

**APPENDIX 1b - REQUIREMENTS FOR APPOINTMENT FILES**

	Position	CV	Research Statement	Papers/Other Documents	Letters Required				Staff Council	Ad Hoc	Appointed By	Executive Committee
					Dept Chair	Internal	External	Education				
<b>Scientific</b>	Senior Scientist	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external <sup>(2)</sup>	PRES/VPR	
	Tenure	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external <sup>(2)</sup>	PRES/VPR	
	Associate	yes	4 page max.	5	yes*	yes	at least 6	no	yes	no	PRES/VPR	<b>As of</b>
	Assistant	yes	3 page max.	3	yes*	yes <sup>(1)</sup>	at least 4	no	yes	no	PRES/VPR	<b>Aug 2016:</b>
<b>Emeritus</b>	Scientist	yes	yes	no	yes	3	no	no	no <sup>(3)</sup>	no	VPR/VP	
	Oceanographer	yes	yes	no	yes	3	no	no	no <sup>(3)</sup>	no	VPR/VP	
<b>Adjunct</b>	Scientist	yes	yes	3, if appropriate	yes	3	no	no	no <sup>(3)</sup>	no	VPR/VP	
	Oceanographer	yes	yes	3, if appropriate	yes	3	no	no	no <sup>(3)</sup>	no	VPR/VP	
<b>Senior Technical</b>	Senior Research Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	local <sup>(4)</sup>	PRES/VPR	<b>Informed by</b>
	Principal Engineer	yes	4 page max.	5		10 Total; at least 6 ext.		no	TSEC/SC	local <sup>(4)</sup>	PRES/VPR	<b>Pres/Dir</b>
	Sr. Information Systems Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	local <sup>(4)</sup>	PRES/VPR	<b>as one report</b>
	Research Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext. <sup>(5)</sup>		no	TSEC/SC <sup>(6)</sup>	no	VPR/VP	<b>2X per year</b>
	Senior Engineer	yes	3 page max.	4	yes*	6 Total; at least 3 ext. <sup>(5)</sup>		no	TSEC/SC <sup>(6)</sup>	no	VPR/VP	
<b>Technical</b>	Information Systems Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext. <sup>(5)</sup>		no	TSEC/SC <sup>(6)</sup>	no	VPR/VP	
	Research Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Research Engineer	yes	1-3 pages	3	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
<b>Entry Level Technical</b>	Information Systems Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Research Associates I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Engineers I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
<b>Non-Exempt Dept. Assistants</b>	Information Systems Associates I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Senior Research Assistants I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Senior Engineering Assistants I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Sr. Information Systems Assistant I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	TSEC	no	DHR/VPR	
	Research Assistant III	yes	no	no	no	Total of 3 <sup>(5)</sup>		no	no	no	DHR	
	Engineering Assistant III	yes	no	no	no	Total of 3 <sup>(5)</sup>		no	no	no	DHR	
	Information Systems Assistant III	yes	no	no	no	Total of 3 <sup>(5)</sup>		no	no	no	DHR	
	Research Assistants I & II	yes	no	no	no	Total of 3 <sup>(5)</sup>		no	no	no	DHR	
	Engineering Assistants I & II	yes	no	no	no	Total of 3 <sup>(5)</sup>		no	no	no	DHR	
Information Systems Assistants I & II	yes	no	no	no	Total of 3 <sup>(5)</sup>		no	no	no	DHR		
Laboratory Assistants I & II	yes	no	no	no	Total of 3 <sup>(5)</sup>		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 = Dir of Human Resources

<sup>(1)</sup> 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.

<sup>(2)</sup> Ad hoc consists of 4-5 scientists from other institutions.

<sup>(3)</sup> 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.

<sup>(4)</sup> Ad Hoc consists of 4 people; at least one must be external.

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

<sup>(6)</sup> Staff Council approval via electronic vote