CLAS Service Work Report

Angela Biselli
on behalf of the Service Work Committee

CLAS Collaboration Meeting, November 2026

CLAS Service Work Committee

Name	Auditor for	WG
Anselm Vossen	UNH, CANISIUS, CSUDH, BRESCIA, JLU-GIESSEN, TELAVIV	DP
Angela Biselli	JMU, SDU, SCAROLINA, WM, GWUI, DUQUESNE	DP
	DUKE, MIT, YORK, VIRGINIA, TEMPLE, UCR	NP
	ANL, GLASGOW, URICH, YEREVAN, CNU, ULS	DP
Adam Hobart	UCONN, KNU, INFNFE, INFNTUR, MISS, GSIFFN	DP
Dave Heddle	INFNFR, INFNGE, INFNRO, MSU, UTFSM, NMSU	SFT
Maria Zurek	ODU, OHIOU, ORSAY, SACLAY, FU, LAMAR	DP

Bryan McKinnon, Interface Administrator

SOS timeline



10 Nov 2026

Call of submissions: the forms and the 2027 task list are open now

1 Dec and 8 Dec

Reminders

Mon 21 Dec 2026

Submissions close (due date)

No submissions will be possible after the due date. If you cannot make this timeline, contact me now!

Two pages (CLAS6, CLAS12), two parts

Report service done in 2026

- Each CLAS term and full member reports their service for CLAS and CLAS12
- Service by non-members (e.g. students) is reported by the advisor or institutional representative
- The institutional representative submits the completed report

Estimate service you commit to in 2027

- Select available tasks from the 2027 CLAS12 Service Task List
- Only ongoing reviews can be included: note that it is ongoing
- Contact the task contact to be assigned to the task

Login: jlab.org/Hall-B/shifts/index.php (term and full members only)

For institutional representatives

0.25 × N

expected FTE per institution,
where N = N(term) + N(full)

Check the CLAS database and update your membership: it sets your expected service

Use the comment field of the 2026 form to report membership changes (members who joined or left that are not accounted for in the database). We will adjust the expected FTEs. We will use the same FTE for 2027.

Check the 2026 task table: if any run-group service (calibrations, hardware, software) is missing, tell me the task, who supervised it, and who executed it

What counts as service

Counts

- Run coordination, calibrations, software, hardware
- Analysis note, paper, proceedings and proposal reviews
- Standing-committee work
- Systematic studies that benefit the whole run group: add a note in Documentation

Does not count

- Shifts
- Your own analysis work
- Writing a grant proposal or organizing a conference
- Supervising a student doing service work

Service guidelines: FTEs

Reviews

Conference proceedings	**≤ 0.01 (≤ 3 days)**
PAC proposal or CAA	**0.025**
AdHoc review (complete)	**≤ 0.05**
Analysis note, round 1	**≤ 0.05**
Analysis note, round 2, 3, …	**≤ 0.025 each**

Run coordinator and committees

Run coordinator	**0.06 per week**
Service Work Committee	**0.025 member**
Service Work Committee, chair	**0.05**
Speakers Committee, member	**0.025**
Working Group chair	**0.2**
CLAS Chair	**0.25**

Took longer? Give a realistic FTE estimate and a short note in the Documentation field. For note reviews, report the rounds completed in 2026.

FTE estimation: two examples

Example 1

4 hours/day for a week (5 days) = 20 hours,
i.e. 0.0125 FTE
Reporting 0.025 FTE is an overestimate and unacceptable.

Example 2

12 months at 40 hours/week
1.2 FTE
An exceptional case: expect your reviewer to touch base with you.

Rule of thumb: 0.025 FTE = 40 hours in total invested in the task.

