Charter

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1 Mission Statement

The Rising Researchers Seminar Series provides a platform for early career researchers in nuclear theory to showcase their exciting work to a broad nuclear theory audience. This online series aims to create visibility for rising researchers who are senior graduate students and postdocs in their first appointment.

Speakers will be chosen by a committee from a competitive pool of applications. Selected speakers will give a 60 min seminar and be featured on the Rising Researchers Seminar Series website.

2 Talk Format

All talks are to be held remotely over Zoom on the first and third Tuesday of each month. Talks will be recorded with the speaker's permission and posted to the website along with the slides and contact information (optional).

The talks will be 60 minutes in total, with approximately 50 minutes for the presentation followed by 10 minutes for discussion and questions. The level of the talks should be accessible to a broad nuclear theory audience.

Speakers, committee members, and audience members will be expected to adhere to the Institute for Nuclear Theory code of conduct, which can be viewed here.

3 Speakers

3.1 Target speaker pool

The speakers are expected to be doing research in one or more of the following sub-fields of theoretical nuclear physics:

- Hot QCD (eg. heavy ions)
- Cold QCD (eg. hadron structure)
- Nuclear structure and reactions
- Nuclear astrophysics
- Fundamental symmetries and neutrinos
- Applications of quantum computing and machine learning to nuclear theory

3.2 Process for choosing speakers

3.2.1 Call for speakers

Any prospective speaker fitting the description in section 3.1 can apply.

Applications will occur in cycles: All the applications to present in a given quarter will be collected with a deadline around 8 weeks before the start of the quarter. The committee will meet 5 weeks before the start of the quarter and successful applicants will be notified 4 weeks before the start of the quarter. A timetable will be posted on the Rising Researchers Seminar Series website.

Any applications received after the deadline will be considered for the following cycle.

There will also be the option to nominate a speaker. Nominated speakers will receive an automated invitation to apply and a note will be added to their application that they were nominated and by whom.

The committee will endeavour to advertise widely for speakers that fit the description in section 3.1. To this end, the committee will maintain a contact list of individuals and organizations who will have agreed to help disseminate information regarding the series. Maintaining the list of contacts will be the responsibility of the Secretary (see table 1).

Questions regarding the eligibility of a prospective speaker or application process should be directed to the committee at risingresearchers@uw.edu. It is the responsibility of the Applications Coordinator (see table 1 to respond to any emails pertaining to applications.

3.2.2 Speaker application and nomination forms

The application and nomination forms can be found on the Rising Researchers Seminar Series website.

- The nomination form will collect the following information:
    1. Name of nominator
    2. Affiliation and position of nominator

3. Name of nominee
4. Position of nominee
5. Email address of nominee

- The application form will collect the following information:

    1. Name
    2. Academic level (choose one)
        - PhD student within 2 years of submitting.
        - PhD student within 1 year of submitting.
        - Postdoc in first appointment.
    3. Sub-field (choose as many as apply from the list in section 3.1).
    4. Talk title
    5. Technical abstract ($\leq$ 350 words, excluding acknowledgements or references)
    6. Provide a motivation for the broader context of the research within the field theoretical nuclear physics ($\leq$ 350 words excluding references)
    7. Supply one supporting document in the form of a research publication, either with or without the applicant as co-author.
    8. Enumeration of talks already given.
    9. Consent for talk to be recorded.
    10. Demographic information (optional separate survey)

Note: Demographic information collected will be completely anonymous and will not impact the selection of speakers. The statistical information will not be shared with anyone outside of the committee. This information is collected only for internal review of advertising and selection processes.

3.2.3 Selection

The full committee will meet every quarter (every 3 months) to select speakers for the upcoming quarter. Prior to that meeting, the core committee will prepare a shortlist of at most $\sim$12 potential speakers. The full committee will select the final 6 speakers from the shortlist.

The Committee is striving towards developing a blinded selection process. Since it is not yet clear how best to do this, a two-phase internal process will be employed for the time-being.

