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Promotions and FCSA

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All Scientists Retreat

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Outline

- Fermilab Committee on Scientific Appointments (FCSA)
 - http://neutrinodev.fnal.gov/NewScientificApptPolicy/fermilab_scientific_fcsa.shtml
- Procedures for Promotions
 - http://neutrinodev.fnal.gov/NewScientificApptPolicy/fermilab_scientific_promotions.shtml
- Most of the new policy/procedures in these two areas are codification of existing practice.
 - **New features in red**

FCSA

- A committee of about 10 Scientists II or III
 - Appointed by the Director
 - Should be broadly representative of the lab
 - Serve staggered 3 year terms
- Advises the Director on **hiring**, **review** and **promotion** of scientific staff
- **Has a review role when a member of the scientific staff requires a Performance Improvement Plan (PIP) or is considered for a Reduction in Force(RIF)**
 - Discussed in the talk on Terminations
- **Lab will develop appropriate diversity training materials for members of FCSA.**

What Cases are Reviewed by FCSA?

- Hire of an Associate Scientist or Scientist
 - But not Wilson or Peoples Fellows
- Promotion to Scientist I or II
- Term extension of an Associate Scientist
 - Including Wilson and People's Fellows
- Reclassification from a non-scientific appointment to a scientific appointment.
- PIP and RIF – see the talk on Terminations.

FCSA: Common Procedures for each Case

- Receive packet from Division/Section Head
 - **Appoint a diversity advocate (one of the voting members)**
 - For promotions/extensions:
 - Appoint a fact-finder who will look beyond the packet and give a report.
 - All members discuss the packet and the report
 - Is the candidate above the line?
 - May ask for additional material
 - Vote on a recommendation to the Director
- FCSA never contacts a candidate directly
 - Everything is confidential to the extent allowed by law.

FCSA: Case-Specific Details

- Hiring: FCSA is asked to review:
 - Is the candidate above the line?
 - Did the search follow the required procedures?
 - If the search deviated from the required procedures, is adequate justification supplied?
- Term extensions:
 - Letters of reference not needed
 - Instead: informal investigation by a member of FCSA
- Scientist I to Scientist II
 - Now requires formal letters of reference
 - Previously done less formally: email/letter from Division Head and supervisor; informal discussions with others in and out of the lab.

Membership of FCSA (As of Jan 1 2015)

- Jim Annis (SCD)
- Bogdan Dobrescu (PPD)
- Jim Hylan (AD)
- Don Lincoln (PPD, chair)
- Pat Lukens (PPD)
- Kaori Maeshima (PPD)
- Stephen Pordes (ND)
- Peter Shanahan (ND)
- Jim Simone (SCD)
- Steve Werkema (AD)
- George Velez (TD)
- Non-voting:
 - Roy Rubinstein, Permanent Secretary
 - **TBA, WDRS Science Liaison**

Will be published online

Promotions and Extensions

- Initiated by the Division/Section Head (or their delegate) who prepares a packet
- The packet:
 - Procedures document describes what information is required
 - Some prepared by the candidate
 - Some by line management.
 - Division Head solicits letters of reference
- FCSA: reviews packet and advises the Director
- Final decision by the Director
- Each year, the process starts in January and **should be final before September 1** (usually much earlier).

Associate Scientist Term Extension and Promotion to Sci I

- Each January the Permanent Secretary of FCSEA will advise each Division/Section head of the names of Associate Scientists, Wilson Fellows and Peoples Fellows whose current term will end in September of the **following** year
 - Decision by Director due Sept 1
 - Ensures that Associate Scientists who are not extended/promoted have one year of employment in which to search for their next job.

Promotion to Scientist II

- Each January the Permanent Secretary of FCSA will advise each Division/Section head of the names of Scientists I who have been in-grade 6 years or longer
- This is NOT a recommendation to promote
 - It is only to ensure that no one is accidentally overlooked

Promotion to Scientist III – part 1

- Ad-hoc committee appointed by Director about every 2 years
 - Members shall receive diversity training
 - One member will be appointed diversity advocate
- When the committee is formed, its existence and its membership will be made known to the Scientific staff
- Candidates are NOT informed they are under consideration
- Everything is confidential to the extent allowed by law.

Promotion to Scientist III – part 2

- Committee reviews all current Scientist II; forms an initial list.
- Start to build cases for people on the initial list
 - Informal discussions, including senior people not on committee
 - As people drop off this becomes a short list and then a final list
- **Solicit letters of reference for people on the final list**
 - **Preponderance of letters should be from outside the lab**
 - Previously there were informal inquiries, mostly inside the lab
- Committee reviews letters and advises the Director

Reclassification from non-Scientist to Scientist

- Previously this happened but there were no written procedures.
- There are written procedures now:
 - Follow the procedures for a targeted-hire.

The Promotions Working Group

- My thanks to the hard working members of the Promotions Working Group:
 - Alan Bross
 - Marcela Carena
 - Anna Grassellino
 - Rob Kutschke (chair)
 - Gina Rameika
 - Roy Rubinstein
 - Sasha Valishev
 - Julie Whitmore
- And to Brenna Flaughner who reviewed the draft policy and agreed to sit on today's panel