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)	PRES/VPR	
	Tenure	yes	5 page max.	5	yes*	yes	at least 6	no	yes	external(3)	PRES/VPR	
	Associate	yes	4 page max.	5	yes*	yes	at least 6	no	yes	no	PRES/VPR	As of
	Assistant	yes	3 page max.	3	yes*	yes(1)	at least 4	no	yes	no	PRES/VPR	Aug 2016:
Emeritus	Scientist	yes	yes	no	yes	3	no	no	no(4)	no	VPR/VP	
	Oceanographer	yes	yes	no	yes	3	no	no	no(4)	no	VPR/VP	
Adjunct	Scientist	yes	yes	3, if appropriate	yes	3	no	no	no(4)	no	VPR/VP	
	Oceanographer	yes	yes	3, if appropriate	yes	3	no	no	no(4)	no	VPR/VP	
Senior Technical	Senior Research Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	local(5)	EXCOM	Informed by
	Principal Engineer	yes	4 page max.	5		10 Total; at least 6 ext.		no	TSEC/SC	local(5)	EXCOM	Pres/Dir
	Sr. Information Systems Specialist	yes	4 page max.	5	yes*	10 Total; at least 6 ext.		no	TSEC/SC	local(5)	EXCOM	as one report
	Research Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.(6)		no	TSEC/SC(7)	no	VPR/VP	2X per year
	Senior Engineer	yes	3 page max.	4	yes*	6 Total; at least 3 ext.(6)		no	TSEC/SC(7)	no	VPR/VP	
	Information Systems Specialist	yes	3 page max.	4	yes*	6 Total; at least 3 ext.(6)		no	TSEC/SC(7)	no	VPR/VP	
Technical	Research Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Research Engineer	yes	1-3 pages	3	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Information Systems Associate III	yes	1-3 pages	3	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
Entry Level Technical	Research Associates I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Engineers I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Information Systems Associates I & II	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
Non-Exempt Dept. Assistants	Senior Research Assistants I, II & III	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Senior Engineering Assistants I, II & III	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Sr. Information Systems Assistants I, II & III	yes	no	no	yes	3 Total; at least 1 ext.(6)		no	TSEC	no	DHR/VPR	
	Research Assistant III	yes	no	no	no	Total of 3(6)		no	no	no	DHR	
	Engineering Assistant III	yes	no	no	no	Total of 3(6)		no	no	no	DHR	
	Information Systems Assistant III	yes	no	no	no	Total of 3(6)		no	no	no	DHR	
	Research Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	
	Engineering Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	
	Information Systems Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	
	Laboratory Assistants I & II	yes	no	no	no	Total of 3(6)		no	no	no	DHR	

*Memo from Chair should include statement of the Sense of the Department TSEC = Technical Staff Evaluation Council VPR = VP for 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) As of August 2016, no Executive Committee review required. EC is informed twice a year in report from Pres/Dir.

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

(4) After VPR 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: Jan 2018