APPENDIX 1b - REQUIREMENTS FOR *APPOINTMENT* FILES

Position		CV	Research Statement	Papers/Other Documents	Letters Required				Staff Council	Ad Hoc	Appointed By	Executive Committee[2]
					Dept Chair	Internal	External	Education				
Scientific	Senior Scientist	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external(3)	EXCOM	Approval
	Tenure	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external(3)	EXCOM	Approval
	Associate	yes	4 page max.	5	yes*	yes	at least 6	no	yes	no	EXCOM	Approval
	Assistant	yes	3 page max.	3	yes*	yes(1)	at least 4	no	yes	no	President	Info. Only
Emeritus	Scientist	yes	yes	no	yes	3	no	no	no(4)	no	DOR/VP	Info. Only
	Oceanographer	yes	yes	no	yes	3	no	no	no(4)	no	DOR/VP	no
Adjunct	Scientist	yes	yes	3, if appropriate	yes	3	no	no	no(4)	no	DOR/VP	no
	Oceanographer	yes	yes	3, if appropriate	yes	3	no	no	no(4)	no	DOR/VP	no
Senior Technical	Senior Research Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	external(5)	EXCOM	Approval
	Principal Engineer	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	external(5)	EXCOM	Approval
	Sr. Information Systems Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	external(5)	EXCOM	Approval
	Research Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.(6)		no	TSEC/SC(7)	no	DOR/VP	no
	Senior Engineer	yes	3 page max.	4	yes*	6 Total; at least 3 ext.(6)		no	TSEC/SC(7)	no	DOR/VP	no
	Information Systems Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.(6)		no	TSEC/SC(7)	no	DOR/VP	no
Technical	Research Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Research Engineer	yes	1-3 pages	3	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Information Systems Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
Entry Level Technical	Research Associates I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Engineers I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Information Systems Associates I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
Non-Exempt Dept. Assistants	Senior Research Assistants I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Senior Engineering Assistants I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Sr. Information Systems Assistant I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/DOR	no
	Research Assistant III	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no
	Engineering Assistant III	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no
	Information Systems Assistant III	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no
	Research Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no
	Engineering Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no
	Information Systems Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no
	Laboratory Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	no

*Memo from Chair should include statement of Sense of the Department TSEC = Technical Staff Evaluation Council DOR = Director of Research DHR = Dir of Human Resources

(1) External letters may be read prior to writing internal letters of endorsement for Asstant Scientist level only. External letters may not be read prior to writing internal letters for all other positions, in order to prevent undue bias.

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

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

(4) After DOR review, at his/her discretion the file may be distributed to the VP of Academic Programs, the Vice President for Marine Operations, and Department Chairs if further review/comment is considered necessary.

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

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

(7) Staff Council approval via electronic vote

Revised: March 2013