

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

	Position	CV	Statement of Research or Work	Papers/Other Documents	Letters Required				Staff Council	Ad Hoc	Appointed By
					Dept Chair	Internal	External	Education			
<b>Scientific</b>	Senior Scientist	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external <sup>(3)</sup>	PRES/DDVPR
	Tenure	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external <sup>(3)</sup>	PRES/DDVPR
	Associate	yes	4 page max.	5	yes*	yes	at least 6	no	yes	no	PRES/DDVPR
	Assistant	yes	3 page max.	3	yes*	yes <sup>(1)</sup>	at least 4	no	yes	no	PRES/DDVPR
<b>Emeritus</b>	Scientist	yes	yes	no	yes	3	no	no	no <sup>(4)</sup>	no	DDVPR
	Oceanographer	yes	yes	no	yes	3	no	no	no <sup>(4)</sup>	no	DDVPR
<b>Adjunct</b>	Scientist	yes	yes	3, if appropriate	yes	3	no	no	no <sup>(4)</sup>	no	DDVPR
	Oceanographer	yes	yes	3, if appropriate	yes	3	no	no	no <sup>(4)</sup>	no	DDVPR
<b>Senior Technical</b>	Senior Research Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	yes	local <sup>(4)</sup>	PRES/DDVPR
	Principal Engineer	yes	4 page max.	5		10 Total; at least 6 ext.		no	yes	local <sup>(4)</sup>	PRES/DDVPR
	Sr. Information Systems Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	yes	local <sup>(4)</sup>	PRES/DDVPR
	Research Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext. <sup>(5)</sup>		no	yes <sup>(6)</sup>	no	DDVPR
	Senior Engineer	yes	3 page max.	4	yes*	6 Total; at least 3 ext. <sup>(5)</sup>		no	yes <sup>(6)</sup>	no	DDVPR
	Information Systems Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext. <sup>(5)</sup>		no	yes <sup>(6)</sup>	no	DDVPR
<b>Technical</b>	Research Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	Research Engineer	yes	1-3 pages	3	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	Information Systems Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
<b>Entry Level Technical</b>	Research Associates I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	Engineers I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	Information Systems Associates I & II	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
<b>Non-Exempt Dept. Assistants</b>	Senior Research Assistants I, II & III	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	Senior Engineering Assistants I, II & III	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	Sr. Information Systems Assistants I, II & III	yes	no	no	yes	3 Total; at least 1 ext. <sup>(5)</sup>		no	no	no	DDVPR/DHR
	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 the sense of the Department.

DDVPR = Deputy Director/VP for Research     DHR = Dir of Human Resources

<sup>(1)</sup> External letters may be read prior to writing internal letters of endorsement for Assistant 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> As of August 2016, no Executive Committee review required. EC is informed twice a year in report from Pres/Dir.

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

<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

Revised: 09/2019