

APPENDIX 1a--REQUIREMENTS FOR *PROMOTION* FILES

	Position	CV	Statement of Research or Work	Papers/Other Documentation	Letters Required				Staff Council	Ad Hoc	Approved By	Executive Committee
					Dept. Chair	Internal ⁽¹⁾	External	Education				
Scientific	Senior Scientist	yes	5 page max.	5	yes*	yes	at least 6	yes	yes	no	PRES/VPR	
	Tenure	yes	5 page max.	5	yes*	yes	at least 6	yes	yes	external ⁽²⁾	PRES/VPR	As of
	Associate	yes	4 page max.	5	Ad Hoc	no	at least 6	yes	yes	internal	PRES/VPR	Aug 2016:
	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.		opt	TSEC / SC	local ⁽³⁾	PRES/VPR	Informed by
	Principal Engineer	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		opt	TSEC / SC	local ⁽³⁾	PRES/VPR	Pres/Dir
	Sr. Information Systems Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		opt	TSEC / SC	local ⁽³⁾	PRES/VPR	as one report
	Research Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.		opt	TSEC / SC	no	VPR/VP	2X per year
	Senior Engineer	yes	3 page max.	4	yes*	6 Total; at least 3 ext.		opt	TSEC / SC	no	VPR/VP	
	Information Systems Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.		opt	TSEC / SC	no	VPR/VP	
Technical	Research Associates I, II ⁽⁷⁾ , & III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. ^{(6) (7)}		no	TSEC	no	DHR/VPR ⁽⁵⁾	
	Engineers I, II ⁽⁷⁾ & Research Engineer	yes	1-3 pages	3	yes	3 Total; at least 1 ext. ^{(6) (7)}		no	TSEC	no	DHR/VPR ⁽⁵⁾	
	Information Systems Assoc. I, II ⁽⁷⁾ , & III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. ^{(6) (7)}		no	TSEC	no	DHR/VPR ⁽⁵⁾	
Non-Exempt Dept. Assistants	Senior Research Assistants I & II, III	yes	1-3 pages	2	yes	3 Total; 1 ext. opt. ⁽⁶⁾		no	TSEC	no	DHR/VPR ⁽⁵⁾	
	Senior Engineering Assistants I & II, III	yes	1-3 pages	2	yes	3 Total; 1 ext. opt. ⁽⁶⁾		no	TSEC	no	DHR/VPR ⁽⁵⁾	
	Sr. Information Systems Assistant I & II, III	yes	1-3 pages	2	yes	3 Total; 1 ext. opt. ⁽⁶⁾		no	TSEC	no	DHR/VPR ⁽⁵⁾	
	Research Assistant III	yes	1 page	1	no	Total of 3 ⁽⁴⁾		no	no	no	DHR/VPR ⁽⁵⁾	
	Engineering Assistant III	yes	1 page	1	no	Total of 3 ⁽⁴⁾		no	no	no	DHR/VPR ⁽⁵⁾	
	Information Systems Assistant III	yes	1 page	1	no	Total of 3 ⁽⁴⁾		no	no	no	DHR/VPR ⁽⁵⁾	
	Research Assistants I & II	yes	no	no	no	Total of 3 ⁽⁴⁾		no	no	no	DHR	
	Engineering Assistants I & II	yes	no	no	no	Total of 3 ⁽⁴⁾		no	no	no	DHR	
	Information Systems Assistants I & II	yes	no	no	no	Total of 3 ⁽⁴⁾		no	no	no	DHR	
	Laboratory Assistants I & II	yes	no	no	no	Total of 3 ⁽⁴⁾		no	no	no	DHR	

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

TSEC = Technical Staff Evaluation Council

VPR = Vice President for Research

DHR = Director of Human Resources

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

⁽²⁾ Ad hoc consists of **4-5** scientists from other institutions. Meeting typically held offsite/in Boston.

⁽³⁾ Ad Hoc consists of **4** people; at least **one** must be external. Meeting typically held on WHOI campus.

⁽⁴⁾ Phone references may replace external letters. Same questions must be asked of all the people called.

⁽⁵⁾ DHR signs Auth form. VPR needn't sign unless file is controversial and special review and oversight is needed, where VPR has 'final word'.

⁽⁶⁾ Supervisor letter may be considered in Internal count; and at least one letter must be internal.

⁽⁷⁾ External letter optional for RAI, Engl and ISAI being promoted to II, but lack of external letter should be addressed in Supervisor's memo.

Revised: Jan2018