Scientists & Engineers

- Professional Renewal Leave
- Research and Institutional Integrity Office

Layoffs
- Division Director to Lab Deputy Director Employee Plan Transmittal Memo Template

Midterm Review
- Summary of Outcome to Employee
- Request For Supporting Documents
- Supervisor’s Evaluation
- Description of Research
- Position Description Form
- Cover Sheet
- S&E Mid-term Review Process

Promotion
- S&E Promotion Process (revised 9/12/16)

Research Scientist

Hire and Promotion Process

New Case Templates
The case templates for hiring or promoting a candidate into a Research Scientist appointment have recently been revised for consistency and effectiveness. Below are key improvements:

1. Three memos are consolidated into one. All approvers can indicate approval and attach their comments to the memo.
2. Promotion criteria are listed on the Description of Research (completed by candidates for promotions only) and the Evaluation Memo templates.
3. Reference criteria are defined on the Statement of Referees’ Affiliations template.

Salary Setting
Include the Compensation Analyst as part of the salary review/setting process.

Approval Path
The promotion and hire cases remain within the Division. These cases do not require review and approval by the Lab Staff Committee and the Lab Director’s office.

Hire Case Documents

1. **Case Cover Sheet template**
   Lists points of contacts, required case documents, and the responsible person completing each document. Typically, the case is organized in a single PDF by administrative support

2. **Statement of Referees’ Affiliations template**
   A template for the responsible manager to provide information regarding the letter writers and their affiliation with the candidate. This template includes the reference criteria

3. **Letter of Solicitation Reference letter template**
   A letter for the Division Director (or designee) to solicit for references. It includes the hire evaluation criteria

4. **Hire Evaluation Memo template**
   A template for the Search Committee Chair to write an assessment on the candidate’s suitability for hire. This requires approval by the Division Staff Committee Chair and Division Director

5. **Position Description Template**
Promotion Case Documents

1. **Case Cover Sheet template**
   
   Lists points of contacts, required case documents, and the responsible person completing each document. Typically, the case is organized in a single PDF by administrative support.

2. **Request for Supporting Documents email template**
   
   A template for the responsible manager to solicit documents (e.g., Description of Research) from the candidate. This document is not part of the case.

3. **Description of Research template**
   
   A template for the candidate to provide details about their research accomplishments and suitability for promotion.

4. **Statement of Referees’ Affiliations template**
   
   A template for the responsible manager to provide information regarding the letter writers and their affiliation with the candidate. This template includes the reference criteria.

5. **Letter of Solicitation Reference letter template**
   
   A letter for the Division Director (or designee) to solicit for references. It includes the hire evaluation criteria.

6. **Promotional Evaluation Memo template**
   
   A template for the responsible manager to write an assessment on the candidate’s suitability for promotion. This requires approval by the Division Staff Committee Chair and Division Director.

7. **Position Description Template**

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Staff Scientist

Hire and Promotion Process

New Case Templates

The case templates for hiring or promoting a candidate into a Staff Scientist appointment have recently been revised for consistency and effectiveness. Below are key improvements:

1. Three memos are consolidated into one. All approvers can indicate approval and attach their comments to the memo.
2. Promotion criteria are listed on the Description of Research (completed by candidates for promotions only) and the Evaluation Memo templates.
3. Reference criteria are defined on the Statement of Referees’ Affiliations template.

Salary Setting

Include the Compensation Analyst as part of the salary review/setting process.

Approval Path

Career-Track: The promotion and hire cases remain within the Division. These cases do not require review and approval by the Lab Staff Committee or the Lab Director’s office.

Career: The promotion and hire cases require Divisional approval, and approval by the Associate Lab Director and Deputy Lab Director.

Case Submission (Career Staff Scientist Only)

Upon approval by the Associate Lab Director, the Sr./HR Division Partner or Recruiter will ensure the case is composed of the proper documents, organized into a single PDF, and bookmarked as described on the cover sheet. The Sr./HR Division Partner or Recruiter will then submit the case to Pat Montano via Email Pmontano@lbl.gov.

The HR Case Facilitator will qualify the case, coordinate the review by the Lab Director’s office, and communicate final decision to the Sr./HR Division Partner or Recruiter. The Sr./HR Division Partner or Recruiter will then inform the appropriate Division staff about the final decision.

Hire Case Documents

1. **Case Cover Sheet template**
Lists points of contacts, required case documents, and the responsible person completing each document. Typically, the case is organized in a single PDF by administrative support.

2. **Statement of Referees’ Affiliations template**
   A template for the responsible manager to provide information regarding the letter writers and their affiliation with the candidate. This template includes the reference criteria.

3. **Letter of Solicitation Reference letter template**
   A letter for the Division Director (or designee) to solicit for references. It includes the hire evaluation criteria.

4. **Hire Evaluation Memo template**
   A template for the Search Committee Chair to write an assessment on the candidate’s suitability for hire. This requires approval by the Division Staff Committee Chair, Division Director, Associate Lab Director, and Deputy Lab Director.

5. **Position Description Template**

**Promotion Case Documents**

1. **Case Cover Sheet template**
   Lists points of contacts, required case documents, and the responsible person completing each document. Typically, the case is organized in a single PDF by administrative support.

2. **Request for Supporting Documents email template**
   A template for the responsible manager to solicit documents (e.g., Description of Research) from the candidate. This document is not part of the case.

3. **Description of Research template**
   A template for the candidate to provide details about their research accomplishments and suitability for promotion.

4. **Statement of Referees’ Affiliations template**
   A template for the responsible manager to provide information regarding the letter writers and their affiliation with the candidate. This template includes the reference criteria.

