



## **TERMS OF REFERENCE**

### **AURA Presidential Search Process**

On February 1, 2015, the position of AURA President will become open. The AURA Board directed that an open search process be conducted to name a new President.

### **POSITION DESCRIPTION**

The AURA President is appointed by and reports to the AURA Board. While AURA has no specific criteria in terms of nationality, or academic or managerial qualifications, the job of the AURA President requires a breadth of experience and a known ability to provide top-level leadership.

The roles and responsibilities of the President are enumerated in the AURA Policy Manual. The AURA President is expected to exercise leadership for both the astronomical community and AURA. Over the next decade, AURA will face unique challenges that will require a President with institutional vision and a commitment to develop and carry out a long range plan for AURA.

### **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.

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

### **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.
- 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
  
- The Search should result in a recommendation by the end of 2014. Attachment III provides a draft time line.
- 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.
- The Committee will also publicly solicit nominations from the community-at-large. At the Committee's discretion, nominees will be considered further.
- 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 process will ensure a thorough vetting of all relevant issues and candidate strengths and weaknesses.
- 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 Chair of the AURA Board of Directors.

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.