



Guidelines for Space Grant Director/Lead Institution Changes

Inevitably, Space Grant directors retire, move, or resign. Selecting a new director is an important process within the state consortium that may also require a lead institution change. The purpose of this communication is to reiterate guidelines for orderly program changes that are in the best interest of the program and its participants. Among the most critical factors of consortium success is the choice of program director and the degree of consortium support from the lead institution. This document outlines the process that must occur before an official director or lead institution change can occur.

Change of Director:

1. **Appointment of an Interim Director:** If a consortium director leaves his/her position, or proposes to do so, the National Space Grant program manager should be notified as soon as possible. The chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. **The interim director should be appointed for a period not to exceed 6 months.** The permanent appointment of a director is subject to the conditions described below.
2. **Consortium-wide Meeting:** Within six months of providing notice of the proposed change(s), the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. This meeting shall include the governing bodies of the consortium (including, but not limited to, affiliate representatives, campus representatives, advisory councils, board of directors, operating committees, etc.). Representatives from non-affiliate institutions that have expressed interest in joining the consortium may also be invited. The National Space Grant staff at NASA Headquarters should also be invited to attend.

The purpose of this meeting is to discuss consortium changes, including changes of the director and lead institution, reach a consensus on those proposed changes, and agree upon the contents of the formal request to NASA Headquarters.

3. **Request for Consortium Changes:** The formal request to the National Space Grant staff for changes in the consortium must include the following elements:

- Vita of recommended consortium director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan must be submitted.
- Statement from the lead institution, even if the lead site is not changing, describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities.
- Minutes from the consortium consensus meeting, including minority reports, if any.

Change of Lead Institution:

In case the consortium director leaves his/her position due to the Lead Institution change, or proposes to do so, the National Space Grant program manager should be notified as soon as possible that **both** a Lead Institution and Director will be changing. Additionally, all other required processes for Change of Director will be followed.

Submission of Change Request Packages:

Final approval of the changes resides with the National Space Grant Program Manager. Even if multi-year awards have been promised, approval will be delayed if the above conditions are not met. Submit Director/ Lead Institution Change Packages via email to:

Lenell Allen, Ph.D.
Director, Aerospace Research and Career Development (ARCD)
National Space Grant Program Manager and Technical Officer
lenell.allen@nasa.gov

and

LaTeicia Durham
Valador Program Analyst and Grant Specialist
lateicia.durham@nasa.gov

Cc: HQ Space Grant Program Office
NASA and Valador Staff
hq-space-grant@mail.nasa.gov

Elements to Consider:

The following items should be considered by lead and affiliate personnel in contemplating change of leadership:

- It is imperative that the leadership, advisory council and membership of the consortium seek and consider the most qualified candidates for the director position, including members of underrepresented groups –women, minorities, persons with disabilities.
- If the proposed director holds an academic appointment, it is preferable that he/she be tenured. This breadth of experience and knowledge greatly benefits the consortium.
- Adequate space should be available to conduct consortium business, including director's office space and space for proposed student activities.
- If the home institution is academic, office space should be centrally located on the campus.

The following checklist should be utilized to ensure that all required processes for Change of Director/Lead Institution are adhered to:



Guidelines for Space Grant Director/Lead Institution Changes **Checklist for Consortia**

Change of Director

- Step 1: Notify National Space Grant Program Office.**

If a consortium director leaves his/her position, or proposes to do so, the National Space Grant program manager should be notified as soon as possible.

- Step 2: Appoint an Interim Director**

The chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. The interim director should be appointed for a period not to exceed 6 months.

- Step 3: Convene a consortium-wide meeting**

Within six months after giving notice of the proposed change, the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. The purpose of this meeting is to discuss consortium changes reach a consensus on the proposed Director change, and agree upon the contents of the formal request to NASA Headquarters. The list of invited attendees is indicated in the full instructions. Note that this includes National Space Grant Staff.

- Step 4: Send formal request to Program Director, National Space Grant Headquarters.**

The formal request to the National Space Grant staff for changes in the consortium must include the following elements:

- Vita of recommended consortium director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan must be submitted.
- Statement from the lead institution describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities.

- Minutes of the consortium consensus meeting, including a list of attendees and institutions represented and including minority reports, if any.

Change of Lead Institution

Step 1: Notify National Space Grant Program Office.

In case the consortium director leaves his/her position due to the Lead Institution change, or proposes to do so, the National Space Grant program manager should be notified as soon as possible that both a Lead Institution and Director will be changing.

Step 2: Appoint an Interim Director

The chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. The interim director should be appointed for a period not to exceed 6 months.

Step 3: Convene a consortium-wide meeting

Within six months after giving notice of the proposed change, the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. The purpose of this meeting is to discuss consortium changes reach a consensus on the Lead University change (and change of Director if necessary), and agree upon the contents of the formal request to NASA Headquarters. The list of invited attendees is indicated in the full instructions. Note that this includes National Space Grant Staff.

Step 4: Send formal request to Program Director, National Space Grant Headquarters.

The formal request to the National Space Grant staff for changes in the consortium must include the following elements:

- Vita of recommended consortium director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan must be submitted.
- Statement from the new Lead Institution describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities.
- Minutes from the consortium consensus meeting, including minority reports, if any.