

"Model" Memo to Send to a Staff Scientist

Date: _____
To: _____
From: _____, Scientific Director, (IC) _____
Subject: Appointment as Staff Scientist

This is to notify you that your nomination as a Staff Scientist has been reviewed and approved. The NIH formalized the concept of Staff Scientist as an intramural NIH appointment in 1993, reflecting the importance of multidisciplinary research teams. NIH Staff Scientists are considered to have highly specialized and superb scientific skills and expertise, and perform a critical function as key members of a team of researchers whose project goals are defined by a Principal Investigator.

I am pleased to appoint you to the position of Staff Scientist under a time-limited, renewable Title 42 appointment. Renewal of this appointment will be based on sustained high level performance and the ability to utilize your capabilities in an Institute intramural research program.

The resources assigned to a Staff Scientist are derived from those assigned to the Principal Investigator, including space, funds, equipment, and personnel. The Scientific Director is free at any time to reassign the Staff Scientist to any research team to which his or her special expertise would make a valuable contribution. Because the appointment of a Staff Scientist is based on consideration of the strength of the research program in the Laboratory/Branch, as well as the candidate, the research program must be (and remain) very strong scientifically, and the candidate must have demonstrated an exceptional ability to be highly productive within this research program. Quadrennial reviews of Staff Scientists, by an internal IC Promotion Committee, should occur within approximately one year after the BSC reviews of their Principal Investigators.

In offering you the title of Staff Scientist, based on your past accomplishments, I have every expectation that you will remain highly productive in the future and that your appointment will be renewed. However, if there is downsizing of the program, or if the laboratory closes due to the departure of your assigned PI or due to the PI's poor BSC, or other scientific, review, you must be aware that there are several alternatives for your position. You may be reassigned to another lab and will be expected to address the research goals of the new research program. It is also possible that your appointment may not be renewed due to these programmatic changes, notwithstanding your satisfactory

performance, in which case the SD will work with you in finding another position. As in the case of any NIH employee, you may also be removed from this position for malfeasance or lack of satisfactory performance.

Approved for appointment as Staff Scientist:

_____(date)
Scientific Director

I accept the appointment as Staff Scientist under the above conditions:

_____(date)

July 2008