

CCR Check Sheet
Quadrennial Review
(Staff Scientist/CORE Facility Manager in Title 42 Appointment)

Name:

IC:

Lab/Branch:

Initial quadrennial review packages should be submitted for review in the first review cycle following completion of four years in the Staff Scientist/CORE Facility Manager appointment. Subsequent quadrennial review packages should be submitted every four years thereafter.

Please submit the original package with all of the items below to your Administrative Officer for forwarding to the CCR ARC. The package should be assembled with documents in the order indicated below. The original package should be single sided and bound with one binder clip. Staples or other fasteners should not be used anywhere in the package.

1. Completed CCR Check Sheet for Quadrennial Review of Staff Scientist/CORE Facility Manager in Title 42 Appointments
2. [Standardized Staff Scientist/CORE Facility Manager Quadrennial Review Recommendation from supervisor](#)
3. Two letters of recommendation from collaborators or other scientists in a position to review the Staff Scientist's/CORE Facility Manager's work. Letters to be solicited by the supervisor and included in the package. Letters should address the following measurements of performance: interactions with other scientists, scientific productivity, other achievements, and evidence of being up-to-date scientifically and technically.
4. [Standardized CV and Bibliography](#)
5. Board of Scientific Counselors Report (most recent review of the supervisor)
6. [CCR Quadrennial Review of Staff Scientist/CORE Facility Manager Report](#)
Please complete the employee name and organizational location fields. The remainder of the form will be completed by the Panel Chair and returned to the Staff Scientist/CORE Facility Manager upon completion of the quadrennial review.

***NOTES:**

1. Recommendations for pay adjustments should *not* be included in the quadrennial review package. If the review is favorable, a quadrennial pay adjustment package may be submitted during the following spring pay adjustment cycle.
2. Should the extension of a Staff Scientist/CORE Facility Manager become necessary prior to the completion of his/her quadrennial review, a one year extension should be submitted to Human Resources for processing. Should the quadrennial review be favorable, the following extension action may be submitted for a four year term to return the Staff Scientist/CORE Facility Manager to his/her original NTE cycle.

Name of Administrative Officer submitting package: _____

Phone: _____