

# FELLOW NOMINATION GUIDELINES

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## 1. Introduction

The purpose of the grade of Fellow of the Australian Psychological Society is to recognise the exemplary contribution by a Member to the Society, and to the discipline and/or profession of psychology.

This “Fellow Nomination Guidelines” document summarises the terms of the Constitution and Standing Orders, and is designed to assist Nominee’s, Nominators and Referees when completing the “Fellow Nomination Form”.

Please read this document carefully to ensure that your nomination complies with these requirements.

## 2. Closing Date for receipt of nominations – 30 April 2012

As stated on the Fellow Nomination form, you need to provide:

- the completed nomination form;
- Nominator’s covering letter;
- Nominee’s CV; and
- the names of three Referees.

All of the above must be received by the Fellows Committee by the close of business on **30 April 2012**.

All nominations will be acknowledged on receipt.

***Late and/or incomplete nominations will not be accepted.***

### 3. Criteria for election to the grade of Fellow

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To be nominated as a Fellow, a Nominee must first be a current Member of the APS.

In addition, a Nominee must satisfy the Board of Directors that he or she meets **all** of the following four criteria:

**1. Has engaged in psychological work for at least 10 years after becoming a Member of the APS.**

He or she has been engaged in psychological work or study for a period of not less than ten years after becoming a Member of the APS (or after attaining the qualifications necessary to become a Member).

**AND**

**2. Possesses an advanced knowledge of an area of psychology.**

This could be demonstrated by achievements in at least one of more of the areas listed below:

- a) Further study and publication in an area of psychology, or in areas in which psychology has application;
- b) Teaching at undergraduate or postgraduate levels in psychology and/or training that contributes to continuing professional development;
- c) Experience and practice in an applied field of psychology.

**AND**

**3. Has made a substantial contribution to the activities of the APS over at least five years.**

This could be demonstrated by:

- a) Active contributions such as editorial work for APS journals, writing submissions for the APS or invited contributions to specific projects; and/or
- b) Evidence of leadership at Branch, College, Interest Group, Board of Directors or other national committee level, which might normally be expected to extend over a period of not less than five years in total in the period following election to the grade of Member.

**AND**

**4. Has made a substantial and innovative contribution to either the advancement of psychological knowledge and/or professional psychological practice.**

This could be demonstrated by evidence in at least two of the following criteria:

- a) Excellence in research and its dissemination, by the clear application of the Nominee's psychological knowledge to theoretical or applied areas of psychology;
- b) Excellence in teaching, supervision or training and innovation in course/professional development in theoretical or applied psychology;
- c) Holding positions and undertaking leadership which has substantially encouraged other psychologists:
  - in their psychological research or practice; and/or
  - by administration and leadership e.g., through supervision of Honours and postgraduate students, or professional supervision, or holding an organisational position which encourages the professional development of others;
- d) As an ambassador representing the profession or science of psychology to other professions, community groups, or in the public arena;
- e) Excellence and innovative application of the Nominee's expertise in psychology.

## 4. Nominators

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A nomination for the grade of Fellow must be supported by a Nominator and Secunder who are Fellows or Honorary Fellows of the APS.

The Nominator and Secunder may also act as Referees for the Nominee, providing they fulfil the relevant Referee criteria.

The Nominator should know the Nominee personally, however the Secunder may support an application based on information provided by the Nominee.

The Nominator is required to:

- Submit a covering letter that explicitly addresses how the Nominee meets each of the abovementioned criteria for being elected to the grade of Fellow;
- Submit a current curriculum vitae from the Nominee which specifically addresses the criteria for being elected to the grade of Fellow;
- Obtain the names of three people who are willing to act in the role of Referee - refer to the Referees Section.
- Provide each of the Referees with a copy of the Nominee's curriculum vitae;
- Complete and sign (original signature – no faxes or scanned signatures) Section 2 of the Nomination form.

The Nominator is responsible for ensuring that the above items are received by the Fellows Committee at the APS National Office by close of business on 30 April 2012.

***Late and/or incomplete nominations will not be accepted.***

A Nominee for the grade of Fellow should not take part in any aspect of another Nominee's nomination in the same year.

## 5. Referees

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Three Referees are required to support a Fellow nomination. All Referees must know the Nominee and the Nominee's work well.

