

DEPARTMENTAL CHECKLIST

**Promotions and Rank Changes for SRA to PDRA or PDRA  
to ARS Ranks**

**RSL-3 Reappointment Form (signed and scanned as an *IMAGE*)**

***And***

**FOR SRA to PDRA *ONLY*:**

**Proof of PhD**

- EITHER HireRight Education Background Check if it shows Ph.D.
- OR diploma, transcript that denotes Ph.D. was earned, or letter from dean, graduate school or registrar stating Ph.D. has been completed. (Proof of Ph.D. cannot be at the department level. Proof of dissertation acceptance is not proof of Ph.D.)

**FOR PDRA to ARS *ONLY*:**

**CV/Bibliography (current)**

**Performance Review**

**Department Correspondence (include any email supporting request)**

