

## **Associate Scientists and Senior Associate Scientists at the NIH Clinical Center (updated July 2020)**

The NIH Clinical Center (CC) has a strong group of Staff Scientists who play a critical role in achieving our mission of outstanding research. A description of NIH Staff Scientist policy is found in the intramural source book:

(<https://oir.nih.gov/sourcebook/personnel/ipds-appointment-mechanisms/staff-scientist>).

A small number of Staff Scientists can receive an honorific title of Associate Scientist or Senior Associate Scientist who play a variety of critical roles at the CC; no more than 15% of an Institute's Staff Scientists can be Associate Scientists and only 10% can be Senior Associate Scientists. Associate Scientists or Senior Associate Scientists have substantial expertise in their fields of endeavor (e.g., might be called upon as experts by outside institutions, might be invited to give seminars at research institutions and/or national meetings). Individuals performing in a strict service capacity will not be considered for these ranks.

### **Resources**

AS/SAS are supervised by the tenured scientist to whom they report. The resources for these positions will depend on the nature of the research that is being performed and determined by the supervisory investigator or, in special circumstances, by the Scientific Director.

- If the Associate Scientist or Senior Associate Scientist is pursuing a line of research that is a subset of a broader research program, the resources provided to the Associate Scientist or Senior Associate Scientist will be at the discretion of the supervising tenured investigator.
- If an Associate Scientist or Senior Associate Scientist is performing collaborative work across the Intramural Research Program (for example, in leading a core facility), resources for the facility will be provided at the discretion of the Scientific Director. Functioning as a facility head is not sufficient in itself for conferring AS status.

### **Service to the CC and NIH**

Whereas Associate Scientists and Senior Associate Scientists are expected to engage in active research, they will also be expected to devote at least 50% of their time to service (core service or service activity) in the Intramural Program, bringing their scientific expertise to a number of different areas. These activities may include committee membership and participation (e.g., animal care, IRB, *ad hoc* committees), teaching/lecturing, hosting visitors, and participating in organizational planning meetings and working groups when appropriate.

### **Criteria for Appointment**

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

1. A substantial record of achievement;
2. The individual plays a major support role within a quality research program;
3. The candidate 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. The candidate's supervisor can provide other evidence that she/he is held in high regard by peers, (e.g., often is consulted by others at NIH or elsewhere for advice and/or assistance).
5. The candidate's supervisor must have received an "Outstanding" Board of Scientific Counselors (BSC) Review.

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

1. The candidate can provide evidence that she/he has made contributions that significantly promote the mission of the CC or other NIH Institutes or Centers.

2. The candidate makes presentations at national scientific meetings.
3. The candidate participates in the work of CC- or NIH-wide committees.
4. The candidate has made significant methodological or other contributions to the scientific literature.
5. The candidate supervises scientific staff (i.e., at the post-graduate level).

**Conferral of Status**

Nominations for these honorific positions will be solicited annually by the CC Chief Scientific Officer. Candidates must be nominated by a CC Department Head through a formal nominating memo to the CC Chief Scientific Officer. The memorandum should be accompanied by an updated CV, as well as three letters of reference from individuals who are not recent collaborators, including at least two letters from scientists outside the individual’s department and at least one letter from someone outside NIH. Additionally, the nomination package must include the most recent BSC review of the tenured scientist responsible for the Associate Scientist and Senior Associate Scientist’s resources as well as a profile of department personnel. If a salary increase is requested, supporting documentation for justification should be provided in a separate memo to the CC Chief Scientific Officer.

The annual list of nominees for Associate Scientist or Senior Associate Scientist will be reviewed by a committee appointed by the CC Chief Scientific Officer. This committee will provide a list of qualified applicants to the Scientific Director who will make the final appointments. .

**Scientific Review of Associate Scientists and Senior Associate Scientists**

Associate Scientists and Senior Associate Scientists will be reviewed in the quadrennial review process as defined in the NIH intramural source book. The Associate Scientist and Senior Associate Scientist review will include research productivity which will be assessed indirectly by the Board of Scientific Counselors (BSCs) as part of their scientific review of the supervisory Senior Investigator. In some instances, AS/SAS may be reviewed directly by the BSC. Direct BSC review of an Associate Scientist and Senior Associate Scientist is at the discretion of the Department Head, in consultation with the CC Chief Scientific Officer.