Referees are required to submit a **written, originally signed** statement in support of the Fellow Nominee, **either** with the Fellow Nomination Form, due 30 April 2012, **or** when invited by the Fellows Committee to do so following this date, but no later than Tuesday 1 June 2012.

Referees should obtain a copy of the Nominee's curriculum vitae from the Nominee or the Nominator.

Referees should comment on the Nominee's suitability for the grade of Fellow, in particular on the significance of the Nominee's contribution to the APS and/or the significance of their contribution to the science and/or practice of psychology.

**Referee 1** must be a Member, Fellow or Honorary Fellow of the APS.

**Referee 2** must be a Member, Fellow or Honorary Fellow of the APS and will hold or have held office in an APS Member Group (e.g., Branch, College, Interest Group, Board of Directors or other national committee level). Typically, this Referee would be in a position to comment on the Nominee's contribution to the APS.

**Referee 3** must be an expert in the Nominee's field of work, but does not have to be a member of the APS. Typically, this Referee would be in a position to comment on the quality of the Nominee's psychological work.

## 6. Fellows Committee

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Fellow nominations are considered annually by the APS Fellows Committee, which is appointed by the APS Board of Directors each year. A Director of the APS Board of Directors is chosen to chair the Fellows Committee, which usually consists of three other committee members selected from current APS Fellows or Honorary Fellows (and who are not members of the current Board of Directors).

The Fellows Committee is formed with due regard to gender balance and geographical representation, as well as academic and practitioner balance. Members of the Fellows Committee should generally **not** act as Nominators, Seconders or Referees of Nominee's during their term on the Fellows Committee.

The Chair of the Fellows Committee will bring the recommendations of the Committee, including its deliberations, to the Board of Directors which will then determine which nominee's are elected to the grade of Fellow of the APS.

Names of successful Fellows will be announced at the APS Annual General Meeting. After their election, it is envisaged that Fellows of the Society will continue to actively support and promote the interests of the Society and encourage the development of the discipline and the profession.

## 7. Unsuccessful Nominees

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The Fellows Committee makes recommendations based on the information provided in the nomination and also on Referee reports, therefore it is very important that these are comprehensive and complete. Typically there are four reasons why a Fellow nomination might be unsuccessful. These are:

- 1) Incomplete applications** – emailed or faxed applications and Referee letters may be submitted in the first instance, but these must be followed in the post by an originally signed hard copy (electronic signatures cannot be accepted). If the signed hard copies are not received by the due date (30 April 2012), the nomination may not be considered.
- 2) Insufficient information** – sometimes a Nominee or Nominator may not have provided sufficient information to demonstrate that the Nominee meets the criteria. The Fellows Committee may make decisions based only on the information provided in the nomination.
- 3) Does not meet the criteria yet** – a Fellow Nominee may be unsuccessful because the nomination is premature. For example, while the applicant may have been 'high profile' in their particular field, they may not have been particularly active within the APS, or they may be new to Australia and have not yet demonstrated sufficient involvement with the APS or with the equivalent professional society in their own country.
- 4) Does not meet all of the criteria** – Nominee's must meet all of the criteria for a Fellow nomination to be successful.

In addition, in absolute discretion and without giving any reason, the Board of Directors on the recommendation of the Chair of the Fellows Committee may refuse to elect as Fellow a person whom it shall consider not to be a fit and proper person to be so elected even if the applicant has fulfilled the prescribed conditions of such election. The names of unsuccessful Nominee's will remain confidential within the Board of Directors.

## 8. Completed nominations

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Completed nominations should be sent in confidence by **30 April 2012** to:

**Private and confidential**  
**The Fellows Committee**  
**The Australian Psychological Society Ltd**  
**PO Box 38**  
**FLINDERS LANE VIC 8009**

Criteria for the grade of Fellow are set out in **Clause 8 of the APS Constitution** (which is quoted in full in the Appendix).

Elaboration of these criteria, procedures for election of Fellows, and requirements for Nominators, Seconders and Referees are outlined in **Standing Order 5.6** of the Standing Orders of the APS Board of Directors (which is quoted in full in the Appendix).

## 9. Enquiries

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If you need more information about the Fellow nomination process, enquiries may be made in confidence to **Kylie Graham** in Membership, APS National Office on:

**Telephone:** (03) 8662 3300 or 1800 333 497 (outside Melbourne) or  
**Email:** k.graham@psychology.org.au

Some existing APS Fellows have made themselves available to assist with the Fellow application process. You can download their contact details from [www.psychology.org.au/membership/fellow/](http://www.psychology.org.au/membership/fellow/).

