Procedures for Reappointment of Associate Scientists 2019/07/17

These procedures outline the reappointment process for Associate Scientists referenced in MBL policy A.1.3.3.2

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 should prepare a CV annotated to highlight activities during the appointment period, and a research statement emphasizing accomplishments as an MBL scientist and plans for future 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 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 towards promotion or an additional renewal of 3–5 years. Criteria include a combination of achieved and projected success in research results, publications, and grants, and demonstration of recognition by the larger scientific community through invited seminars, presentations at professional meetings, etc. Additional criteria may include activities such as teaching, outreach, and service to the institution.

3. Outcomes
Full review will be completed within two months. The outcome of the review ordinarily will be 1) reappointed for 2–3 years with the expectation that the Scientist will work towards promotion to Senior Scientist; 2) reappointed for a term of 3–5 years, or, 3) a shorter terminal appointment. Associate Scientists may be reappointed repeatedly rather than seek promotion, and in consultation with their Center Director, may seek promotion at any time during a reappointment. As part of the reappointment process the Scientist will receive a written evaluation, and will meet with their Center Director to review the evaluation.