Policy on Guest Appointments

Fermilab Science Management System and

Fermilab Human Resources Management System

Issued June 30, 2014

Updated May 5, 2017

1. Purpose

This policy is put into place in order to clarify the purpose and intent of guest appointments at Fermilab.

2. Scope

This policy governs guest scientists, guest engineers, and all organizations at the Laboratory who may host professional guests.

3. Applicability

This policy is applicable to any scientist or engineer designated as a term employee.

4. Effective date

This updated policy goes into effect on May 5, 2017.

5. Policy

From time to time it will be desirable and necessary to support the Fermilab mission by making temporary or term appointments to visiting professionals. Motivations for such appointments can range from fostering international collaboration to fulfilling a short-term need for specific expertise. When it becomes desirable to make such appointments the following policy will apply:

5.1 The Director will approve all guest appointments.

5.2 Guest appointments are usually proposed to the Director by a host organization which assumes the responsibility to budget for the person's salary.

5.3 All guest appointments will be approved by the highest level head of the organization sponsoring the appointment prior to submitting the request to the Director.

5.4 Candidates for guest appointments will normally have a position at another institution to which they will return after the completion of their appointment at Fermilab. Only under exceptional circumstances will consideration be given to offering a guest appointment to a person who does not have such a position. The guest appointment is not to be used as a trial period of employment.

6. Definitions

Appointment means a full or part time employee position with a finite duration term of appointment.

Guest, in this context, is a guest scientist or guest engineer hired for a term appointment.

Letter of appointment means a formal letter to a term employee specifying the parameters under which the person shall hold a guest appointment.

7. Responsibilities

The Director and the owner of the Human Resources Management system are responsible for implementing this policy.

8. Authorities

The letter of appointment, signed by the Director, shall be issued in accordance with the policies and procedures of the Human Resources Management System.

9. Owner

Responsibility for reviewing this policy rests with the Management System Owner for Human Resources.

10. Review cycle

This policy is to be reviewed every two years after issuance.

11. Communication plan

The requirements of this policy shall be added to the Human Resources Management System processes and procedures and be referenced in other communications available to researchers.