

Associate Scientists and Senior Associate Scientists at the NIH Clinical Center (updated December 2022)

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>).

There is no cap in the number of Staff Scientists receiving these honorific titles as Associate Scientists or Senior Associate Scientists (AS/SAS). Associate Scientists and 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).

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 CC Chief Scientific Officer (CSO)/Scientific Director (SD).

- 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 CC CSO/SD. Functioning as a facility head is not sufficient in itself for conferring AS/SAS status.

Service to the CC and NIH

Whereas Associate Scientists and Senior Associate Scientists are expected to engage in active research, they may devote, with the support of their PI and other formal supervisors, a substantial percent of their time to service (core service or service activity) without compromising their eligibility for honorific titles. These activities may include committee membership (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

When considering candidates for Associate Scientist status it is recognized that each candidate has unique qualifications. The following accomplishments will be considered for Associate Scientist positions:

1. A substantial record of support of investigators using core facilities.
2. The individual plays a major support role within a quality research program such as helping to train new lab members including fellows, summer students, technicians; tracking and ordering supplies when needed, and helping assure laboratories are compliant with regulatory requirements.
3. 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. 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).

In addition to the criteria considered for Associate Scientist, the following will be considered for Senior Associate Scientist status:

1. The candidate can provide evidence that she/he has made contributions in support of patient care and/or the scientific activities of investigators from the CC or the NIH Institutes. For example, this could be by recommending addition of new technologies to the program.

2. Presentations at national or international scientific meetings.
3. Serving a consultation role within or outside the NIH.
4. Participation in the work of CC- or NIH-wide committees.
5. Supervision of scientific staff (i.e., technicians, trainees or summer interns).

Conferral of Status

Nominations for these honorific positions will be solicited annually by the CC CSO/SD. Candidates must be nominated by a CC Department Chief through a formal nominating memo to the CC CSO/SD. The memorandum should be accompanied by an updated CV, as well as three letters of reference which may come from collaborators. A subcommittee of the CC Promotion and Tenure Committee will review nominations. This committee will be made up of 2 CC tenure PI and 3 CC Senior Associate Scientists and make recommendations thru the Chair of the CC Promotion and Tenure Committee to the CC CSO/SD. The CC CSO will make final appointments of these honorific titles. In the event of a title is not conferred written feedback to the candidate will be provided by the CC CSO.

Approve

Disapprove

John I. Gallin
-S

Digitally signed by John I.
Gallin -S
Date: 2022.12.19
09:43:27 -05'00'

John I. Gallin, M.D.
Chief Scientific Officer, NIH CC

Approve

Disapprove

James K.
Gilman -S

Digitally signed by James
K. Gilman -S
Date: 2022.12.19
15:39:41 -05'00'

James K. Gilman, M.D.
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

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

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: _____