

TESS Users' Committee Charter

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Statement of Purpose: The TESS Users' Committee (TUC) shall provide broad-based input to the TESS Project about the needs and priorities of the TESS user community during TESS's operational phase. Its primary purpose is to ensure that the interests of the TESS science community are served by the TESS Project in planning for and executing TESS operations. Key areas that the TUC shall examine include: analysis software and data distribution, data rights and policy issues, planning for NASA Research Announcements for selection and execution of General Investigator (GI) programs, balance of resources for GI and Director's Discretionary Time (DDT) programs, scientific tools and documentation, and broad dissemination of TESS science results through workshops and conferences. The TUC shall also ensure that interests of the TESS user community are served by the TESS Project as they plan and execute new operating modes, changes to observing strategies, or any new data processing, analysis, and archiving activities. The TUC shall be the primary interface between the TESS user community and the TESS Project and advise the TESS Project during TESS's operational phase and in preparation for future Senior Reviews. The TUC shall report directly to the TESS Project Scientist at NASA Goddard Space Flight Center who shall inform and discuss with the TESS Principal Investigator at MIT and TESS Program Scientist at NASA HQ any findings from the TUC.

Membership: The committee shall consist of 5-10 members of the TESS science community. The TUC shall be diverse in terms of career stage, gender, ethnicity, geographic location, and scientific focus. The TUC Chair and members shall all be invited for the initial formulation of the TUC. In subsequent years, self-nominations shall be solicited every two years for committee membership. The TUC Chair shall always be appointed by the TESS Project and will be chosen from existing TUC members in subsequent years, following the initial formulation of the TUC. Members shall be chosen by the TESS Project and the TUC Chair, in concurrence. Members shall represent a wide range of community interests and demonstrate general knowledge of the TESS mission through successfully proposing to the GI program and/or significant involvement in peer-reviewed publications based on TESS data. Members shall be widely regarded as inclusive team players with broad insight and interest in the current state of affairs of scientific areas related to TESS, including but not limited to exoplanets, stellar astrophysics, transient science, photometry and/or time-domain astronomy.

Terms: Members shall serve for 2 years and may serve no more than two consecutive terms. Members replacing term expirations shall be selected in accordance with the above statements.

Meetings: The TUC shall nominally meet twice a year. Most meetings are expected to be ~1 hour telecons. At least one face-to-face meeting each year is desirable when possible, otherwise meetings should be conducted virtually. Additional meetings (either face-to-face or remote) may be called under special circumstances. The TUC shall set the meeting agenda with input from the TESS Project as needed, and the TUC shall have the ability to request information from the TESS Project, community, or any such group as deemed necessary to accomplish its tasks. Agendas of meetings shall be posted publicly well in advance of meetings to encourage input from the community at any time. The TUC shall prepare a written report from each meeting to be delivered within a reasonable time (~1 month) to the TESS Project as to the findings of the committee. The findings of the committee may result in formal programmatic direction, which flows from NASA HQ to the TESS Project as per the current NASA governance model. Minutes of the TUC meetings, as well as presentations, reports, and recommendations, shall be posted on the TESS Project/GI website at NASA GSFC. In addition to the elected TUC members, the TESS Principal Investigator, TESS Deputy Principal Investigator, TESS Project Scientist, TESS Deputy Project Scientist, TESS Project Manager, TESS GI Program Lead(s), TESS Program Scientist, and TESS Program Executive should be ex officio members of the TUC and invited to participate in TUC discussions but not in drafting any reports or recommendations.