

Procedure for Adding New DES Members

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Members, as defined in the DES Membership Policy (Doc Db 2503), are those senior scientists (e.g. faculty, staff scientists, senior research scientists) at DES collaborating institutions who have been admitted to Membership by the DES Management Committee. They have full data rights and can supervise an unlimited number of students and postdocs. Members are expected to contribute to DES infrastructure, as described in the DES infrastructure document (Doc Db 5247). This document clarifies the procedure for adding new Members and has been adopted by the DES Management Committee.

Normally, candidates for Membership (who are not part of a new institution joining the collaboration) should first become Provisional Members. The Membership Policy states:

The *Provisional Member* sub-category was created to provide a senior scientist at a Collaborating Institution with an opportunity to participate in the work of the Collaboration prior to applying for Member status. Each Provisional Member is expected to contribute to one or more of the DES projects and join one or more of the Science working groups so that he or she can explore how he or she will contribute to the DES Infrastructure Tasks described in Section II.

Further:

A Collaborating Institution may request adding a new member to DES only after consultation with the Project Leaders and one of the Science Committee co-chairs has established the existence of an infrastructure task that needs to be done that the new member could adequately carry out.

In most circumstances the first step for an individual scientist to become a Member or an Associate Member is the submission of an application for Provisional Member status. The Management Committee Institutional Representative from the Institution sponsoring the Provisional Member will submit the application for Provisional Member status to the Chair of the Membership Committee. The sponsor will outline the candidate's desire to contribute to one or more of the DES Infrastructure Tasks and any relevant qualifications that the applicant has that might benefit DES. A supporting letter(s) from the appropriate DES Project leader(s) and/or one of the Science Committee co-chairs will establish that the candidate has made preliminary contact(s) with the leader(s) of one of the DES Projects and/or one of the WGs. The Chair of the Membership Committee will make a recommendation to the Management Committee on whether to award provisional participation participant status after the Committee has reviewed the application.

The wording of the Membership Policy suggests that the candidate's plans for contributing to DES infrastructure do not need to be highly specific and developed at the time the Provisional Membership application is submitted, only that "preliminary contact" has been made with the appropriate Project or WG leaders to "establish the existence of an infrastructure task... that the new member could adequately carry out". The Provisional Membership period itself is the time for the candidate for Membership to "explore how he or she will contribute to... DES Infrastructure tasks" as well as to begin work on those tasks.

The Membership Policy does not impose any limit on the duration of the Provisional Membership period. However, given that Provisional Members have the same data and publication rights as full Members, Provisional Members should be reviewed regularly to ensure that they are making good progress toward being able to apply for full Membership. We describe the procedure for doing this below.

The Membership Policy also does not distinguish between the case in which a new Member replaces a member of an institution's initial complement of Members from the case in which the new Member represents an expansion of that group's "head count". However, in its considerations of a potential new Member, the Management Committee can take into account, among other factors, the history and current make-up of a given institution's complement of Members, and it should take into account any MOUs or Agreements between DES and the institution. The benefit to the collaboration of any prospective new Member should be carefully evaluated, and the procedures below should be followed in any case.

The Membership Policy states that all Members are expected to contribute one year FTE (over a three year period) to DES infrastructure. These contributions normally begin during the Provisional Membership period; after the candidate has contributed 3 FTE months over a one-year period, he or she may apply to become a full Member. Candidates who have already completed at least 3 FTE months of infrastructure work (in a prior position, for example), may skip the Provisional Membership period and apply for Member status immediately.

Provisional Membership Checklist

Individuals who wish to become Provisional Members should take the following steps.

1. The Institutional Representative of the candidate's institution consults with the DES Project Director and the Chair of the Membership Committee, notifying them of the potential interest in adding a new member and outlining the candidate's possible areas of infrastructure contributions.
2. Based on the feedback from (1), the Institutional Representative puts the candidate in preliminary contact with the relevant Project Lead (e.g. DECam, Data Management) and/or, if the proposed infrastructure tasks include science-related activities, with the relevant Working Group (WG) coordinators and the Science Committee (SC) co-chairs. For the latter, the SC

co-chairs should help foster the connection with the WG coordinators and make sure it is followed up.

