

**Senior Research Assistant
(Promotion to GS-13 and Above)
Check Sheet**

Name: _____
IC: _____
Lab/Branch: _____
Present Position/Level: _____
Proposed
Position/Level: _____

For Review by Scientific Director

Please assemble the following information:

1. Recommending Memorandum from Laboratory/Branch Chief to Scientific Director addressing four criteria:
 - a. Level of expertise, qualifications, and contributions.
 - b. Organizational responsibilities.
 - c. Level of independence.
 - d. Research productivity and impact on field.
2. CV and bibliography.
3. Report of IC Laboratory Specialist Review Panel or Promotion/Tenure Committee.
4. Letters of Recommendation, if any.
5. **IC Approval by:** _____
Date approved: _____
Copy to DDIR (Bldg. 1 - Room 160) on: _____