5. **Letter of Solicitation Reference letter template**
   A letter for the Division Director (or designee) to solicit for references. It includes the promotion evaluation criteria.

6. **Promotional Evaluation Memo template**
   A template for the responsible manager to write an assessment on the candidate’s suitability for promotion. This requires approval by the Division Staff Committee Chair, Division Director, Associate Lab Director, and Deputy Lab Director.

7. **Position Description Template**

**Sr. Scientist Hire**

**Hire Process**

**New Case Templates**

The case templates for hiring a candidate into a Sr. Scientist appointment have recently been revised for consistency and effectiveness. Below are key improvements:

1. Three memos are consolidated into one. All approvers can indicate approval and attach their comments to the memo.
2. Hire criteria are listed on the Hire Evaluation Memo template.
3. Reference criteria are defined on the Statement of Referees’ Affiliations template.

**Salary Setting**

Include the Compensation Analyst as part of the salary review/setting process.

**Approval & Review Path**
The hire case requires approval by the Division Staff Committee Chair, Division Director, and Associate Lab Director. The case is then presented to the Lab Staff Committee by the Search Committee Chair (or designee). The Lab Staff Committee will vote on the case for the Deputy Lab Director and Lab Director to consider as part of their approval.

Hire Case Guidance

S&E Hire Case Process Guidance

Step by step instructions on the preparation and review of the hire case

Hire Case Documents

1. **Case Cover Sheet template**
   
   Lists points of contacts, required case documents, and the responsible person completing each document. Typically, the case is organized in a single PDF by administrative support.

2. **Statement of Referees’ Affiliations template**
   
   A template for the responsible manager to provide information regarding the letter writers and their affiliation with the candidate. This template includes the reference criteria.

3. **Letter of Solicitation Reference letter template**
   
   A letter for the Division Director (or designee) to solicit for references. It includes the hire evaluation criteria.

4. **Hire Evaluation Memo template**
   
   A template for the Search Committee Chair to write an assessment on the candidate’s suitability for hire. This requires approval by the Division Staff Committee Chair, Division Director, Associate Lab Director, and Deputy Lab Director.

5. **Position Description Template**

6. **Presentation Guidelines**

Guidelines for the Search Committee to follow when preparing slides to present to the Lab Staff Committee

For Non-Recruited Hires - Follow the promotion process using the hire case templates. An Ad Hoc Committee must be appointed, and Lisa will conduct an orientation and drive the entire process.

Sr. Scientist Promotion

A new process has been implemented for the Sr. Scientist promotions, effective October 2014. Below are key highlights:

1. The point of contact is Pat Montano phone 510-486-7953, Email Pmontano@lbl.gov. She will facilitate the entire process Lab-wide.
2. In September, the Lab Staff Committee Chair will do a call out for Division Directors to submit names of Staff Scientists to promote into Sr. Scientists.
3. The promotion cycle (click here) begins on October 1st. However, promotions for retainments can occur at any time.
4. Prior to initiating a Sr. Scientist case, the Divisions’ Sr. Scientist Ad Hoc Committee members must attend an orientation session conducted by the Lab Staff Committee Chair and Process Facilitator to briefly go over the process, deliverables and expectations. For Key Roles & Responsibilities, click here.
5. New templates and presentation guidelines have been created and are listed below.

Approval & Review Path

The promotion case requires approval by the Division Staff Committee Chair, Division Director, and Associate Lab Director. The case is then presented to the Lab Staff Committee by the Ad Hoc Committee Chair (or designee). The Lab Staff Committee will vote on the case for the Deputy Lab Director and Lab Director to consider as part of their approval.

Case Submission

Upon approval by the Associate Lab Director, the delegated administrative support will ensure the case is composed of the proper documents, organized into a single PDF, and bookmarked as described on the cover sheet. The delegated administrative support will then submit the case to Pat Montano via email Pmontano@lbl.gov.
The HR Case Facilitator will qualify the case and arrange the review by the Lab Staff Committee and Lab Director’s office. The HR Case Facilitator will then communicate final decision to the Associate Lab Director, Division Director, Ad Hoc Committee members, Lab Staff Committee Division’s Representative, and Sr./HR Division Partner.

Sr. Scientist Promotion Supporting Documentation

Sr. Scientist Promotion Process Orientation
The orientation is a brief review of the process and action items for the Ad Hoc Committee.

Promotion Case Documents

1. Request for Description of Research email template
   A template for the Ad Hoc Committee Chair to solicit documents from the candidate

2. Candidate’s Suggested References template
   A template for the candidate to provide 3 references for consideration

3. Description of Research template
   A template for the candidate to provide a research description and other supporting documentation

4. Statement of Referees’ Affiliations template
   A template for the Ad Hoc Committee to list references and briefly describe their research and affiliation with the candidate

5. Letter of Solicitation Reference letter template
   A template for the Division Director’s administrator to complete and send out on behalf of the Division Director

6. Promotional Evaluation Memo template
   A template that the Ad Hoc Committee completes to formally submit the candidate’s promotion to the Associate Lab Director, Deputy Lab Director, and Lab Director

7. Case Cover Sheet template
   A template that the Ad Hoc Committee (or admin) completes before the case goes to the Lab Staff Committee

8. Presentation Guidelines
   Guidelines for the Ad Hoc Committee to put together a Powerpoint presentation the case to the Lab Staff Committee

9. Candidate At A Glance
   This is an at-a-glance comparison chart between the candidate and prior Sr. Scientist promotion cases submitted by the Division