

TERMS OF REFERENCE
LSST DIRECTOR SEARCH PROCESS

March 1, 2012

In the transmittal letter accompanying AURA's proposal for the construction of the LSST, AURA stated its intent to conduct a search for the LSST Director during calendar year 2012.

POSITION DESCRIPTION

The roles and responsibilities of the Director are enumerated in attachment I. The AURA Director for LSST is expected to exercise scientific leadership for the astronomical and physics communities and for AURA. Over the next decade, the LSST Project Office, led by the Director, must carry out a successful construction program for the telescope and site, camera, and data management systems within cost and schedule, and transition to a fully functioning observatory

The LSST Director reports through the AURA President to the AURA Board with oversight delegated to the AURA Management Council for LSST (AMCL). All directives to the LSST Director flow through the AURA President.

The Director is recommended by the AMCL and formally appointed by the AURA Board. Normally appointments are for up to five years and are renewable. The term will be re-examined at the onset of operations for LSST. The Director is designated as a key person in the Cooperative Agreement and requires NSF approval.

While AURA has no minimum criteria in terms of nationality or specific academic or managerial experience, the job of the LSST Director requires strong qualifications in all areas.

SEARCH PROCESS

The search will follow the following terms of reference:

- The Search Committee will familiarize itself with relevant AURA policies including permissible questions and the avoidance of unconscious bias.
- The Search will commence upon the publication of a public notice. The Search should result in a recommendation by the end of 2012. Attachment II provides a draft time line.
- Potential sources for the public notice will be:
 - Science Magazine
 - Nature Magazine
 - Physics Today
 - Chronicle of Higher Education
 - The AAS job register/e-mailer distribution list
 - The AAS Committee on the Status of Women in Astronomy
 - The AAS Committee on the Status of Minorities
 - All major Astronomy Department Chairs
 - All major Physics Department Chairs
 - Other possible venues as appropriate

- AURA will establish a website to include all relevant information for prospective candidates, including this document.
- The Committee may, at its discretion, invite applications from specific individuals.
- All candidates and nominees will be required to submit a resume and provide names for three references.
- The Search Committee may recommend reopening the search at the end of the six month period. (That is, finding the best candidate is more important than filling the vacancy quickly.)
- The Search process will maintain confidentiality to the maximum extent practicable.
- The Search will be closed. That is, the identity of the candidates under consideration will not be made public.
- The Search process will ensure a thorough vetting of all relevant issues and candidate strengths and weaknesses.
- The Search Committee will forward to the AMCL three candidate names characterizing relative strengths and weaknesses of each. The Search Committee need not assign a priority for the three candidates.
- The AMCL will provide a report to the Board and may provide specific recommendations at their discretion.
- If any questions emerge concerning salary, benefits, or any other special conditions normally a part of the negotiation process, the Search Committee will defer such questions to the President.

SEARCH COMMITTEE

The role of the Search Committee is to identify outstanding candidates, encourage them to apply, evaluate their relative strengths and fitness to do the job, and to provide a short list. The Search Committee will consist of persons of high standing among their peers. The Committee will be nominated by the AMCL and appointed by the AURA Board.

To the extent practicable, membership on the Search Committee will represent all relevant stakeholders. For example:

- One Member of the AMCL
- One Member of the LSST Board
- One Institutional Member from AURA
- One Institutional Member from LSST Corp.
- One Institutional Member from SLAC National Accelerator Laboratory
- One member from the Chilean community
- Two or more members with direct large scale project experience

There could be overlap in these categories.

It is the policy of AURA to encourage diversity in all aspects of the search and recruitment process including the constitution of the Search Committee and of the candidates. The Search Committee will review AURA policy and guidance on unconscious bias, and allowable areas of question and inquiry for potential candidates.

ROLES AND RESPONSIBILITIES OF THE LSST DIRECTOR

A. ORGANIZATIONAL PURPOSE OF THE LSST PROJECT

The LSST Director is employed by AURA. All AURA Directors are expected to exercise scientific leadership for both the scientific community and AURA. The LSST is supported by a variety of stakeholders including the National Science Foundation, the Department of Energy, and private and international partners. Over the next decade, the LSST Project Office (LPO), led by the Director, must carry out a successful construction program for the telescope and site, camera, and data management systems within cost and schedule, and transition to a fully functioning observatory.

