

Tenure Track Candidate Check Sheet

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

For Review by the Deputy Director for Intramural Research (DDIR)

Please submit in the following order (original and 1 copy):

1. Description of the Search Process (please mention AC# code given by OIR), including:
 - Advertising strategy, including DDIR-approved advertisement.
 - Approval by the DDIR of search committee composition.
 - Number of applicants.
 - Number of candidates interviewed.
 - Basis for choice of finalists.
 - Reasons for Scientific Director's choice of specific candidate.
2. CV and bibliography. The CV should include examples of scientific recognition, e.g., awards, honors, and outside scientific activities.
3. Two letters of recommendation (or all the letters received by the search committee).
4. Board of Scientific Counselors' Report(s) (if Search Committee selected an internal applicant, and if BSC report is available).
5. Draft "intent to offer" letter. Salary must be set at or above GS13-step 1 equivalent.

6. [Resources Agreement](#), with all necessary signature lines.

August 2011