

## FRIB Theory Fellows Guidance for Searches

July 7, 2016

This document provides guidelines for the FRIB theory fellow search procedure.

### Description of the theory fellow position

FRIB theory fellows are highly selected individuals who develop high-caliber theoretical research relevant to rare isotope science. Fellows have initial appointments for 2 years, with possible extensions up to a total of 5 years. Fellows can be hosted by MSU or by a partner institution, however, in all cases, they remain 100% MSU employees, and as such enjoy full benefits, including a comprehensive health care plan and a basic retirement plan ([www.hr.msu.edu/benefits/summaries.htm](http://www.hr.msu.edu/benefits/summaries.htm)). Fellows also administer their own separate travel budget. Fellows are expected to find, within 5 years, a permanent position in nuclear theory. As such, it is important that they develop their own research program and have exposure to university/laboratory administration. These individuals have the freedom to work on problems at the forefront of low energy nuclear physics that connect to the Facility for Rare Isotope Beams (FRIB), either in collaboration with the hosting theory group or leading theorists at other institutions. FRIB fellows have no teaching obligations, but they may participate in committees and graduate student training.

### Description of partner institution

Prior to the advertisement for the fellow position, there will be a call for institutions that are interested in partnering with the fellow program. These institutions will contribute with 50% of the funding for the fellow (salary and travel) through a sub-recipient agreement with MSU (subject to MSU off-campus overhead), matched by the FRIB theory alliance 50% contribution. The institution should also identify a senior researcher that will act as the local host for the fellow and that will be the liaison with the FRIB theory alliance in all activities regarding the respective fellow.

### Expectation for the fellow

Fellows hosted by MSU are expected to have active involvement in the laboratory and theory group activities. They have their own office, are encouraged to participate in the guidance of young researchers (including graduate students), participate in theory faculty meetings, and are encouraged to organize the theory seminars series. Partner institutions may adjust the arrangements of the theory fellow depending on the conditions of the local group, but need to make the fellows distinct from postdocs, and closer to faculty/staff.

Regardless of their home institution, fellows are expected to: i) spend a significant amount of time at FRIB, ii) contribute to the scientific program of FRIB, and iii) be spokespersons for FRIB theory nationally and internationally.

## Calendar for the search

- A. Call for partnership is sent out in May and partners are identified by end of June.
- B. Ad for fellow is posted in July and includes explicit mention of possible partners. Deadline for application is 1<sup>st</sup> week in September.
- C. Reminders are sent out 3 weeks and 1 week prior to deadline.
- D. The first list is made by 2<sup>nd</sup> week of September and reference letters are requested by the chair immediately thereafter. Letter writers are provided one month to respond to the request.
- E. Search committee makes the shortlist for interviews around mid-October and interviews are arranged.
- F. Interviews take place in November.
- G. Recommendation of the search committee to the FRIB TA board are made by early December, with copies to the partner institutions.
- H. If FRIB TA accept recommendation, FRIB TA managing director informs FRIB theory director and an offer is sent out in December
- I. Acceptance of the position requested by mid January
- J. Communication of results to FRIB TA membership by end of January

## Search Committee composition

The search committee will be composed of a subset of members of the FRIB TA board (up to five members who are not at a partner institution). For searches involving a partner institution, one representative from each partner institution will augment the search committee. When MSU is the host, the committee will be augmented by a member appointed by MSU. The FRIB-TA board will select the chair of the search committee. Search committee members representing a partner institution are full members of the search committee until the interviews take place. After the interviews, search committee members representing a partner institution can give their assessment of each candidate to the search committee, but will not participate in the final deliberations and the selection process. Since there is no apparent conflict of interest in the case of an MSU host, the full search committee will participate in the full selection process.

## Interviews

Interviews take place at MSU. Candidates come in for one day, present a seminar, meet with the search committee for one-hour and have one-on-one meetings with various local faculty (experiment and theory). The seminar is broadcast to the FRIB TA membership. The chair of the search committee is expected to be physically at MSU during the interviews, but other search committee members can join remotely. For the meeting with the search committee, all candidates will need to respond to a common set of questions, in addition to impromptu discussion.

Following the interviews, the chair of the search committee collects feedback on the candidates and shares with all members of the search committee.

### Recommendations by search committee

Following the interviews, the search committee will meet to discuss the candidates and prepare a ranked list. The chair of the search committee will prepare a recommendation to the FRIB TA director that includes the ranked list of the candidates interviewed and considered above threshold for the position, as well as a brief justification for the ranking, with copy to the partner institutions. When and if the FRIB TA board approves the recommendations, the FRIB TA managing director informs the FRIB laboratory director and makes the offer to the top candidate. Once a candidate has accepted, the FRIB TA managing director informs the respective host institution and the results are announced to the membership in the FRIB TA webpage.