

## INFORMATION TO COMPLETE AN ONLINE FELLOWSHIP NOMINATION

### For Ordinary Election, Special Election and Corresponding Membership

This document is intended to assist Fellows to gather the information required to nominate a candidate online, prior to logging into the system – and may be sent to candidates. The nomination system may only be accessed by Fellows - via the Fellows area on the Academy's website.

**DUE DATES:** According to the Academy's Bye-Laws, new candidates must be registered by 31 July, however, Council is requesting that this be done by 20 July, to allow for the further identification of diversity candidates.

- By 20 July 2018 – new candidates should be 'registered' in the nomination system. To 'register' a new candidate: 'create a nomination' and 'save' it with the following sections completed: the candidate's details (Section A) including consent to nomination; suggested sectional committee (Section D) and; name of proposer; seconder and supporters (Section E).
- By 31 August 2018 - all nominations (including updates to continuing nominations) must be 'submitted'.

The information required for the different types of election is mostly the same, however, please also refer to the Corresponding Member and Special Election sections at the end of this document, for specific information relating to those types of election.

### ELIGIBILITY FOR ELECTION

1. Candidates for Ordinary and Special Election **must be Australian citizens or permanent residents in Australia**, and have an employment arrangement in Australia on a regular basis for at least half of the year. For recent arrivals to Australia, candidates should be a resident for two years (by the date of the election meeting in early February) and contributing to Australian science.
2. Candidates for Corresponding Membership shall be persons, not normally resident in Australia, who are eminent in some branch of natural knowledge.

**ENQUIRIES:** Questions regarding the nomination process (including the eligibility of a candidate or suitability of a referee) may be directed to the Fellowship Manager, Karen Holt, by email to [fellowship@science.org.au](mailto:fellowship@science.org.au) or by phone on 02 6201 9404.

Enquiries will be referred to the relevant A-side or B-side Secretary, where necessary:

Professor Jim Williams AM FAA FTSE  
**Secretary Physical Sciences (A-side)**

Dr TJ Higgins AO FAA FTSE  
**Secretary Biological Sciences (B-side)**

## A. CANDIDATE'S DETAILS

- Title, Given name/s and Surname
- Gender
- Post-nominals (including qualifications, decorations and any other academy memberships)
- Year awarded PhD
- Current job title/position; Institution/organisation
- Date of birth; Place of birth; Nationality
- Contact details: Mailing address; Email address; Phone/mobile number
- Additional Personal Information – The Academy encourages and supports diversity in all its forms, and there is an opportunity (should candidates wish) to disclose any diversity information about themselves, including indigeneity. [up to 50 words]
- Is the candidate currently under investigation for anything? If yes, provide details [up to 50 words]
- The candidate must sign the consent to nomination form – available in the system.

## B. OPPORTUNITY TO DEMONSTRATE SCIENTIFIC EXCELLENCE

Achievement will be judged relative to opportunity. An assessment of a candidate's opportunity to demonstrate scientific excellence will take into-account the factors below, based on the Research Opportunity and Performance Evidence (ROPE) guidelines of the Australian Research Council (ARC)<sup>1</sup>.

Candidates should respond to each of these points, stating also where opportunities have been available to them - examples of this are given further below. (word limit: 200)

- Number of years since graduation from highest educational qualification.
- Available time for research, averaged over career.
- Mentoring, research support and funding available to the candidate.
- Career interruptions, including those due to employment outside academia, unemployment, part-time employment, childbirth, parental leave, carers' responsibilities, misadventure, or illness.
- Family, medical or other circumstances.
- Any other aspects of career or opportunities to demonstrate scientific excellence that are relevant to assessment.
- Total number of years of career interruption/s, and an estimate of Full Time Equivalent (FTE) available for scientific pursuits.

