Procedures for Reappointment of Assistant Scientists 2019/07/17

These procedures outline the reappointment process for Assistant Scientists referenced in MBL policy A.1.3.3.1

1. Process
Six months before the renewal date the Scientist should meet with their Center Director or designated Senior Scientist mentor to discuss the renewal process. Over the next two months the Scientist, working with their Center Director or designated Senior Scientist mentor, should prepare a CV annotated to highlight activities during the appointment period, and a research statement emphasizing accomplishments during the appointment period and plans for research and funding leading to promotion in the broader context of the Scientist’s overall research goals.

The Scientist should submit their reappointment material to their Center Director four months before the renewal date. The Center Director, after consultation with senior and associate scientists within the Center, will submit the package with a recommendation to the Director of Research. The Director of Research, after consultation with Center Directors and other senior scientists as appropriate, will submit a recommendation to the Director of the MBL. The Center Director, Director of Research, or Director of the MBL may solicit outside letters of evaluation, though these are ordinarily not required or expected.

2. Criteria
The purpose of the renewal process is to assess the Scientist’s progress establishing a successful independent research program and trajectory to promotion. Criteria are a combination of achieved and projected success in research results, publications, and grants. Unless specified by prior agreement with the Director of the MBL, other activities such as teaching, outreach, and service to the institution are not required or expected for reappointment.

3. Outcomes
Full review will be completed within two months. Assistant Scientists ordinarily will be either reappointed for three years with the expectation that they will be eligible for promotion to Associate Scientist, or receive a shorter terminal appointment. As part of the reappointment process the Scientist will receive a written evaluation of their progress toward promotion, and will meet with their Center Director to review the evaluation.