

Associate and Senior Associate Promotion Process

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NATIONAL CANCER INSTITUTE
Center for Cancer Research

CCR Designations

Staff Clinicians

Staff Clinician
Senior Clinician
Assistant Research Physician
Associate Research Physician
Senior Research Physician

Staff Scientists

Staff Scientist
Facility Head
Bioinformatics Scientist
Associate Scientist
Senior Associate Scientist

Associate and Senior Associate Scientists

**CCR Honorific Designation to recognize individuals who are functioning at a more senior level
-not recognized by Human Resources**

**Quad Review Panel now evaluates and makes suggestions to Senior Staff for promotion of
SS to AS or SAS (no more than 10% of the total number of SS in NCI of each title-250SS)**

**To be considered, the Lab/Branch Chief must submit a memo, through the assigned Deputy, to the
Scientific Director formally nominating for AS/SAS status. An updated CV must be included as well as three letters
of reference from individuals who are not recent collaborators, including at least two letters from outside
NCI-CCR and at least one letter from outside the NIH.**

**If requesting a promotion at the time of Quadrennial review, a separate package does not need to be submitted. In addition to the
Quad review materials, the PI/Supervisor should make the promotion request in their recommending memo and include the Branch/Lab
Chiefs supporting memo. Three letters of reference are still required but only 1 needs to be from a non-collaborator outside of NCI-CCR.**

**In addition to AS and SAS packages submitted, the Quad Review Panel will also make suggestions to Senior Staff of
Any SS reviewed at their Quad Review for promotion to SS or SAS. The Lab/Branch Chief will be contacted and
Informed to submit a package for their SS. Promotion recommendations as well as all packages are sent to Senior
Staff for final appointment decisions.**

Associate Scientists

Criteria for Appointment:

The following is required to be considered for Associate Scientist status:

- 1. Has a substantial record of achievement;
- 2. Plays a major support role within a quality research program;
- 3. Has made major contributions to peer-reviewed publications as evidenced by co-authorship on a reasonable number of publications in journals generally acknowledged to be of high quality;
- 4. Other evidence of being held in high regard by peers, such as being consulted by others at the NIH or elsewhere for advice and/or assistance; and
- 5. Received an “Outstanding” rating by the CCR Quadrennial Review Panel for Staff Scientists.

This criterion may be waived by the SD in exceptional circumstances, including appointment of an outside candidate or conversion from a PI intramural professional designation.

AS and SAS will be expected to engage in active research, they will also be expected to devote upwards of 10% of their time to service to NCI/CCR, bringing their expertise to a number of different areas.

Given these criteria, it is expected that designation as an Associate Scientist will be infrequent. 19 AS in CCR

Senior Associate Scientists

Criteria for Appointment:

In addition to the criteria for Associate Scientist, to be considered for Senior Associate Scientist status, a candidate must meet the following criteria:

- 1. Has made contributions that significantly promote the mission of the NCI or other IC's.
- 2. Makes presentations at scientific meetings and participate in the work of NCI or NIH committees.
- 3. Has made significant methodological or other contributions to the scientific literature.
- 4. May be required to supervise doctoral-level staff.
- 5. Received an "Outstanding" rating by the CCR Quadrennial Review Panel for Staff Scientists in consecutive reviews. This criterion may be waived by the SD in exceptional circumstances, including appointment of an outside candidate or conversion from a PI intramural professional designation.

Given these criteria, it is expected that designation as Senior Associate Scientist will be rare. 12 SAS in CCR

Questions please contact:

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