Example responses:

- *I graduated with a PhD 28 years ago.*
- *I have been employed in full-time research for all of the 28 years of my career.*
- *I am a full-time, research-only academic.*
- *I have worked continuously in this role since 1992, without interruption.*
- *No other circumstances have affected my opportunity to conduct high-level research throughout my career.*
- *I have had access to appropriate mentoring and superb research facilities at my institution to facilitate the conduct of my research and my career progression.*
- *My career has not been interrupted.*

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<sup>1</sup> Accessed at <http://www.arc.gov.au/arc-research-opportunity-and-performance-evidence-rope-statement>, 4/06/18

### **C. SHORT CITATION (Ordinary Election)**

Please provide a statement on the candidate's qualifications for election, written in a way that can be understood by non-specialists in the field and that is suitable for public release. The short citation should clearly illustrate why the candidate is eminent in their field, their key discoveries and achievements, and how they have advanced the field. (word limit: 100)

### **D. SUGGESTED SECTIONAL COMMITTEE**

Please suggest one or more Sectional Committees to consider this candidate, as follows:

1. For candidates that require consideration by two Sectional Committees within A-Side or B-Side, select a 'primary' Sectional Committee and a 'consultation' Sectional committee.
2. For candidates that cross A-Side and B-Side, and for candidates requiring consideration by more than two Sectional Committees select 'SC14: Interdisciplinary', then identify each committee that is relevant to the candidate.

Sectional Committees:

- SC1: Mathematical Sciences (A-Side)
- SC2: Physics and Astronomy (A-Side)
- SC3: Chemistry (A-Side)
- SC4: Earth and Planetary Sciences (A-Side)
- SC5: Applied Physical and Engineering Sciences (A-Side)
- SC6: Plant Sciences (B-Side)
- SC7: Physiology, Neuroscience, Animal Behaviour and Experimental Psychology (B-Side)
- SC8: Molecular and Cell Biology (B-Side)
- SC9: Agriculture, Veterinary Science and Applied Biology (B-Side)
- SC10: Ecology, Environmental Sciences and Evolutionary Biology (B-Side)
- SC11: Information, Communication and Quantum Information Sciences (A-Side)
- SC12: Medicine and Public Health (B-Side)
- SC13: Immunology and Microbiology (B-Side)
- SC14: Inter-disciplinary
- Corresponding Member and Special Election Committee (CMSE)

### **E. SIGNATURE AND DECLARATION OF PROPOSER, SECONDER AND SUPPORTERS**

The signatures or written declarations of support of at least four Fellows, including the proposer and seconder, are necessary to render the nomination valid.

Proposers may upload an electronic signature, a document with a signature confirming support, or an email confirming support for the candidate (sent from the seconder or supporter to the proposer).

## F. EXTENDED CITATION (Ordinary Election)

The Academy is committed to celebrating and supporting diversity within the Fellowship. Achievement will be judged relative to opportunity, taking into-account any breaks in, or late commencement of career. Gender balance and diversity issues within the Fellowship will be taken into-account (including: age; ethnicity; State and region of residence; emerging disciplines; and interdisciplinary science).

The **primary selection criterion is scientific excellence**, based on the indicators of merit below.

EITHER a single ground-breaking contribution to science, OR a cohesive body of smaller contributions with clear impact, as indicated by but not limited to:

- ground-breaking publications, citation of those publications, 'textbook' science, patents, improved policy or practice, or other indicators relative to the standards for each discipline. (50%)
- high national and international profile, including invitations to speak, grants and Fellowships, journal editorships, honours, awards and prizes, and supportive letters of reference from eminent referees. (30%)

**Other important criteria** relevant for election include leadership, mentorship and demonstrated commitment to the promotion and dissemination of scientific knowledge in Australia, and potential to advance the work of the Academy in science education, advocacy or policy. (20%)

Please upload a pdf addressing each of the sections below and using the word limit as a guide:

1. **Executive summary** (word limit: 100)
2. **Contributions to science** including ground-breaking publications, citation of those publications, 'textbook' science, patents, improved policy or practice, or other indicators relative to the standards for each discipline. (word limit: 1,500)
3. **National and international research profile** including invitations to speak, grants and Fellowships, journal editorships, honours, awards and prizes. (word limit: 800)
4. **Leadership and mentorship** including demonstrated commitment to the promotion of scientific knowledge in Australia and potential to advance the work of the Academy in science education, advocacy or policy. (word limit: 600)

