



# **Astronomical League**

## **Observing Program Division**

### **Internal White Paper**

## **Observing Program Coordinator Selection**

There are times during the life of an Observing Program when there is a need to change the Coordinator. Initially, the role may fall on one of the Observing Program Directors, but ultimately the Coordinator needs to be replaced. Coordinators are appointed by the Astronomical League President, but it is based on interview and evaluations done by the Observing Program Directors

This process is done annually in January and February.

The timeline for the selection process:

1. The Observing Program Directors keep track of needs throughout the year.
2. By October 1, a list of needs should be generated.
3. On October 1, the list is forwarded to the editor of the Reflector magazine with a request that it be published in the December issue.
4. On or before December 1, a story should be published on the Home Page of the Astronomical League. It should contain the positions to be filled, and the Observing Program Director that is the point of contact for volunteers.
5. Deadline for volunteer submissions is December 31.
6. Each volunteer should be sent a copy of the Coordinator Job Description.
7. The process becomes active in January.
8. The goal is to announce the new Coordinators on the AL website in March.

Details of the process:

- One Observing Program Director will act as the coordinator for the selection process.
- Two Observing Program Directors will act as interviewers. Evaluations from the interviews will be sent only to the coordinating Director.

- One Observing Program Director will collect information from the on-line database on the AL website. This information will be sent only to the coordinating Director.
- These activities can be done concurrently.
- The information will be collected and organized on a spreadsheet.
- The first pass at selection is to highlight the highest score for each Observing Program.
  - If there is a clear high score for each Observing Program, then the process is complete.
  - It is likely that more than one pass will need to be made.
  - In this case, select only the one with the absolute highest score.
- If necessary, the second pass looks at the remaining open positions and identifies the high score.
- This process is then repeated until all of the positions are filled.
- The coordinating Director shares these results with the other Observing Program Directors to reach consensus on the recommended list for the President.
- After consensus is reached, the coordinating Director sends an email containing the recommendation to the AL President.
- After agreement from the AL President, the coordinating President notifies the volunteers to the outcomes.
  - Congratulations emails to those who were selected.
  - Thank you emails to those who were not.
  - The AL President and the other Observing Program Directors are CCed on the emails.
- At this point, the AL President would send an email to the new Coordinators.
- The results are then posted on the AL Home Page.
- Webpages for the various Observing Programs are then updated with the new Coordinator's information.
- Mitch, the AL Office Manager should be notified of the new Coordinators.



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