

## Assessment sheet for scientific staff promotion



College of Engineering  
UNIVERSITY OF WISCONSIN-MADISON

**Promotion case:** Assistant (Level I) to Associate (Level II)

**Name:** NN

Assessor: Oliver Schmitz

Assessing reference (in case of Col): David Noyce

Requirements for this promotion:

1. Meet Scientist Level II standards

### From Scientist Guidelines

**Associate:** An Associate Scientist has extensive knowledge and a level of research experience in a specialized area of research which has led to a reputation extending beyond the institution. Promotion into this position must be based on evidence of sustained superior performance and peer recognition of potential to make significant research contributions. An Associate Scientist independently contributes to the development of research approaches and techniques to investigate and resolve research problems, develops research programs, and prepares research findings for publication or formal presentation. At this level, a Scientist may have functional supervision for research support staff including Research Specialists, graduate student staff, and others.

Promotions for staff in the Scientist title series are reviewed and approved by the College of Engineering's Human Resources via the JEMS Rate/Title Change System. A CV should be provided with the justification to illustrate the extensive knowledge and level of research experience. The HR Analyst will ensure the employee meets the campus guidelines. Any questions or concerns regarding a specific request may be addressed in conjunction with the Associate Dean for Research.

According to the campus criteria, an **Associate Scientist** "has extensive knowledge and a level of research experience in a specialized area of research which has led to a reputation extending beyond the institution", and promotion to this level "must be based on evidence of sustained superior performance and peer recognition of potential to make significant research contributions." Evidence may include items such as outside letters, documentation of co-PI status on grants, first authored publications, and invited presentations.

The following evaluation material is requested to [address these requirements](#) from the guidelines.

2. CoE required material and evaluation – [addressing the key elements lined out above](#):
  - Submittal letter from Chair that includes Department endorsement – [used to document Department endorsement and opportunity to object if applicable, a brief submittal letter expressing the endorsement of the Department is required.](#)
  - CV of candidate – [used to assess standing and experience level of candidate](#)
  - Full publication list (Journal publications, Book chapters, manuals and technical reports, invited and contributed talks) and link to pertinent publication tracking systems like Google Scholar, Web of Science, Researchgate, ORCID – [used to assess research standing](#)
  - Letters (at least) - [performance level as outlined above for reference](#)
    - o PI
    - o External (e.g. colleague with working relationship, collaborator)

**Evaluation:**

| <b>Item</b>            | <b>Completed</b> | <b>Comment</b> (please add longer text below) |
|------------------------|------------------|---|
| Chair submittal letter | no               |   |
| CV                     | yes              |   |
| Publication list       | yes              |   |
| Letter 1 (PI)          | yes              |   |
| Letter 2 (external)    | yes              |   |
| Letter 3               | yes              |   |

**Recommendation to approve promotion request:** [yes/no] (initial, date)