## G. CURRICULUM VITAE

Please upload the candidate's full Curriculum Vitae, including the following information:

- Full name; date of birth, citizenship, address and contact details;
- Current and previous appointments/positions;
- Awards and honours, including election to Fellowship of scientific societies and academies;
- Academic record and qualifications; Teaching and mentoring, including research supervision; and Academic and research leadership;
- Professional service including professional societies, journal refereeing, editorial boards, public lectures, national and international committees etc.;
- Research grants;
- Conference presentations, including plenary/keynote lectures, invited symposium lectures etc., and conference organisation.

Do not include publication lists or discussions of publications in this part of the nomination.

## H. MOST SIGNIFICANT PUBLICATIONS

Please list **up to 20** of the candidate's top publications. If publications are 'in press', please add the acceptance date. Do not include publications submitted but not yet accepted, or any retracted papers.

For each publication, list all authors (in the order listed on the publication), year of publication, title, name of journal, volume, page numbers.

**Each publication listed must be accompanied by a short description** of up to 30 words explaining:

- why it is important;
- the candidate's specific role in the research; and
- the percentage of the candidate's contribution to the research.

## I. PUBLICATION LIST

Please submit a comprehensive list of all publications, from most recent. If publications are 'in press' please add the acceptance date. Do not include publications submitted but not yet accepted, or any retracted papers.

Use standard bibliographic form and include: all authors (in the order listed on the publication), year of publication, title, name of journal, volume, page numbers (full span).

1. Books
2. Scholarly book chapters
3. Refereed journal articles
4. Refereed conference proceedings
5. Patents

Has the candidate had any papers retracted? If yes, list the reason for the retraction and any additional comments. (word limit: 200)

## J. REFEREES

Proposers for candidates for Ordinary Election should select up to six eminent referees, at least four of whom are based overseas. **Three referees must be independent** and not associated with the candidate and **none of the referees are to have a direct conflict of interest** with the candidate. (See footnote<sup>2</sup> for clarification on conflicts of interest). Reports from referees who are too closely associated with the candidate will not be considered.

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<sup>2</sup> A **direct conflict** of interest of a referee with a candidate can occur for a number of reasons including, but not limited to, if they:

- a. have or have had a close personal relationship (including enmity) with the candidate;
- b. have a professional research relationship with the candidate including:
  - i) are negotiating/hold/have held within the past two years a research proposal conjointly with the candidate;
  - ii) have been a collaborator or co-author with the candidate on a research output within the past four years;
  - iii) have been a co-editor with the candidate of a book, journal, compendium, or conference proceedings within the past two years; iv) have been a supervisor of the candidate within the past five years;
- c. have been in the same division/department/section of the organisation employing the candidate or the same research centre as the candidate and in the same research field or a closely related research field as the candidate during the past two years.

Referees may be deemed to have an **indirect conflict** of interest with a candidate if any of the following apply:

- a. they have ever had any of the professional research relationships listed in 'c' above at any time in the past; or
- b. they have been in the same division, department, section or centre as the candidate but are not in the same research field or a related research field as the candidate.

For Special Election and Corresponding Member candidates, proposers should select four eminent referees who do not have any direct conflicts with the candidate.

All referees should preferably (but not necessarily) be Fellows of a National Academy (or their country's equivalent). Referees suggested from Australia should normally be Fellows of the Academy, however, exceptions to this may be approved by The Secretaries. Please email the Fellowship Manager at [fellowship@science.org.au](mailto:fellowship@science.org.au) (prior to entering a non-FAA Australian based referee into the nomination system) for approval and to check that the proposed non-FAA referee is not a candidate. The proposer, seconder and supporters to the nomination must also not be used as referees.

All suggested **referees should be informally contacted by the proposer** (and not by the candidate) before they are included in the nomination, thereby reducing the number of declines due to ill health, lack of time and lack of knowledge of the candidate.

