



Office of the  
Vice President  
for Research

## 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 two 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.