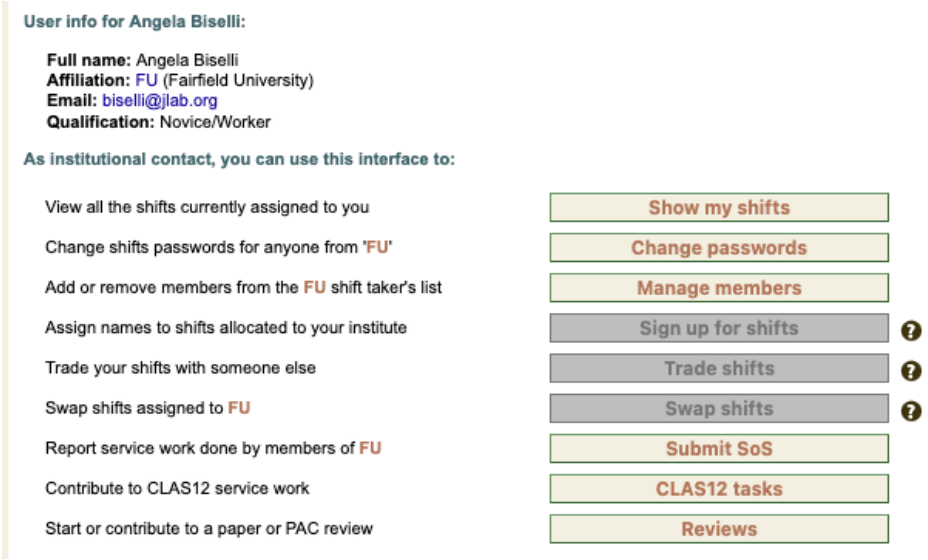
Sample of an excellent report

Category	Description	Contributor	FTE	Percentage Done	Documentation	Claimed FTE	Reviewed FTE or comments
Software	Dedicated RG-D trigger studies, including DC road generation, validation, and efficiency analysis.	Emilia Johnson	0.100	100 %	The work status was regularly reported on the RG-D analysis meetings; please see the RG-D Wiki page Analysis Meeting tab: [here] tab=Analysis_Meetings , along with the RG-D trigger study summary page: [here]	0.100	

How to submit the SoS

Access: https://www.jlab.org/Hall-B/shifts/index.php

Only term and full members can login

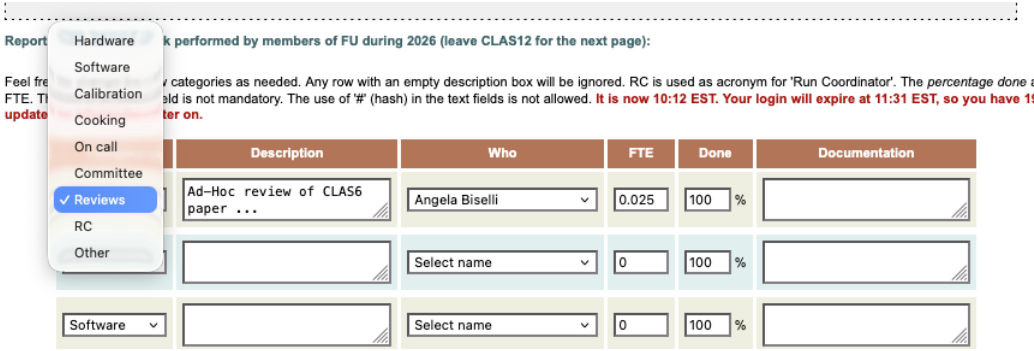


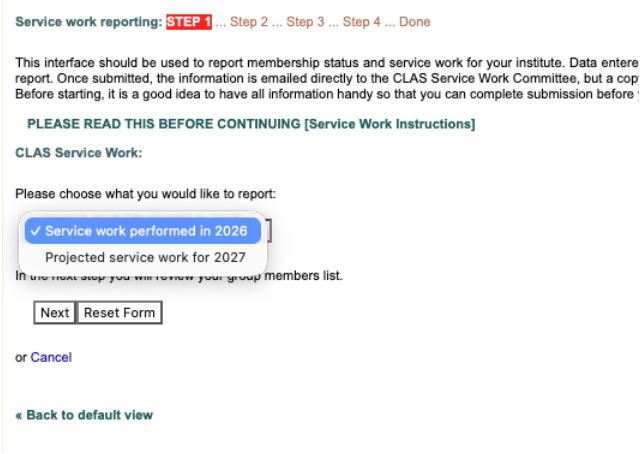
How to submit the SoS

Page I: CLAS Service (different from CLAS12 service)

Complete only if you have done service for CLAS6 projects

- Do not fill out this form
  - if you are not maintaining CLAS6 software
  - if you have not reviewed any CLAS6 analysis or paper





How to submit the SoS

Page I: CLAS Service (different from CLAS12 service)

- The page comes pre-filled with your projections from last year: please, update the record with the actual 2026 values. If no CLAS6 service in 2026, remove all entries!



