

The Fermilab Committee on Peoples Fellowship: Scope, Charge, and Procedures

Revision History

Author	Description of Change	Revision No. & Date
Sergei Nagaitsev	Original released and approved procedure	Revision 001 November 2016

1. Charge

The Committee is appointed for the purpose of reviewing applicants, interviewing and selecting candidates, and making recommendations to the Fermilab Director. The Committee is requested to identify outstanding candidates from within the applicant pool and to evaluate their proposed scope of research, which should be aligned with Fermilab mission. The Committee is charged with maintaining an average inflow of one Fellow per year, not to exceed five Fellows over a running five-year period.

2. Scope

This document describes procedures for establishing and maintaining the Fermilab Committee on Peoples Fellowship (The Committee), a standing committee whose charge and makeup are described below. It also describes the procedures to be followed by The Committee when performing its functions.

3. Applicability

This procedure applies to all those assigned to the Peoples Fellowship Committee.

4. Effective date

This procedure goes into effect on November 1, 2016.

5. Procedures

5.1 Fermilab Committee on Peoples Fellowship

The Committee and its chair are appointed by the Fermilab Director. In order to ensure fair and uniform selection process, the Fermilab Chief Accelerator Officer (CAO), in

consultation with Chief Technology Officer (CTO), shall propose committee members to the Fermilab Director.

Procedure:

The Committee normally consists of 7-10 scientists, who serve staggered three-year terms. Each year, the CAO, in consultation with the CTO, shall review and adjust The Committee membership as needed, in accordance with committee members' terms and other circumstances.

The Committee conducts its business by meetings, interviews, evaluations, and other forms of communication as needed. The chair of The Committee shall set the time and the agenda for the Committee meetings and shall chair those meetings. The chair has the responsibility to ensure that the business of the committee is conducted responsibly and promptly.

The Committee identifies outstanding candidates from within the applicant pool and evaluates the proposed scope of research per Search and Selection Process Procedure. Every effort should be made to fill the position with an outstanding candidate and to support diversity and inclusion. This shall be done in consultation with CAO and CTO as the proposed scope of work shall be aligned with the Fermilab mission. The host Division will commit resources in support of the Fellow's proposed scope of work.

Upon identifying a candidate(s) to fill the position, the Committee chair shall prepare and sign a letter to the Director explaining the search and selection process and recommending a candidate(s) for the Peoples Fellowship. The letter shall identify a proposed host Division and confirm a commitment from the host Division to support the proposed scope of work.

5.2 Search and Selection Process

The applicant pool is formed after an open search period for candidates. The candidates must *either*:

Have received, within the prior three years, a Ph.D. in accelerator physics or accelerator-related technology. Post-doctoral experience is not required.

or

Have received, within the prior five years, a Ph.D. in high energy physics or a related field. Candidates are normally expected to have at least three years of post-doctoral experience in high energy physics or a related field.

All candidates are subject to review by The Committee.

Procedure

The search and selection process consists of several stages.

Each August, the Committee Chair initiates the Peoples Fellow job requisition and upon its approval, is responsible for publicizing the Fellowship and trying to attract the best people to apply. Publicity could include an ad campaign in Physics Today and CERN Courier, a FermiNews story, postings on the Fermilab Job Website, Peoples Fellowship

website, Academicjobsonline.org, and emails/letters/phone calls to leaders in the accelerator physics field.

Second, the Committee members review applications and propose candidates to be invited for an interview.

Third, the selected candidates visit Fermilab, make presentations at the APT seminar, and are interviewed by the Committee members, CAO, and CTO.

The committee then evaluates and ranks the candidates. The evaluation and ranking of the candidates is based on the following criteria:

1. Academic and research record
2. Strength and impact of the proposed scope of work and its alignment with Fermilab mission
3. Letters of recommendation
4. Interview scores
5. Presentation at the APT seminar

For the final selection the Committee may also consult with other relevant Fermilab managers and scientists.

After the Director's approval and the candidate's acceptance of the Fellowship, it shall be announced in a FermiNews story.

6. Definitions

Policy: A set of basic principles, rules and guidelines formulated and adopted by Fermilab that govern how the organization carries out its mission.

Procedure: A description of how a policy is implemented.

7. Responsibilities

The Fermilab Director is responsible for approving this procedure.

The Peoples Fellowship Committee Chair is responsible for following this Procedure.

Responsibility for reviewing, updating and communicating changes to this Procedure rests with the Chief Accelerator Officer.

8. Owner

Responsibility for reviewing, updating and communicating changes to this procedure rests with the Chief Accelerator Officer.

9. Review cycle

This procedure is to be reviewed at least every five years.