

## **NIH Office of Intramural Research (OIR)**

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

#### *Promotion Checklist*

**Appointee's Name:**

**Current Position:**

**Institute or Center (IC):**

**Proposed Position:**

**Lab/Branch:**

Please assemble the following information:

1. Recommending Memo – From the Laboratory/Branch Chief to Scientific Director (SD) addressing four criteria:
  - Level of expertise, qualifications, and contributions
  - Organizational responsibilities
  - Level of independence
  - 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

#### ***Approvals***

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**IC Approval by (*Scientific Director*):**

**Approval Date:**