Applicants are asked to provide a technical abstract, a broader context motivation, a single supporting research document, and an enumeration of talks already given. The applications coordinator will blind the names of the applicants, as well as redact the submitted documents to remove the names and institutions of the authors. The applications coordinator will then distribute the applications, according to the applicant's self-identified sub-field, to the appropriate subject experts.

There are two subject experts per sub-field. The subject experts will create a shortlist of two or three applications in their particular field, by scoring applications according to the rubric. This process is done in two phases: Once without access to the supporting document, and a second time having read the supporting document (still redacted) [1]. Subject experts are encouraged to reach out to other members of the committee and external researchers in the field to help make informed decisions.

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[1]The reason for this process is to develop intuition internally as to the need for supporting documentation. The hope is that it will become clear whether the supporting document changes the ranking of applications, and a review of this process will be undertaken once sufficient statistics have been collected.

The above process results in a shortlist of 12-18 applications that is presented to the full committee. The full committee will hear motivations, primarily scientific, for the proposed rankings. All members of the committee have access to the full pool of applications, but it is expected that the opinions of the subject experts will be relied on heavily. The committee will choose 5 or 6 talks (depending on the number of available time slots).

Ideally, but not necessarily, one speaker will be chosen for each sub-field. If the final list of speakers does not represent all sub-fields, an effort will be made to encourage and engage members of the underrepresented sub-field to apply for the next quarter.

3.2.4 Invitation

Successful applicants are invited by the chair to present a talk. The chair will nominate a member of the committee to serve as the speaker's contact and host.

Applicants are informed at least 4 weeks prior to the date of the talk. Applicants are be encouraged to consider the talk a serious and competitive milestone as the invitation is sent out to a mailing list of $\sim$10k subscribers.

Speakers will be asked to provide a photo, a short blurb about themselves and contact information to be included on the website. The slides and recording of the talk will also be made available on the website. The recording will be kept online for up to a year, or can be removed earlier upon request from the speaker.

3.3 Diversity and inclusion

The committee is committed to ensuring equal opportunity for all researchers regardless of race, ethnicity or gender.

An optional section on the application form will collect information on race and gender. Successful applicants will be asked to voluntarily resubmit the demographic survey so that the statistics of successful applicants may be compared with the statistics of the application pool This statistical demographic information of applicants and presenters will be reviewed annually to determine whether or not the following criteria are met:

1. The percentage of speakers who have self-identified as belonging to a given underrepresented group is, at minimum, consistent with the demographics of the application pool.

2. The percentage of applicants who have self-identified as belonging to a given underrepresented group is, at minimum, consistent with the demographics of the nuclear theory community in the United States as published by the Division of Nuclear Physics.

If the committee finds that the speaker demographics do not reflect these goals:

1. A concerted effort will be made to advertise to underrepresented groups by, e.g., working with relevant societies and activist groups.

2. The selection process will be reviewed (and possibly amended) to combat any unconscious bias in the selection process.

Only the Diversity Coordinator on the committee will have access to the raw data (de-identified) and they will present statistical summaries of the data to the committee at quarterly meetings.

4 Committee

4.1 Structure

The committee will consist of a mix of graduate students, postdocs, and faculty or staff. The spread of members should satisfy:

- At least one graduate student.

- At least one person that performs research in, or has proximity to, each of the declared sub-fields who will serve as the official representative of the sub-field.

Members of the committee are expected to serve for a minimum of one year.

The committee will be organized into:

- The Executive Committee, which shall be responsible for administration of the series, including liaising with INT staff, advertising, planning and reporting on committee meetings, inviting successful speakers, and hosting speakers. This committee includes the Chair, Vice Chair, Secretary, Applications Coordinator, Diversity Coordinator, and Graduate Representative, whose responsibilities are detailed in Table 1.

- The Core Committee, which shall be responsible for creating an application short-list. This committee will include the executive committee and at minimum one representative from each of the sub-fields.

- The Full Committee, which includes the core committee, will meet every three months to select speakers. Each member of the committee will have equal say and equal vote. In the event of a tie, the tie will be broken by the representative(s) of the specific sub-field.

