Appointment and Promotion Committee Governance

In order to ensure the consistent application, use, and maintenance of the Engineering Career Track across the lab, appointments and promotions to levels three through six are reviewed by committee.

Directorate Appointment and Promotion Committee (DAPC)
- Nominated by Associate Lab Director (ALD)
- Three year term appointments staggered for consistency
- Chair nominated by ALD

DAPC Chair Responsibilities
- Ensure representation and participation by committee members from other Directorates
- Ensure timely review process
- Provide updates to ALD on review progress, timeline, concerns, and management support as needed
- Ensure consistent application of level guidelines
- Ensure no conflict of interest exists between committee members and individual being reviewed
- Ensure bias mitigation process is followed
- Invite subject matter experts (SME)s to participate in review process

DAPC Responsibilities
- Participate in bias mitigation process
- Identify SMEs to participate in review process
- Analyze findings and summarize for presentation to ALD using defined format
- Development of science and engineering talent, ensuring mentoring and appropriate assignments

Lab Appointment and Promotion Committee (LAPC)
- DAPC Chairs
- Chief Research Office (CRO)
- Chief Engineer (CE)

LAPC Responsibilities in addition to DAPC Responsibilities
- Responsible for the fair and accurate assessments performed by all DAPCs
- Ensure diversity on committees
- Ensure consistent application of level guidelines
- Present Senior and Distinguished Staff nominations to Lab Director

Rev 01/10/2019
Engineering Appointment and Promotion

Review & Documentation Requirements
The following table identifies committee review and approval authority required at each level.

<table>
<thead>
<tr>
<th>Engineering Track Level</th>
<th>Committee Review</th>
<th>Approval Authority</th>
</tr>
</thead>
</table>
| Staff Engineer 1  
Staff Engineer 2         | • NA             | • Line Management  |
| Staff Engineer 3  
Staff Engineer 4         | • DAPC           | • ALD              |
| Senior Staff Engineer   | • DAPC           | • ALD              |
|                         | • LAPC           | • Lab Director     |
| Distinguished Staff Engineer | • DAPC   | • Lab Director     |
|                          | • LAPC           |                    |

To support appointment or promotion to Staff Engineer 3 and above, documentation substantiating professional achievement is required.

Candidates should provide:
- Curriculum vitae including a list of publications and body of work
- Documentation supporting other significant contributions which may include patents, intellectual property, technical leadership, awards, recognition, presentations at professional conferences, or other achievements
- The contact information of suggested references

Nominating manager or other sponsor will provide an evaluation of the candidate including:
- Review of most significant contributions
- Assessment and statement of recommendation demonstrating alignment with level guidelines
- For returning hires and promotions provide performance documentation (performance review history, etc)
- Reference material may include any or all of the following: formal letters, email exchanges with referrals, and/or manager notes based on conversations with references.

Reference Guidelines

<table>
<thead>
<tr>
<th>For Appointment or Promotion to:</th>
<th>Number of Referrals external to SLAC</th>
<th>Total Referrals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Engineer 3</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Staff Engineer 4</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Senior Staff Engineer</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Distinguished Staff Engineer</td>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>

Rev 01/10/2019
Appointment/Hiring Process
- Appointments follow established Directorate and Human Resources Development & Services (HRD&S) hiring processes and approvals

For Hires at Level 3 and Above
Hiring Manager is responsible for:
- Collecting required documentation
- Notifying ALD of upcoming hire recommendation
- Submitting review package to DAPC

DAPC conducts the review and provides the ALD with:
- Written analysis of the candidate’s qualifications for appointment and the appropriate S&E Staff level assignment
- Statement of recommendation for or against appointment

For Senior and Distinguished Staff Engineers, the DAPC Chair and ALD coordinate the LAPC review for presentation to the Lab Director.

Promotion Process
- Promotions may be submitted at any time during the year
- Promotions are solicited twice a year following talent planning (June/July) and annual performance reviews and salary setting (Dec/Jan) and based on nomination to ALD

For Promotions at Level 3 and Above
Nominating Manager or other sponsor is responsible for:
- Collecting required documentation
- Notifying ALD of upcoming promotion nominations
- Submitting review package to DAPC

DAPC conducts the review and provides the ALD with:
- Written analysis of the candidate’s qualifications for promotion and the appropriate Staff Engineering level
- Statement of recommendation for or against promotion

For Senior and Distinguished Staff Engineers, the DAPC Chair and ALD coordinate the LAPC review for presentation to the Lab Director.