- **FTE**: Total FTEs ever that this task costs
- **Done**: 100% if the task was fully completed in 2026; otherwise, input the percentage of FTE done in 2026.
- If in doubt, enter the actual FTEs spent on the task in 2026 and enter 100% in “Done”.

How to submit the SoS: clas12

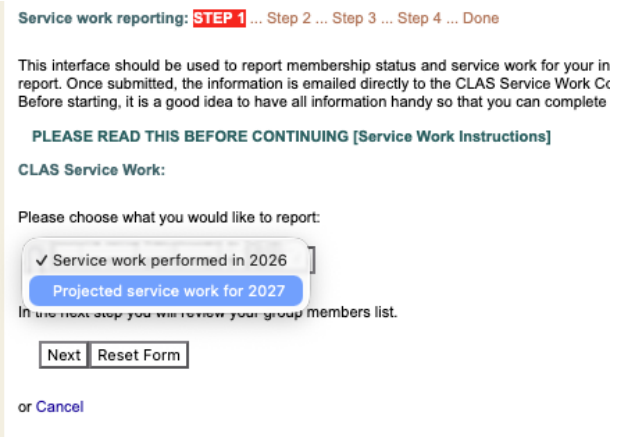
Page II: CLAS12 Service (will appear on a new page, after the CLAS service is saved)

- The page comes pre-filled with your projections from last year: please, update the record with the actual 2026 values
- Report here all standing-committee work: Speakers, Service, WG Chairmanship, CalCom, CLAS Chair
- **Report of CLAS12 Service from Task List:** https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=clas12tasks
- Ensure that the assigned FTE in the 2026 Task list is consistent with your reported value
- If, any discrepancies, reconcile them with the task contact (your reviewer will follow up with you and the contact if there is a discrepancy) or leave a note in “Documentation” field explaining the discrepancy

How to submit the SoS: 2027 projections

Same as 2026 report, CLAS6 and CLAS12 are reported separately

- Select appropriate category
- Do not include anticipated paper/analysis reviews; only ongoing can be entered (make a note in “Documentation”)
- If you need service tasks to fulfill the expected FTEs of your institution, select appropriate task(s) from the 2027 Service Task List and e-mail the contact to assign you to the task (list is open) https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=clas12tasks
- If no appropriate task is available, but need service task(s), contact me: biselli@jlab.org



CLAS Service Reports: Further Tips

- You can edit and resubmit as many times as you want, before the deadline (we will not look at your SoS until then), so don’t be afraid of the Submit button.
- SW is computed for the institution as a whole: if you want non-active members to sign papers, **you need to make up for their SW fraction**
- Shifts do not count
- Your own analysis work does not count: reviewer will contact you for details and disregard this FTE
- Writing a grant proposal or organizing a conference does not count
- Supervising a student doing SW does not count
- Systematic studies benefiting the whole run group of your experiment does count - should make a note in “Documentation” to make it clear the studies are not just one’s own analysis

The 2027 CLAS12 task list is open

89

tasks on the 2027 list,
numbers 1189 and above

- Pick a task and contact its contact person: you cannot get a task without that arrangement
- In the Documentation field write "2027 Task List, number …"; 2026 tasks have numbers below 1189
- Many tasks are open in the Software category, some from the CALCOM list
- Detector, run-group, calibration or hardware service missing from the list? Contact me and I will add it

The bottom line

We are looking for a realistic estimate of the actual CLAS service done.

The review is blind to your local chain of command. When we have questions, we contact the people who did the work. It is transparent and fair to all institutions.



Thank you for your cooperation

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