## 10. Appendix

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### Excerpt from the APS Constitution

#### Clause 8

FELLOW –

- (a) To qualify for election to the grade of Fellow a person must have been previously elected to the grade of Member and must satisfy the Board that:
- (i) he or she has been engaged in psychological work or study for a period of not less than ten (10) years subsequent to being elected to the grade of Member or in exceptional circumstances, subsequent to attaining the qualifications necessary to become a Member; and
  - (ii) he or she has, in the opinion of the Board, made a substantial contribution to the activities of the Society extending over not less than five (5) years in total; and
  - (iii) he or she possesses an advanced knowledge of psychology in at least one (1) of its fields; and
  - (iv) he or she has, in the opinion of the Board, made:
    - (A) a substantial and innovative contribution to the advancement of psychological knowledge; and/or
    - (B) a substantial and innovative contribution to the education of psychologists; and/or
    - (C) a substantial and innovative contribution to professional psychological practice, whether through his or her own work or by organising and developing the work of others.
- (b) Only in exceptional circumstances will a person who has not contributed substantially to the activities of the Society be elected as a Fellow.

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### Excerpt from the APS Standing Orders

#### 5.6 Election to the grade of Fellow

The Constitution sets out the requirements for eligibility for election to the grade of Fellow of the Society in Clause 8. Further clarification of those requirements is set out here.

##### 5.6.1 The grade of Fellow

The purpose of the grade of Fellow is to recognise the exemplary contribution by a Member of the Society to the Society and to the discipline and/or profession of psychology. Whilst the purpose is to acknowledge the contribution of the Member, it is envisaged that Fellows of the Society will actively support and promote the interests of the Society and encourage the development of the discipline and the profession.

##### 5.6.2 To demonstrate eligibility for election to the grade of Fellow in accordance with Clause 8(a)(iv) of the Constitution, an Applicant may submit evidence of any one or more of the following:

- (a) An advanced knowledge of an area of psychology in at least one of its fields demonstrated by achievements in at least one or more of the areas listed below:
- (i) further study and publication in an area of psychology, or in areas in which psychology has application;
  - (ii) teaching at undergraduate or postgraduate levels in psychology and/or training that contributes to continuing professional development;
  - (iii) experience and practice in an applied field of psychology.
- (b) A substantial contribution to the Society extending over not less than five (5) years in total demonstrated by:
- (i) active contributions such as editorial work for Society journals, writing submissions for the Society or invited contributions to specific projects; and/or
  - (ii) subsequent to being elected to the grade of Member, evidence of leadership at Branch, College, Interest Group, Board or other national committee level, which might normally be expected to extend over a period of not less than five years.

- (c) A substantial and innovative contribution to the advancement of professional psychological practice and/or psychological knowledge, whether through his or her own work or by organising and developing the work of others, demonstrated by evidence in at least two of the following:
  - i) excellence in research and its dissemination, by the clear application of the nominee's psychological knowledge to theoretical or applied areas of psychology;
  - (ii) excellence in teaching, supervision or training and innovation in course/professional development in theoretical or applied psychology;
  - (iii) holding positions and undertaking leadership which has substantially encouraged other psychologists; in their psychological research or practice; and/or by administration and leadership eg, through honours and post-graduate or professional supervision or holding an organisational position which encourages the professional development of others;
  - (iv) representing the profession or science of psychology as an ambassador to other professions or community groups, or in the public arena;
  - (v) excellence and innovative application of the nominee's expertise in psychology.

### **5.6.3 Call for nominations for election to the grade of Fellow**

- (a) A call for nominations for election to the grade of Fellow will be made by the Executive Director in InPsych each year, typically in the December edition.
- (b) The relevant provisions of the Constitution and the Standing Orders describing the requirements for the grade of Fellow will be available at the same time as any call for nominations for election to the grade of Fellow.

