

Charter for the External Advisory Board of the Stanford PULSE Institute

1. Role and Scope

The role of the PULSE Institute's External Advisory Board (EAB) is to advise the PULSE Director on issues relating to the strategic direction, scientific quality, and overall health of the Institute. The EAB's guidance will help ensure PULSE maintains its position as a world-leading center for ultrafast and X-ray science.

The scope of the EAB encompasses all major functions of the PULSE Institute, including its scientific programs, research facilities and instrumentation, educational, professional skills, and training activities, faculty development, and strategic partnerships.

2. Responsibilities

The EAB has a broad remit to comment on any aspect of the PULSE Institute. Key responsibilities include providing advice and assessment on:

- **Scientific Vision and Strategy:** The overall scientific direction and long-term strategic plans of the Institute.
- **Research Programs:** The quality, impact, and future plans of the research programs led by PULSE faculty and scientific staff.
- **Major Initiatives:** The planning and execution of major scientific initiatives.
- **Portfolio Balance:** The balance and priority of research areas, new capabilities, and major investments, guided by the evolving scientific landscape and opportunities.
- **Education and Training:** The effectiveness of graduate student and postdoctoral fellow training, mentorship, and career development programs.
- **Community and Collaboration:** The vitality of the Institute's intellectual community, including its success in fostering interdisciplinary collaboration within Stanford, with SLAC, and with the broader scientific community.
- **Institute Resources:** The performance, scientific impact, and strategic plans for PULSE's experimental, theoretical, and computational resources.
- **Competitive Positioning:** The positioning of PULSE with respect to the national and international landscape of related research centers, academic programs, and scientific facilities.
- **Topical Issues:** Specific topics and questions raised for consideration by the PULSE Director.

3. Membership and Meetings

Membership: The EAB shall consist of 12 to 15 regular members, including a Chairperson. Members will be distinguished leaders from academia, national laboratories, and industry. In addition, there will be up to 2 ex officio members without report writing obligations: a representative of the PULSE postdoctoral and student community, and, when applicable, the retired EAB Chairperson for one year to ensure continuity.

Appointments: The EAB members and Chairperson are appointed by the PULSE Director. Appointments will be made to ensure the board covers a broad range of scientific and technical expertise, reflects diverse perspectives, and maintains a high standard of scientific leadership. Appointments are for a nominal term of 3 years, renewable by mutual consent for one additional 3-year term.

Meetings: The EAB shall meet annually (typically in the Fall). The agenda and a formal charge for each meeting will be developed by the PULSE Director in close coordination with the EAB Chairperson.

Reporting: At the conclusion of each meeting, the EAB Chairperson will present the committee's key findings and recommendations orally to the PULSE leadership in a close-out session. A formal written report responding to the charge will be sent to the PULSE Director within one month of the meeting.

Conduct and Conflict of Interest: The Chairperson shall manage any potential conflicts of interest on the committee, with recourse to the PULSE Director as required. At all times, the EAB shall maintain the highest standards of professional and ethical behavior. Board discussions and preliminary reports are considered confidential.