

Calar Alto Legacy Integral Field Area (CALIFA) Survey: Collaboration Policy

Last revision: 08 September 2010

This document outlines the rules for the CALIFA Collaboration. It describes the rights and duties deriving from membership, and it specifies the procedure for entering or leaving the Collaboration. The policy has been approved by the CALIFA Board. The Board is also responsible for implementing the policy and, as a last instance, to resolve possible conflicts.

Rationale of the CALIFA Collaboration: By design, CALIFA is *both* the scientific endeavour of a group of astronomers driven by a limited set of coherent science aims *and* a legacy survey for the scientific community at large. Participating in the survey as a member of the CALIFA Collaboration implies a significant level of commitment to the execution and/or scientific exploitation of the survey. In return, CALIFA members benefit from the broad expertise present in the Collaboration and are invited to contribute to papers initiated by others within the Collaboration (see the **CALIFA Publication Policy** document). CALIFA Collaboration members can also benefit from privileged (but shared risk) access to pre-release observational data; however, these pre-release data are not to be shared with scientists outside the CALIFA Collaboration.

Establishing Membership: Applications for membership (full or associate, see below) can be made directly to the CALIFA Board, or through a sponsor who is already a member. All CALIFA Collaboration members have to explicitly confirm (typically by email to the PI) that they

- accept the CALIFA rules and policies (in particular, this document and the publication policy);
- are willing to work on CALIFA science topics in a collaborative manner, which particularly includes cooperation with other members interested in similar science topics;
- agree to contribute to certain technical tasks in the execution of the survey, especially tasks defined by the technical working groups described in the CALIFA Proposal ('Red Book').

Membership in the CALIFA Collaboration is granted by the CALIFA Board. The Board can limit the admission of new members by setting additional criteria (such as giving preference to people with certain scientific or technical skills). The Board also defines an application procedure for potential new members; this procedure may change as the CALIFA survey advances. A list of all members of the CALIFA Collaboration is maintained by the PI and supervised by the Board.

Full and Associate Collaboration Members: Full members remain in the Collaboration until their membership is explicitly terminated. Associate members join the Collaboration only for a pre-defined specific project, typically resulting in a single refereed paper; after the acceptance of this paper for publication, the membership is terminated automatically. Consequently, associate members have to follow the rules about collaboration and publication only in the immediate context of that specific project. Their access to pre-release data is restricted to the specified project. When applying for associate membership, the scope of the corresponding project has to be exposed to the Board, including an approximate time line. Associate membership can be extended to further projects, and associate members can become full members. Conversely, a full membership can be converted into a associate one, by choice of the member or by decision of the CALIFA Board.

Status of Students in the Collaboration: PhD and undergraduate students cannot be members of the CALIFA Collaboration on their own. They can, however, participate in the collaboration activities and access data through their supervisor, provided that the supervisor is a full member of the collaboration. Supervisors have to inform the Collaboration when involving a student in CALIFA

activities (but they need no approval, unless they request to protect a student project, as detailed in the Publication Policy document). The PI maintains a list of all students involved in CALIFA. After completion of the thesis, a former PhD student assumes the status of an associate member if there are papers originating in the thesis still to be published; the associate membership is limited to these thesis papers. A former PhD student has also the right to apply for full membership.

Terminating Membership is possible by either of the following ways:

- A member leaves of her/his free accord.
- By decision of the Board,
 - if the member has made no significant contribution to the technical or scientific progress of the survey;
 - if the member has violated the collaboration policies or otherwise acted against the spirit of the CALIFA Collaboration.
 - (for an associate membership) if the project does not advance in a way that completion within a reasonable time scale can be anticipated.

After termination of membership, the former member is not permitted to publish or distribute CALIFA data obtained through privileged pre-release access.

Implementation:

- The members of the CALIFA Board (currently composed of S.F.Sánchez, R.Kennicutt, A. Gil de Paz, G. van de Ven, J.M.Vilchez and L.Wisotzki) and the CAHA Director are *ex-officio* full members of the CALIFA collaboration.
- Furthermore, all co-investigators of the CALIFA proposal submitted to the Calar Alto governing bodies by the 31st of January 2010 are per default invited to join the CALIFA Collaboration as full members. They are still requested, however, to explicitly acknowledge the above criteria, either during the CALIFA kick-off meeting or by email as soon as possible afterwards.
- The same holds for additional members who were admitted to, or who applied for full membership since the 1st of February 2010.
- After the CALIFA kick-off meeting, new members have to apply to the Board stating their scientific interest in the survey, the specific expertise that they can bring in, and the level of commitment that they can ensure to provide.