4.2 Joining the committee

Requirements: The chair shall have served on the Executive Committee for at least one year before taking on the role of chair, unless by unanimous vote of the Full Committee. All other members of the Full Committee, with the exception of the graduate representative, must have defended their thesis prior to their start of tenure. All members will serve a minimum of one year.

- Before the start of the fall quarter, the secretary shall send a request to all members of the Executive Committee to ask for confirmation of continued tenure or indications of a desire to step down or change role.
- If a member decides to step down:
  - If the chair is stepping down
    * A call for new chair nominations from within the executive committee will be made.
    * The vote for the new chair will occur prior to the call for new members.
  - If other members step down
    * the Secretary will send a call to the broad community to ask for volunteers and nominations for open positions. Such volunteers and nominations may come from within the Full Committee.

* The Applications Coordinator shall confirm willingness of nominee to serve prior to vote.
* Nominees will be asked to write a brief (few sentences) statement on background and why they would like to join the committee. If preference for specific role, this should also be addressed in statement.
* The Applications Coordinator shall put together a voting pole with a deadline. The full committee will be asked to vote. Statement of interest will be included with pole.
* In the event of a tie, the outgoing member's vote will break the tie.
* Tenure of new members will begin fall quarter.

- The chair shall arrange a meeting with the Executive Committee to welcome the new member.

- New members of the executive committee will be invited to the executive committee meetings to observe and assist current members of the executive committee. It will be the responsibility of the outgoing executive committee members to onboard replacement.

- In the event that the Chair, Secretary or Applications Coordinate positions are not filled, then:
  - The Vice Chair will be expected to act as interim Chair until a new can be appointed. Duties of the Vice Chair will be split among the executive committee.
  - The Secretary position must be temporarily filled by someone with INT access. The interim Secretary will be appointed by the Chair.
  - The interim Applications Coordinator will be appointed by the Chair.

4.3 Hosting speakers

The host for each selected speaker will be assigned by the Chair. The responsibilities of the host are:

- Prior to talk: Request bio and contact information to be included on the website from the speaker and forward to the Vice Chair. Get permission from the speaker to record and upload the talk to the website.

- During talk: Press record, introduce the speaker and topic, remind audience of code of the conduct, manage questions from audience.

- After talk: Remind speaker to send their slides and any other information they want posted on the website to the Vice Chair.

Prior to hosting for the first time, a the Chair will provide the host with resources regarding how to manage questions and, if necessary, how to manage any participant that that they believe is breaching the INT code of conduct.

5 Amending the charter

Potential amendments of the charter should be sent to the Chair. The Chair will disseminate the suggested amendments in a timely manner to the core committee. Amendments will be adopted if more than 70% of the core committee votes to approve.

Table 1: **Roles and responsibilities of the Executive committee**

Position	Responsibilities
Chair	Organize committee meetings and set committee meeting agenda. Contact successful applicants and assign committee member to host. Field external communications from website.
Vice Chair	Interface with INT staff. Manage internal INT resources including diversity survey results. Manage website including updating speaker bios, adding slides and recordings, update application deadlines. Vice chair support Chair and will serve as Chair when Chair is unavailable.
Applications Coordinator	Sets deadline and talk dates. Organize and run speaker selection meeting and create list of successful applicant to be forwarded to Chair. Schedule talks of successful applicant. If necessary run vote to select new committee members.
Secretary	Maintain mailing lists. Compose and send adverts, reach out to potential target pools. Assist Chair in fielding external communications. Copy applications into applications database.
Diversity and Oversight Coordinator (DOC)	Ensure that the search criteria and goals of the series are met as specified in the charter. Undertaking an annual review of the Rising Researchers Seminar series and provide feedback on, e.g., selection process, job scope, etc. Actively seek out opportunities to reach a broader and more diverse pool of speaker applicants and work to expand the reach of the series, e.g., identify avenues for advertising to the global nuclear theory community. Act as ombudsperson.
Graduate Representative	Ensure the goals of the seminar series remains relevant and aligned with the interests of nuclear theory graduate students. Assist with advertising.