**Standard Search Evaluation Procedures (SSEP) Guidelines**

**The Formation of a Search Committee:**

- The search committee should have at least 3 members that hold a title above the level of the title of position that is being recruited.
- At least one member should be a female and/or minority if possible.

**Minimum Qualifications for Various Officers of Research (applicable to LDEO):**

**Staff Associate:**  
- BS plus 4 or MS plus 2 years of experience

**Sr. Staff Associate:**  
- BS plus 8 or MS plus 4 years of experience

**PDRS:**  
- Candidate must have completed the degree of PhD prior to the appointment

**Doherty ARS:**  
- PhD in related field  
- At least 2 years of post-PhD experience

**Doherty RS:**  
- PhD in related field  
- At least 6 years of post-PhD experience

**Doherty SRS:**  
- PhD in related field  
- At least 10 years of post-PhD experience

**Project ARS:**  
- PhD in science  
- Demonstrated expertise that is important to an existing or nascent Lamont Project  
- Record of publications in scientific literature

**Project RS:**  
- PhD in science  
- At least 6 years of post-PhD experience  
- Demonstrated expertise that is important to an existing or nascent Lamont Project  
- Record of publications in scientific literature

**Project SRS:**  
- PhD in science  
- At least 10 years of post-PhD experience  
- Demonstrated expertise that is important to an existing or nascent Lamont Project  
- Record of publications in scientific literature  
- Capable of carrying major responsibility for the success of the project

* Taken from SSEP Guidelines and procedures, Columbia University