

# 4<sup>th</sup> Biennial SS/SC Professional Development Training Day

*“Quadrennial Review-How you can be outstanding in your next Quad Review”*



September 23, 2016

# Review Process

The Quad Review is an assessment of the overall contributions of the staff clinician/ staff scientist to their PI/Supervisor's program and the Branch/Laboratory over the last four years.

- The list of Staff Scientists and Staff Clinicians to be reviewed is verified by the ARC and Office of Scientific Programs (OSP). Starting this year Title 5 and Title 38 SS/SC will go through a Quad Review.
- The SS/SC, PI and AO prepare the quadrennial review package. Packages are due to the ARC in December. (December 12, 2016)
- Packages are submitted to the OSP for distribution to the Review Panel-Geoff Kidd coordinates the SC reviews and Cindy Masison coordinates the SS reviews.
- Reviews are conducted in March.
- The results are given to the OD, the SS/SC and the ARC. The results are used to assist in pay adjustments and renewal decisions.

## Quadrennial Review-OSP

- In September, I send out an email to the Staff Scientists and Staff Clinicians as well as their PI/Supervisor to inform them that they will need to submit a Review Package. (SS/SC being reviewed in 2017 should have already received an email).
  - If an extension is needed please bring it to the attention of your Deputy as soon as possible.
- For 2017: 4 Staff Clinician and 46 Staff Scientist will be reviewed.
- The SS/SC should work with their PI/Supervisor to put together their package. Please contact me or Geoff with any questions.
- Packages are due to the ARC in December for distribution to Reviewers. Your AO will give you specific deadlines to follow.

## Review Process for Staff Clinicians

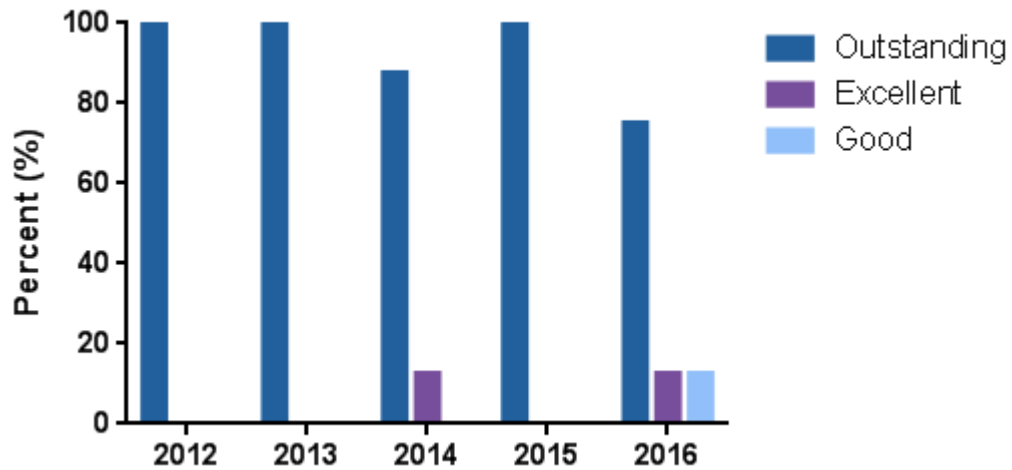
- The Review Panel consists of 9 CCR PI's and 1 ad hoc reviewer.
- The Lab/Branch Chief has a 5 minute discussion with the Panel describing the role of the SC in their Branch/Laboratory.
- Panel meets in March.
- The SC and Branch/Lab Chief will receive their score [Outstanding:1-1.9, Excellent:2.-2.9, Good:3-3.9, Satisfactory:4-4.9, Unsatisfactory:5].
- The scores are sent back to the ARC (for personnel actions). A rating of Excellent or below requires submission of a one time Expectation Plan. A rating of Good requires a one year re-review.

**By the Numbers:**

Senior Associate Scientists	4	Senior Clinicians	6
Associate Scientists	13	Staff Clinicians 2	2
Facility Heads	12	Staff Clinicians	44
Staff Scientists	188		
Staff Scientists (Contractors)	33		