3. It may be appropriate at this point for the candidate to attend a DES collaboration meeting to explore possible areas of interest and establish contacts. The Institutional Representative should contact the Project Director to request that an invitation be extended to the candidate.
4. After the initial contact has been made, the Institutional Representative submits an application for provisional membership to the Chair of the Membership Committee. It should include a CV, description of the candidate's scientific interests in DES, and a statement from the candidate describing his or her proposed areas of infrastructure contributions, specifically naming the relevant Projects or Working Groups. As noted above, at this stage the proposed contributions do not need to be fleshed out in great detail; that can happen once the candidate has become a Provisional Member.
5. The Chair of the Membership Committee solicits letters from the corresponding Project Leads and/or the SC co-chairs. These individuals may choose to delegate the supporting letters to the appropriate WG coordinators. These letters should indicate that contact has been made and should support the possible utility of the proposed infrastructure work.
6. The Membership Committee reviews the application and makes a recommendation to the Management Committee. The Management Committee should be given access to the application and supporting materials.
7. If Provisional Membership is granted, the Project Director will notify the Institutional Representative and the candidate. Then the candidate is free to participate in the work of his or her chosen Working Groups and/or projects, subscribe to DES mailing lists, refine his or her proposed infrastructure contributions, and start making them.

Recusal Policy: An individual should not both nominate a candidate and participate in the process of evaluating the candidate for provisional membership. If an Institutional Representative would normally have a formal role in the membership evaluation process (e.g., as a WG coordinator or SC co-chair or as a member of the Membership Committee), he or she should recuse him/herself from evaluating the case and find a suitable alternate.

Review of Provisional Members: Provisional Members are expected to contribute 3 FTE months of DES infrastructure work before applying for full Membership. After Provisional Membership has been granted, the Chair of the Membership Committee will contact the appropriate WG or subproject leaders roughly every six months for an informal evaluation of the candidate's progress. Has the candidate identified a piece of infrastructure that is indeed useful to the collaboration? Is he or she making good progress toward membership by contributing to those tasks? If the candidate is making good progress, he or she may be encouraged to apply for Member status. If the candidate is not making sufficient progress, the Chair of the Membership Committee will notify the SC co-chairs and/or Project Leads and the candidate's

Institutional Representative. The candidate will then be asked to increase his or her level of DES activity and informed that increased activity is required for progress to Membership. If after two years, a Provisional Member has failed to contribute at least 3 FTE months of infrastructure (in the judgement of the SC co-chairs and/or Project Leads), the Chair of the Membership Committee will inform the Project Director and the candidate's Institutional Representative, and it is expected that Provisional Membership status and its associated rights (data access, publication rights, etc) will be revoked. Also, if the Provisional Member has applied for Membership and been denied, the Provisional Membership will be revoked. The candidate will be notified in writing by the Project Director of this action.

Progressing from Provisional Member to Member: When a Provisional Member has contributed at least 3 FTE months of infrastructure, but no later than two years after being granted Provisional Membership, the candidate can apply for Membership. The application should be submitted to the Chair of the Membership Committee and should include:

1. A supporting cover letter from the Institutional Representative.
2. Candidate's CV.
3. Updated description of DES activities and plans by the candidate.
4. Supporting letters from the appropriate WG coordinators or Project leaders, specifically addressing the nature and usefulness of the candidate's infrastructure contributions. These will be solicited by the Chair of the Membership Committee.

The Membership Committee will make a recommendation to the Management Committee on the application for full Membership. After the Management Committee votes, the Project Director will notify the candidate and the Institutional Representative. The Chair of the Membership Committee is responsible for maintaining the membership list, including each collaborator's membership status and start date, and will update the list to reflect the candidate's new status.