### **5.6.4 The Fellows Committee**

- (a) A Fellows Committee will be appointed by the Board each year to consider nominations for the grade of Fellow of the Society.
- (b) The Fellows Committee will comprise a Director (as Chair) and at least three (3) Members who are not Directors, of whom at least two (2) will be Honorary Fellows or Fellows of the Society.
- (c) The Fellows Committee will be formed with due regard to gender balance and geographical representation, as well as academic and practitioner balance.
- (d) Members of the Fellows Committee shall not be nominators, proposers or seconders of nominee's during their term of membership of the Fellows Committee.
- (e) The Chair of the Fellows Committee is responsible for reporting the Committees recommendations to the Board.

### **5.6.5 Submitting a nomination for election to the grade of Fellow**

- (a) Nominations should be submitted in the form published by the Society each year, with all supporting documentation.
- (b) Nominations should be addressed to the Fellows Committee at the address of the National Office.
- (c) Nominations will be acknowledged upon receipt.
- (d) Nominations close on 30 April each year. Late and/or incomplete nomination forms will not be accepted.
- (e) Referees will be requested to provide reference letters by 1 June.
- (f) If the Fellows Committee requires further information to support a nomination, the nominee will be notified and will have until 21 June of that year to submit further information. Any information received after 21 June will not be taken into consideration.

### **5.6.6 Supporting documentation**

- (a) To be eligible for consideration, nominations must be supported with evidence that satisfies all of the requirements of Clause 8 of the Constitution.
- (b) A current curriculum vitae of the nominee, which specifically addresses the criteria for being elected to the grade of Fellow, must be submitted with the nomination.
- (c) The referees reports supporting the nomination should be submitted with the nomination. Referees comments may support any one or more of the requirements set out in Clause 8 of the Constitution, provided that when read together, all requirements have been addressed in the referees reports.
- (d) Referees should comment on the nominee's suitability for the grade of Fellow, in particular on the significance of the nominee's contribution to the Society and/or the significance of his or her contribution to the science and/or practice of psychology.

### **5.6.7 Procedures for Nominee's, Nominators, Seconders and Referees**

- (a) Members must be nominated and seconded by a Fellow or Honorary Fellow with the support of three (3) referees. The nominator and seconder may also act as a referee.
- (b) The nominator should know the nominee personally, but the seconder may support an application based on information provided by the nominee. The nominator and seconder must each sign the nomination form.
- (c) A nominee for the grade of Fellow should not take part in any aspect of another nominee's process of nomination for the grade of Fellow in the same year as they are nominated.
- (d) Current Directors should generally not be involved in the process of nomination of Fellows as proposers, seconders or referees.

### **5.6.8 Additional Procedures for Nominators**

Nominators play an important role in identifying and promoting worthy recipients of election to the grade of Fellow, and in ensuring that the nomination form is properly completed prior to being submitted.

- (a) The nominator must complete and sign the nomination section of the nomination form.
- (b) The nominator must also provide a covering letter that explicitly addresses how the nominee meets the criteria for election to the grade of Fellow as set out in section 5.6.2, with the properly completed nomination form.

### **5.6.9 Additional Procedures for Referees**

- (a) Referees should obtain a copy of the submitted curriculum vitae from the nominee or the nominator.
- (b) Referees should comment on the nominee's suitability for the grade of Fellow, in particular on the significance of the nominee's contribution to the Society and/or the significance of his or her contribution to the science and/or practice of psychology.
- (c) The first referee will be a Member, Fellow or an Honorary Fellow of the Society.
- (d) The second referee will be a Member, Fellow or Honorary Fellow of the Society and will hold or have held office in a Constituent Unit, and be in a position to comment on the nominee's contribution to the Society.
- (e) The third referee will be an expert on the nominee's field of work (this referee does not necessarily have to be a member of the Society).

### **5.6.10 Consideration by the Board**

- (a) The Fellows Committee will include brief statements in support of election to the grade of Fellow with their recommendations to the Board.
- (b) The Board will consider recommendations from the Fellows Committee annually, unless the Board resolves otherwise.

- (c) The Board will elect Members to the grade of Fellow and announce such elections at the Society's next annual general meeting.
- (d) The names of unsuccessful nominee's for election to the grade of Fellow will remain confidential within the Board.

#### **5.6.11 Discretion to Refuse**

In its absolute discretion and without the need to give any reason the Board, on the recommendation of the Chair of the Fellows Committee, may refuse to elect to the grade of Fellow a person whom it shall consider not to be a fit and proper person to be so elected, even if the nominee has fulfilled the prescribed conditions of such election.