The LSST Project has been established in order to construct a telescope, camera and data delivery system that will enable a ten-year survey of the southern sky. The data from the survey will be made available to U.S. and Chilean astronomers without proprietary period and to international partners who make contributions to the operations costs under terms to be determined. The LSST project was selected as the highest priority ground-based project by the 2010 astronomy and astrophysics decadal survey.

In 2011, the LSST Corporation Board and AURA reached an agreement under which the LSST construction project is being carried out as a discrete AURA unit under a dedicated cooperative agreement with the NSF. Under the agreement with AURA, the LSST Board recognizes AURA's final authority with respect to ensuring compliance with the terms and conditions of the Cooperative Agreement with NSF for construction of the LSST project. The tasks under the cooperative agreement are aimed at reducing the principal items of risk during the completion of the design and development phase, and carrying out a construction project within cost and schedule.

The LSST will soon begin a seven year construction phase where a high priority for the Director is leadership of a construction project with attention to technical performance, schedule and budget. Frequent interactions with federal funding agents and their business auditors will be required.

The Large Synoptic Survey Telescope Project Office (LPO) is a Center of the Association of Universities for Research in Astronomy, Inc. (AURA). The LPO provides the program management, budget control, and system engineering necessary to design, construct, integrate, and commission the LSST Project. The LSST Director directs and is responsible for all activities by the LPO. Subject to funding provided by the Department of Energy (DOE), SLAC will undertake the design, construction and delivery of the LSST camera. Subject to funding provided by the National Science Foundation (NSF) and private sources, the LPO will directly undertake the design, construction and commissioning of all other components of the LSST Observatory; this includes but is not limited to the telescope, site facilities, data management, education and public outreach (EPO), and data access centers. DOE and NSF have established a Joint Oversight Group (JOG), which will coordinate the interaction between LPO and SLAC and the two federal agencies. The Director, together with the Deputy Director, and Project Manager will be responsible for establishing and

maintaining high-level, coordinating schedule milestones that may be approved or changed only by the JOG.

B. LSST DIRECTOR'S ROLE

The LSST Director:

1. Is responsible for the LSST Project management and reports through the President of AURA to the Board of Directors of AURA, with oversight carried out by the AURA Management Council for LSST (AMCL)
2. Is responsible for selection of the Project Manager and other key personnel through whom this program is planned, conducted, and monitored; for assignment of authority and resources to these staff members consistent with AURA policy; and for overseeing their performance and providing guidance.
3. Is responsible for conducting the program in a manner consistent with the policy guidelines provided by AURA and NSF and, as appropriate, to recommend extension or modification of such policy.

C. SPECIFIC RESPONSIBILITIES

The LSST Director will:

1. Ensure that the science requirements as documented at the time of the Final Design Review are met.
2. Recommend and implement data access policies in accordance with Federal Guidelines.
3. Establish and maintain the organizational structure of the LPO in order to carry out the design, development, and construction activities in a manner meeting NSF contractual requirements;
4. Coordinate the work being done with NSF funding and with DOE funding to ensure that there is a single, unified LSST project.
5. Respond to and support the AURA Management Council for LSST and other pertinent AURA Board committees.
6. Prepare and submit to NSF, subsequent to AURA approval, all required plans and reports including, if appropriate, annual and long-range program plans to reflect the needs of the project.
7. Submit salary recommendations to the AMCL and the AURA Board of Directors;
8. Serve as principal interface for programmatic matters between AURA and the appropriate NSF program office and exercise substantial delegated responsibility for such interface in contractual matters.

