

Tenure Appointment Check Sheet

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

Documentation Required for the NIH Central Tenure Committee (CTC)

Please submit in the following order (original plus 2 single-sided copies, no staples) to Dr. Arlyn García-Pérez at Building 1, Room 156:

1. Recommending Memorandum from the Laboratory/Branch Chief or Scientific Director, through IC Director, specifically addressing the recommendation for tenure.

The best memo should, at minimum:

- *contain an excellent description of the specific and unique scientific contributions to the field(s)*
- *address evidence of independence*
- *address quality of science, productivity and impact on specific field and biomedical research more generally*
- *address national/international recognition*
- *address expected contributions after tenure.*

CV and bibliography. **On the CV, clearly at the top (near the candidate's name) add the Research ID for the Web of Science database.** The CV should include examples of scientific recognition; e.g., awards, honors, and outside scientific activities.

The CV and bibliography should include, at minimum:

- *the correct current Intramural Professional Designation (Investigator) if from the NIH tenure track or current position title and competitive funding awards/grants if outside candidate*
- *evidence of independence - clear evidence of independent contributions to research, including team research, as reflected by*

first-author and senior-author original papers, national & international invitations to speak, letters of reference, etc.

- *evidence of productivity*
- *evidence of recognition in the field(s) - national & international invitations to speak, other presentations*
- *evidence of good NIH "citizenship" - e.g., IC or NIH-wide activity or committee participation (e.g., Special Interest Group, IRB, ACUC, Woman Scientist Advisor, etc.)*

Attached should be:

List of mentees including:

- a. names of all trainees mentored (students, summer trainees, pre-doc graduate students, post-baccalaureate trainees, postdoctoral trainees, others;
- b. dates (month/year to month/year) each was mentored;
- c. position and place where each went when they left the lab;
- d. position and place where each is now (or last known)
- e. total demographics of trainees (gender and race/national origin; e.g., # females, # males; for US citizens and permanent residents only: # African American, # Asian/Pacific Islander, # American Indian/Native American, # Hispanic, # White/Other; # foreign nationals (on visas)

2. List of 5 most important publications.

3. Copies of 2 most significant papers.

4. Description of future plans by the scientist (no more than 5 pages).

2. Board of Scientific Counselors' Reports/Site Visit Reports - all of those carried out while on tenure-track but at a minimum:

1. Mid-point review (or first review as a tenure-track investigator).

2. Latest review (within past 2 years).

Site Visit and BSC Reports must include complete roster of reviewers.

3. Report of IC Promotion/Tenure Committee (*optional for candidates from outside NIH*)
4. For candidates from the NIH tenure-track,
 - a detailed description of the resources (budget, personnel, space, other) available to the candidate from the beginning of the tenure track to date, with a timeline of changes along the length of the tenure track, if there have been any. This should not be more than 1-2 pages long.
5. For outside candidates,
 - search documentation (advertisement, committee) approved by the DDIR and report from the Search Committee regarding candidate selection.
6. Letters:
 1. Outgoing letter soliciting Letters of Recommendation ([Sample](#)). The outgoing letter must not have any reference to the evaluations of other committees, such as the BSC, regarding tenure for the candidate. Attachments to the letter must be limited to the CV and bibliography, reprints, and future plans if desired.
 2. List of all individuals (with title and contact information) from whom letters were solicited, denoting those who submitted a letter, those who declined, and those who did not respond. Every effort should be made to obtain the highest percent return possible by following up on requests.
 3. Letters of Recommendation (at least 6 from non-collaborators).

The weight of these letters and who they are from cannot be overstated.

NOTE: For outside candidates for tenure, documentation of the original search process with DDIR approvals (advertisements, search committee composition, summary of search results) and explanation of the selection process must be submitted in lieu of Items 3 and 4 above. In addition, the letters described in 7 should be from leaders in the field who specifically address the recommendation for tenure.