Approve

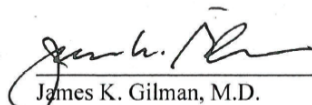
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John I. Gallin Digitally signed by John I. Gallin -S  
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\_\_\_\_\_  
John I. Gallin, M.D. Date  
CSO, NIH Clinical Center

Approve

Disapprove

  
\_\_\_\_\_  
James K. Gilman, M.D. 3/19/2020  
Date  
CEO, NIH Clinical Center

## CHECK SHEET FOR ASSOCIATE SCIENTIST OR SENIOR ASSOCIATE SCIENTIST

Candidate Name: \_\_\_\_\_

IC:     Clinical Center     Lab/Branch/Department: \_\_\_\_\_

Present Position/level: \_\_\_\_\_

Proposed Position/level: \_\_\_\_\_

Appt/Pay Authority (if applicable):     Title 42     Title 5 w/Title 38     CCorps

Duration of Proposed Appointment: \_\_\_\_\_

Status of Candidate/Position:

- a. Currently on non-permanent appointment
- b. Currently on permanent Civil Service/Corps appointment
- c. Outside recruitment
- d. Position is as Facility Head (National Competitive Search is required)

Please submit the following for Committee review and NIH Clinical Center CEO approval:

- 1. Recommending Memorandum from the Laboratory/Branch/ Department Chief to the Chief Scientific Officer Clinical Center and the Chief Executive Officer Clinical Center. The memo must address the criteria required for the designation requested.
- 2. CV and bibliography.
- 3. Most recent Board of Scientific Counselors' review of the tenured or tenure track scientist responsible for the AS/SAS's research resources.
- 5. Three letters of recommendation and any other reviews of the individual. The letters must be from individuals who are not recent collaborators (last five years), including at least two letters from scientists outside the individual's department and at least one letter from someone outside NIH.
- 6. Organizational chart of Laboratory /Department personnel, indicating the Intramural Professional Designations of scientific and clinical staff (e.g., Senior Investigators, Tenure Track Investigators, Staff Scientists, etc.).
- 7. Draft memorandum to the candidate from the Chief Scientific Officer, Clinical Center, explaining the Associate Scientist position.
- 8. Documentation to support salary increase if requested (e.g., AAMC salary data, competing offers, etc.).

## Promotion of Staff Scientist in GS Appointment Check Sheet

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

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### For Review by Scientific Director

Please assemble the following information:

1.  Recommending memorandum from Laboratory/Branch Chief to Scientific Director (SD) addressing the promotion requirements for a staff scientist.
  - a.  Brief summary of the individual's scientific contributions prior to the last promotion.
  - b.  Listing of the principal areas to which the individual has contributed since the last promotion, identifying the particular related published work(s).
  - c.  Discussion of the individual's current programmatic role: e.g., individual contribution, collaborator service. The latter could include administrative service to the IC, as well as to the professional community (teaching, editing, organizational).
  - d.  Principal reason for promoting at this time.
  
2.  CV and Bibliography. The CV should include:
  - Examples of scientific recognition, e.g., awards, honors, and outside scientific activities.
    - a.  The 5 most important publications since the last promotion should be checked off on the bibliography.

3.  Board of Scientific Counselors Report (most recent review) of the Laboratory/Branch and supervisor.
4.  Report of IC Promotion/Tenure Committee.
5.  Letters:
  - Outgoing letter soliciting Letters of Recommendation.
    - a.  Letters of Recommendation (at least three for promotion to GS- 14 and five for promotion to GS-15.
6.  This Staff Scientist is a Facility Head.
7. **IC Approval by:** \_\_\_\_\_
8. **Date approved:** \_\_\_\_\_  
**Copy sent to DDIR (Bldg. 1 - Room 160) on:** \_\_\_\_\_