

SNAP Membership Policy

1. The Membership Committee

The Membership Committee advises the SNAP management and the Institutional Board on the admission of new members and groups and on the discharge of members or groups from the SNAP collaboration. The Membership Committee will maintain a list of active SNAP members, to be updated annually with assistance from SNAP management and the SNAP administrator.

The Membership Committee is comprised of 5 members drawn from the collaboration, each appointed for 3-year staggered terms. In addition the co-PI's are ex-officio members. Committee members, selected by the co-PI's, must be approved by a majority of the Institutional Board. The Committee elects its own chairperson.

The policy described here should be used as a guide in deciding membership issues. As always, individual circumstances may vary and may require a more flexible approach in some cases.

2. Individual and Institutional membership

Individual Membership

Membership in the SNAP collaboration is considered a privilege and not a right and members are expected to make SNAP their highest priority research activity. However, at the time of writing, SNAP is in an early phase and it is recognized that a substantial transitional period may need to be accommodated. In addition, the collaboration wishes to be able to involve the theory community in SNAP related activities. Consequently, there are four categories of individual membership in SNAP: members, Associate members Student members and Guest members. Members are expected to devote a substantial effort towards SNAP. Members of a Participating institution who are unable to devote a substantial effort towards SNAP may still qualify as Associate members. Graduate students who are completing their dissertation on SNAP may qualify as Student members. A fourth category of Guest member, is also available. The four general categories of individual membership in SNAP are further described below:

- 1) Membership is open to PhD scientists and engineers. As a guideline, members should make SNAP their research priority, spending a minimum of 50% of their research effort on SNAP averaged over an entire year. The Membership Committee in recommending membership will consider the quality of the effort as well as the quantity, or funding circumstances.
- 2) Associate membership is open to PhD scientists and engineers at Participating Institutions who cannot devote a substantial fraction of their effort to SNAP at present but who intend to increase their contributions in the future.
- 3) Student membership is available to PhD students who are actively pursuing their PhD dissertation work on SNAP.
- 4) Guest membership is awarded on an individual basis by the Membership committee in special situations, for example:
to theorists and other scientists with a special interest in SNAP science who are not making direct project contributions,

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Institutional Membership

A Participating Institution has three or more members, including members from affiliated institutions. An Affiliate Institution has fewer than 3 members and should affiliate with a Participating Institution.

3. Procedures for joining SNAP

A new group wishing to join SNAP should contact the co-PI's, who will consult with the SNAP system managers, working group coordinators, and with the Membership Committee to negotiate possible terms of entry. The Membership Committee will interview the members of the prospective new group and assist them in finding appropriate tasks. The group leader will then compose a letter to the chair of the Membership Committee with the following information:

- 1) a brief description of the group's past achievements
- 2) the resources and expertise they will bring to SNAP
- 3) a list of the proposed members, including for each individual their membership category, source of support, and expected effort (percent FTE) on SNAP over the next several years
- 4) a summary of the major contributions they will make to SNAP and how they will complement or extend the existing efforts
- 5) a summary of any other present or future commitments

The chair of the Membership committee will write a report in consultation with the system managers and working group coordinators summarizing the proposal and give a recommendation. In considering a new application the membership committee must examine how the new members would complement or extend the existing efforts. This report will be distributed to the Institutional Board, who will vote on admission. Once a group is admitted, it will negotiate a Memorandum of Understanding (MOU) with the Co-PIs based on their proposed contributions.

Existing groups may add new students and postdocs at the discretion of the group leader, who should notify the chair of the Membership Committee and the SNAP administrator. New senior members such as permanent staff or faculty must be discussed with the Membership Committee and approved by the Institutional Board.

After SNAP becomes an approved and funded project, there will be a one-year waiting period during which new members will be accorded Associate membership and will be expected to contribute significantly before becoming full members.

For Guest scientists the procedure for participating in SNAP would be greatly streamlined. The interested scientist would compose a letter to the chair of the Membership Committee providing a statement of work that defines the nature of the proposed contribution to SNAP. The chair of the Membership committee will write a brief recommendation to the Institutional Board, who will vote on guest admission.

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4. Rights and obligations of groups and members

Members will be listed on the SNAP masthead as collaborators and have full right of access to SNAP internal documents, meetings and electronic communications. They will also have the right of first access to SNAP data.

Associate members and Student members will be listed on the SNAP masthead as collaborators but will maintain their right of access to SNAP internal documents, meetings and electronic communications through the group leader of their Participating Institution. Associate membership is viewed as a transitional status that will be reviewed on an annual basis. Associate membership shall be for a period no longer than three years.

Guest members have restricted right of access to SNAP internal documents, meetings and electronic communications for the particular project that they are involved in. They are expected to respect the confidentiality of all SNAP information. Guest members do not have the right of first access to SNAP data.

(Authorship on SNAP publications is covered in a separate document.)

Each Institutional group is expected to make a substantial contribution to SNAP and to assist with any service tasks. The size of a group's contribution should in general be proportional to the number of members.

Each Participating Institution should have a designated group leader who is able to make SNAP their priority. The group leader is responsible for providing an annual report to the Membership Committee with an updated list of all members, including any affiliate members, briefly summarizing their contributions, and notifying the Membership committee of any additions, departures or changes in status. Inactive members will be noted and removed from the collaboration list. Associate members and their progress towards full membership will be reviewed.

If a group or a group member fails to fulfill their obligations over an extended period of time, or whose actions are inconsistent with the interests of the SNAP collaboration, or are in direct competition with SNAP, the group or group member may be removed. The Membership Committee will review such cases, in consultation with SNAP management and make a recommendation to the Institutional Board.

5. Appeals procedure

Any group or individual may appeal to the Institutional Board against a denial of membership or a motion for discharge.

Revisions:

Version 2.3 Accepted unanimously by the Institutional March 28, 2003