

## Senior Clinician (Category 1) Appointment Check Sheet

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Name: \_\_\_\_\_  
IC: \_\_\_\_\_  
Lab/Branch: \_\_\_\_\_  
Present Position/level: \_\_\_\_\_  
Proposed Position/level: \_\_\_\_\_

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### For Approval by Deputy Director for Intramural Research (DDIR)

Please submit in the following order (a pdf of the entire package by email):

1.  Recommending Memorandum from the Laboratory/Branch Chief to Scientific Director (SD) through IC Director, to Arlyn Garcia-Perez, Assistant Director, OIR, for review by Senior Scientist/Senior Clinician Review Committee. Memo should include personnel, resources, and space envisioned for Program.
2.  CV and bibliography.
3.  Documentation of approval of the search advertisement and committee by the DDIR, and the report from the Search Committee, must be provided ([Guidelines for search procedures](#)).
4.  Copy of credentialing by MEC.
5.  At least six letters of recommendation, including at least three from non-collaborators, and any other reviews of the individual.
6.  [Draft memorandum](#) to the candidate from the SD explaining the Senior Clinician (category 1) position.

**IC Approval by:** \_\_\_\_\_ **Date**  
**approved:** \_\_\_\_\_

**DDIR - Approved by:** \_\_\_\_\_ **Date**  
**approved:** \_\_\_\_\_  
**Date returned to IC:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
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