at least 1 ext. ⁽⁵⁾		TSEC ⁽⁶⁾	no	DOR/VP	no
	Senior Engineering Assistants I & II	yes	1-3 pages	2	yes	3 Total; at least 1 ext. ⁽⁵⁾		TSEC ⁽⁶⁾	no	DOR/VP	no
	Sr. Information Systems Assistant I & II	yes	1-3 pages	2	yes	3 Total; at least 1 ext. ⁽⁵⁾		TSEC ⁽⁶⁾	no	DOR/VP	no
	Research Assistant III	yes	1 page	1	no	Total of 3 ⁽⁵⁾		no	no	DOR	no
	Engineering Assistant III	yes	1 page	1	no	Total of 3 ⁽⁵⁾		no	no	DOR	no
	Information Systems Assistant III	yes	1 page	1	no	Total of 3 ⁽⁵⁾		no	no	DOR	no
	Research Assistants I & II	yes	no	no	no	Total of 3 ⁽⁵⁾		no	no	HRD	no
	Engineering Assistants I & II	yes	no	no	no	Total of 3 ⁽⁵⁾		no	no	HRD	no
	Information Systems Assistants I & II	yes	no	no	no	Total of 3 ⁽⁵⁾		no	no	HRD	no
	Laboratory Assistants I & II	yes	no	no	no	Total of 3 ⁽⁵⁾		no	no	HRD	no

*Memo from Chair should include statement of Sense of the Department

TSEC = Technical Staff Evaluation Council

DOR = Director of Research

HRD = Human Resources Director

⁽¹⁾ Internal letters must be written **PRIOR** to reading external letters.

⁽²⁾ Files for Executive Committee should contain **only 2** reprints.

⁽³⁾ Ad hoc consists of **4-5** scientists from other institutions.

⁽⁴⁾ Ad Hoc consists of **4** people; at least one must be external.

⁽⁵⁾ Phone references may replace external letters. Same questions must be asked of all the people called.

⁽⁶⁾ Send **1** file to HR for compensation and EEO review; HR then sends file to DOR/VP for review.