# from November 2015

## Staff Clinician Rating by Percent

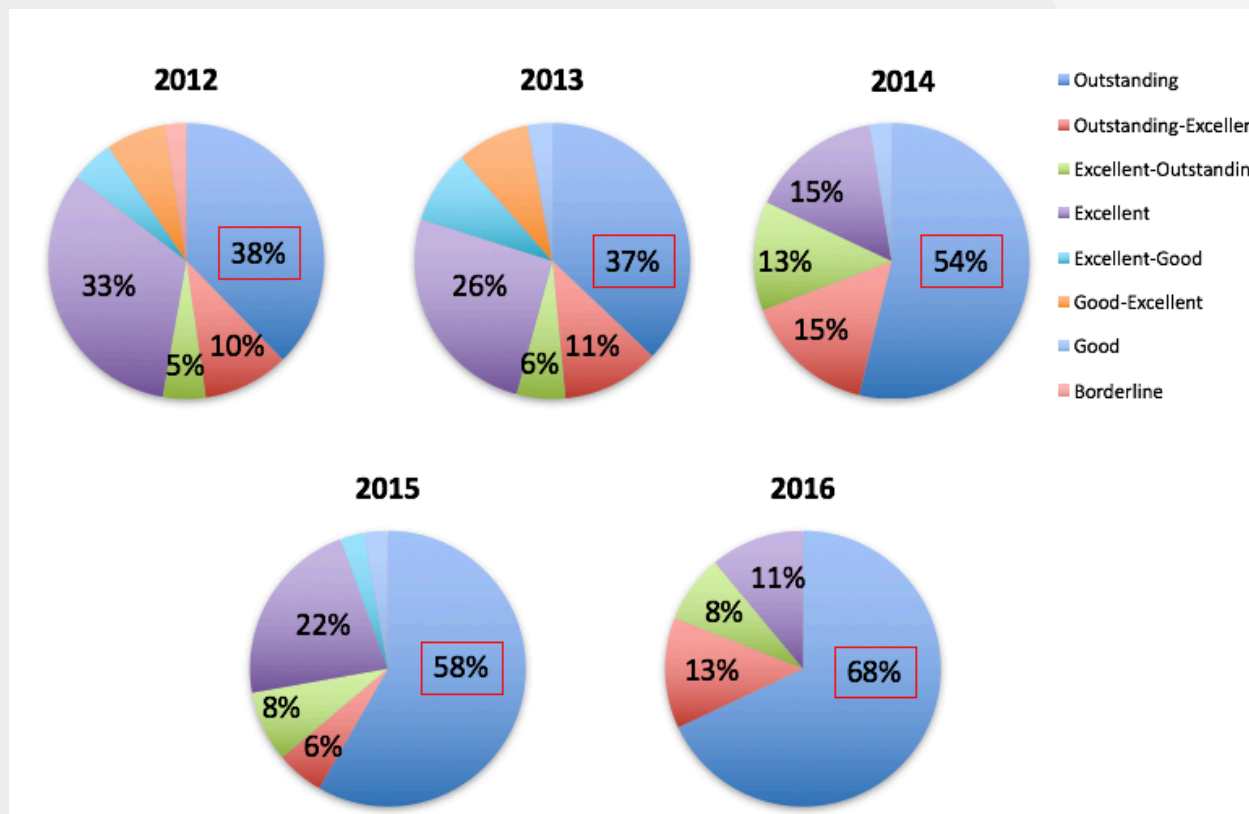


Number Reviewed: 5 3 8 4 6

## Review Process For Staff Scientists

- The Review Panel consists of the 12 Promotion Review Panel Members (review initial SS appointments) and Deputies.
- Packages are reviewed independently.
  - Scale from 1-10: 1-3 Outstanding; 3.1-3.5 Outstanding-Excellent; 3.6-3.9 Excellent-Outstanding; 4-6 Excellent; 6.1-6.5 Excellent-Good; 6.6-6.9 Good-Excellent; 7-9 Good; 9.1-10 Unsatisfactory(borderline)
  - Scale similar to that used by the BSC for Site Visits
  - Generally very good concordance among reviewers.
- Panel meets in March and emailed to the SS and their PI/Supervisor by the end of April.
- The scores are sent back to the ARC (personnel actions). Excellent or below will need to provide a one time Expectation Plan. A rating of Good requires plan and a re-review in 2 years.

## STAFF SCIENTIST RATING BY PERCENT



36-40 Staff Scientists reviewed per year

## Appeal Process

- Once the SS receives their review the SS and/or their PI/Supervisor have two weeks to submit a response.
- The response **will not** change the final ranking but will be included in the package and taken into account in all personnel actions (e.g. renewals, pay adjustments).
- Why did I get a lower score than anticipated?
  - Most common problem is a poorly put together package
    - Role of the SS is not clear
    - Extenuating circumstances not discussed in package
    - Productive but not involved in the scientific community



## *Quadrennial Review - How you can be outstanding in your next Quad Review?*

- Package preparation-**sweat the details**
- Package is composed of Recommender Checklist, Recommending memo, CV and at least 2 letters of recommendation.
  - Recommender Checklist:
    - \_\_Bench Scientist
    - \_\_Lab manager
    - \_\_Bioinformatics specialist
    - \_\_Facility Head/Core Manager
    - \_\_Training/Mentoring
    - \_\_Other (explain)

## Quad Package:

- Recommendation Form
  - **Staff Scientist's Role:** clearly defined
  - **Scientific Productivity:** can go beyond publications
  - **Collaborations:** outline role and/or list resulting publications
  - **Participation in special interest groups:** get involved
  - **Scientific Presentation and Recognition:**
  - **Patents and Awards:**
  - **Mentoring:**
  - **Continuing Education:**
  - **Significant Achievements**
- For Facilities/Cores: Core activity and list of users/collaborators
- CV and Letters

# Resources

- **CCR ARC Website:** <https://home.ccr.cancer.gov/intra/arc/>
  - Follow the FTE tab, then the Staff Scientist or Staff Clinician tab.
- **Staff Scientist Quad Review Checklist:**  
<https://home.ccr.cancer.gov/intra/arc/documents/StaffScientistChecklistQuadReview.pdf>
- **Staff Clinician Quad Review Checklist:**  
<https://home.ccr.cancer.gov/intra/arc/documents/StaffClinicianChecklistQuadReview.pdf>
- **Contact Information:**
  - Rena Rodriguez- Deputy Director, Admin. Resource Center, CCR ([rodriren@mail.nih.gov](mailto:rodriren@mail.nih.gov))
  - Geoff Kidd-Program Analyst, Office of Scientific Programs, CCR ([kiddg@mail.nih.gov](mailto:kiddg@mail.nih.gov))
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