

Departmental Checklist – Promotion or Rank Changes – SRA to PDRA or PDRA to ARS

- 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)