

Sample Tenure-Track Agreement

Dear Dr. Name

The [IC] is pleased to offer you a position as a Tenure-track Investigator in the [Laboratory/Branch] of the Division of Intramural Research (DIR), effective [date]. This letter summarizes the elements of that offer. We are hopeful that this opportunity will be highly attractive to you, and we look forward to your joining the [IC] Intramural Program.

Appointment

We are offering you a primary appointment within [IC] at the level of Investigator within the tenure-track program of the NIH. This appointment is equivalent to the rank of Assistant Professor at typical American universities. You will also hold the title of [Unit Chief, Section Head, other] within the [Branch/Laboratory]; this [Unit/Section] will denote your individual research group, which you will have the opportunity to name.

Dr. Michael Gottesman, Deputy Director for Intramural Research, NIH, has provisionally approved this appointment. The final formal appointment notice will be provided to you through the DHHS/NIH Personnel Office.

Space Assignment

Laboratory location and square feet for exclusive use
Office location and square feet
Space shared with other investigators

Shared and Core Support Facilities

Access to shared space/equipment/facilities in the Laboratory/Branch and/or Division.
Support cores available (transgenic, sequencing, computer, special microscopy, etc.) and at what cost to the individual investigator
Animal resources (cage space and at what cost to the investigator)
Other special facilities

Clinical/Epidemiological Research Support

Provision of clinical support positions (eg., staff clinician, clinical fellow, research nurse)
Access to core clinical research support (eg., statistics, protocol management, subject recruitment)

Administrative Support

Branch support staff

Administrative Officer

Scientific Positions [*Indicate whether positions carry funds with them, or whether personnel are funded through the Investigator's CAN*].

Number of FTE positions (technician/Research or Clinical Fellow/Staff Scientist)

Number of non-FTE positions (postdocs)

Number of contractor positions

Any special arrangements for phasing in availability of these positions (e.g. some ICs restrict the size of the group initially).

[*If appropriate*]: You may, at any time, add more personnel to your Section through outside funding, loans from other NIH Institutes, special volunteers, and/or other sources of funding or support.

Research Funding

Annual budget: either total budget (personnel, supplies etc) or method of computation (e.g. salaries/stipends + \$ per person for supplies and other expenses). Pro-rating of budget in the first partial year.

Start-up equipment allocation and time frame for its expenditure.

Statement of opportunity to request major equipment items on an annual basis (e.g. at annual budget meeting with SD or Deputy).

While every effort will be made to provide the stated resources on a continuing basis as long as you are on tenure track, rare circumstances may necessitate some adjustments of your annual budget. You will be notified in writing, as early as possible, of such changes and the reason for them.

Tenure Criteria and Process

Appointment to this tenure-track position signifies both our commitment to supporting the development of your career and our expectation that you will manage a research program, develop important presentations and publications on this research, train and mentor personnel who work with you, and contribute to the overall research program of the IRP and the NIH. We anticipate that with continued outstanding progress in your position, you will continue on the tenure track, with an initial two-year appointment that will be renewed yearly, up to a maximum of [six/eight] years. [*Modify as appropriate for Commissioned Corps, reset-the-clock provisions, clinical or epidemiology investigators*]. This maximum time will begin on the date of the official personnel action pertaining to your appointment/conversion to the tenure track.

Criteria for evaluation of tenure candidates are listed in "The Tenure-Track Program of the National Institutes of Health" and are available on line at <http://www1.od.nih.gov/oir/sourcebook/prof-desig/tenurecriteria.htm>.

You will be given an annual oral and written evaluation by your [*Laboratory/Branch*] Chief and meet at least annually with the [Scientific Director/Designee]. In addition, your Laboratory/Branch Chief and I will work with you to identify a second mentor/mentoring committee to help guide your career development. You will be evaluated by the Board of Scientific Counselors (BSC) once approximately mid-term, and once in the final year of your tenure track. The BSC will recommend that you be continued on the tenure track, removed from the tenure track, or considered for tenure. The tenure review process is initiated by the [*Laboratory/Branch*] Chief and Scientific Director, who will request that the IC Promotion and Tenure Committee solicit outside letters on your behalf from distinguished scientists and make a recommendation to the Scientific Director. If the Scientific Director agrees to support you for a tenured position, your tenure nomination will be presented to the NIH Central Tenure Review Committee chaired by the Deputy Director for Intramural Research, who will make the final decision on tenure. The tenure decision process will take approximately one year following initiation by your [*Laboratory/Branch*] Chief.

If you are not considered for tenure, or do not receive tenure, your [*Laboratory/Branch*] Chief may resubmit your credentials if your allotted [six/eight] years has not elapsed, or you may be informed that you will not be tenured at the NIH. Under the latter circumstances, you may be permitted, depending on your performance and the availability of funds, to continue your research program up to one year while you search for another position.

Personal requirements

Base salary: \$XXX,XXX

One-time recruitment bonus or moving expenses [*as applicable*]: \$XX,XXX

Benefits: Standard Federal Package

The position offered to you is a [*full-time/part-time fraction_____*] [excepted Civil Service/PHS Commissioned Corps] appointment [*under an appointment mechanism known as Title 42*]. The salary is comparable to that of other tenure-track investigators at [IC] and is governed by pay scales set by NIH's Office of the Director. This will require approval by an [IC] internal salary committee. We do not anticipate any problem in obtaining this approval. Similarly, the lump-sum bonus requires internal approval. Salaries may be subject to periodic increases and cost-of-living adjustments based on the personnel system governing your appointment. There are some restrictions on outside activities, detailed at <http://ethics.od.nih.gov/topics.htm>.

We are very pleased to be able to make this commitment of resources to you. Your research is of tremendous interest to our program and we hope to welcome you to the ranks of independent NIH scientists as you successfully pursue the tasks of your tenure-

track service. We look forward to your acceptance of this offer and request that you sign and return copies of this form to us within the next two weeks.

Sincerely,

(Laboratory/Branch Chief)

(Optional - Section Head)

(Director, Division of Intramural Research)

(Optional - Deputy Director for Intramural Research)

ACCEPTED

(Candidate)

(Date)

Updated July 2007