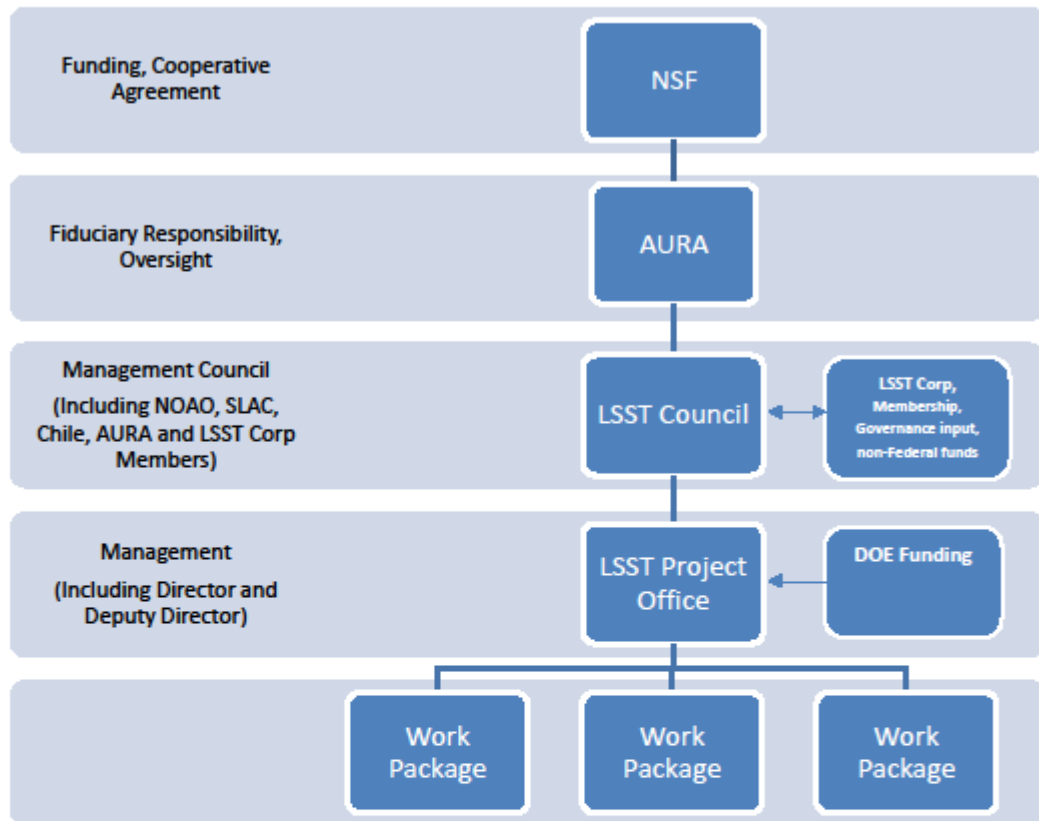
9. Serve as the principal spokesperson to the astronomical and physics scientific communities on matters relating to LSST.
10. Maintain a safe and effective work environment.
11. Carry out the LSST project in a manner that advances NSF goals for broadening participation, advancing technology, and developing future human resources.

D. ADDITIONAL RESPONSIBILITIES RELATED TO LSSTC

In recognition of the role of the LSSTC, the LSST Director will:

1. Keep the LSSTC Board and AURA informed and advise them of aspects or issues affecting the success of LSST.
2. Participate in meetings of the LSSTC Board providing such input as may be required or necessary for the LSSTC Board to be fully informed of the status of the project and to carry out their responsibilities as described in the MOU between AURA and LSSTC, including specifically ensuring that the interests of both the physics and astronomy communities are represented in the governance of the project and in the establishment of scientific policies.
3. Keep the AURA President, the LSSTC Board Chair, and AMCL Chair informally apprised in a timely manner of major issues that may affect LSST.
4. Work with the LSST Science Collaborations to engage them in the LSST project to ensure that they are prepared to use LSST data effectively as soon as observations become available.

LSST Organizational Chart



TIMELINE FOR LSST DIRECTOR SEARCH

March, 2012	LSST Director Search Committee Announcement Terms of Reference Finalized
April 2012	First Telecon Meeting of Search Committee Discuss strategy, timeline for search, determine meeting date availability, requirements for candidates, identify potential candidates, etc. Advertisement Finalized for placement in April or May issues of: - <i>Physics Today</i> - <i>Nature</i> - <i>Science</i> - <i>AAS Register</i> -AAS Committee on the Status of Women in Astronomy -AAS Committee on the Status of Minorities -AURA Website -Posted in AURA centers -Sent to MRs, Board, and Councils
May, 2012	Interim Report to AMCL/LSST Board (solicit input)
May through August 2012	Committee meets periodically via telecon to discuss progress
August 1, 2012	Deadline for applications with reference letters
August/ September 2012	In-Person Meeting of Search Committee Evaluate applicants and develop short list (if necessary) Interviews with Committee (exact dates will be determined early in the process)
October 2012	Committee Report and Preferential List to AMCL/consultation with LSST Board
November/ December 2012	AMCL Recommendation to AURA Board, AURA Board action.