

Assessment sheet for scientific staff promotion



College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

Promotion case: Associate (Level II) to Full (Level III)

Name: NN

Assessor: Oliver Schmitz

Assessing reference (in case of Col): David Noyce

Requirements for this promotion:

1. Meet Scientist Level III standards

From Scientist Guidelines

Senior: A Senior Scientist has extensive knowledge and research experience in an area of research specialization. The independent identification of research problems and the development of research approaches and techniques is a key aspect of the work at this level. At this level of the function, the supervision of research support staff, research project budgeting responsibilities and other aspects of research project management is common. However, high potential for advancing knowledge in a particular field of research is the primary characteristic of a Senior Scientist. The development and presentation of research findings through publication and at meetings at a level needed to sustain and develop a reputation within the research community is required.

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, a **Senior Scientist** commonly includes "aspects of research project management", and requires "the development and presentation of research findings through publication and at meetings at a level to sustain and develop a reputation within the research community", Evidence may include items such as outside letters, documentation of a history of research success as a PI, or permanent PI status, 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 Internal or External (e.g. colleague with working relationship, collaborator)
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 - Research statement / reflection on role and standing in research enterprise (<2 pages, accomplishments and plans, view on own role in research enterprise) – [used to assess standing of candidate in research environment and self-awareness of role as well as individual plans](#)
 - Three publication examples with brief impact analysis (e.g. citations, downloads, awards, covers...) – [used as reference products to assess “reputation within research community” on a scientist level](#)
 - Current and Pending Support (CPS) and list of co-PI or PI proposal status (submitted/won) if applicable – [used to assess capability to handle “aspects of research and project management”](#)

Evaluation:

Item	Completed	Comment (please add longer text below)
Chair submittal letter		
CV		
Publication list		
Letter 1 (PI)		
Letter 2		
Letter 3		
Research statement		
Publication examples		
Support and proposal		

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