Checklist for Promotion from Postdoc Associate to Senior Postdoc Associate

☐ Justification/Request Letter from faculty member to Maria Zuber

Letter should include:

☐ Postdoc research achievements and why promote at this time
☐ Statement on research to be conducted
☐ How does the research benefit
☐ Request for salary change include percentage increase
☐ Effective Date
☐ Note if regular or term appointment; if term include dates
☐ Include any special circumstances (off-campus, out of country work, less than 100% time, etc.)

☐ Up to date Curriculum Vitae from Postdoc

☐ Latest Annual Development Review
☐ Send request via email with appropriate attachments to Jennifer Walsh (jwalsh@mit.edu)
☐ Copy Lori Spindler-Brooks at (lorispin@mit.edu)
☐ Subject line read: Promotion from Postdoc to Senior Postdoc Associate.

Reminder:

Request can take up to four weeks for review. Please plan accordingly with Postdoc's end date.

Generally it is unusual to promote a Postdoc after only 1 year. Postdoc's should have more than 2 years of Postdoc experience in order to be promoted to Research Scientist. Postdoc's may also be considered for Sr. Postdoc if not enough experience for Research Scientist.