**Requests to referees will be automatically sent on submission of the nomination.** Please ensure that the information entered for the referee is accurate, including the email address (or they will not receive the request to prepare a report). Proposers need to enter the following details for each referee: Title; First name; Last name; Institution/organisation; Academy memberships (or equivalent); Country; and Email address.

Referees will be given three weeks to submit their report. To assist them to prepare their evaluation, they will have access to the candidate's: Short Citation (C); Sectional Committee (D); Extended Citation (F); Curriculum Vitae (G); Most Significant Publications (H) and; Publication List (I).

Candidates **short-listed** by the Sectional Committees in September (for further consideration at the February meeting) will have up to three additional 'independent referees' identified and requested by the Sectional Committee Chair (in consultation with the members of the committee).

## CORRESPONDING MEMBERSHIP

Candidates for election as Corresponding Members must be persons of eminence in the special field/s of their endeavours. The primary criterion for Corresponding Membership is scientific excellence at the highest level.

It is expected that candidates for Corresponding Membership would unquestionably be elected to the Fellowship by Ordinary Election if they were resident and active in Australia. It is also expected that candidates have a high international profile and are Fellows/members of Academies or bodies in their country of residence, equivalent in standing to the Academy.

The strength of the connection of the candidate with Australian science shall be viewed as important in the evaluation process. This connection should be more extensive than conducting a collaborative research project or sharing supervision of one or two research students, and may be broader than research activity. Corresponding Members are expected to be able to advance the work of the Academy in science education, advocacy, policy or international engagement.

### C. SHORT CITATION (Corresponding Member)

Please provide a statement on the candidate's qualifications for Corresponding Membership, written in a way that can be understood by non-specialists in the field and that is suitable for public release. The short citation should clearly illustrate why the candidate is eminent in their field, their key discoveries and achievements, and how they have advanced the field. (word limit: 100)

### F. EXTENDED CITATION (Corresponding Member)

The **primary selection criterion is scientific excellence**, based on the indicators of merit below.

EITHER a single ground-breaking contribution to science, OR a cohesive body of smaller contributions with clear impact, as indicated by but not limited to:

- ground-breaking publications, citation of those publications, 'textbook' science, patents, improved policy or practice, or other indicators relative to the standards for each discipline; (50%)
- extremely high international research profile, including supportive letters of reference from eminent referees. (30%)
- strength of connection or strategic value to Australian science including potential to advance the work of the Academy in science education, advocacy or policy. (20%)

Please upload a .pdf addressing each of the sections below and using the word limit as a guide:

1. **Executive summary** (word limit: 100)
2. **Contributions to science** (word limit: 1,500)
3. **International research profile** (word limit: 800)
4. **Strength of connection or strategic value to Australian science** (word limit: 600)

## SPECIAL ELECTION

Each year the Council may deem it desirable that the Academy elect to Fellowship up to four persons, whose election would expand the diversity of the Fellowship and be of signal benefit to the Academy and to the advancement of science. Specially elected Fellows will have:

- rendered conspicuous service to the cause of science, OR
- demonstrated outstanding innovation or entrepreneurial spirit through the translation of the results of scientific research that have led to global impact.

It is expected that candidates for Special Election have a high national and/or international profile and potential to advance the work of the Academy in science education, advocacy or policy. They may also have a strong record of science achievement, usually early in their career.

### C. SHORT CITATION (Special Election)

Please provide a statement on the candidate's qualifications for Special election, written in a way that can be understood by non-specialists in the field and that is suitable for public release. The short citation should clearly illustrate the candidate's contribution to science and science leadership and/or to the translation of the results of scientific research that have led to global impact. It should also indicate how their election would be of benefit to the Academy and to the advancement of science. (word limit: 100)

### F. EXTENDED CITATION (Special Election)

Special election candidates will be assessed using the following indicators of merit:

1. Evidence of sustained service to the cause of science and science leadership, including mentorship, at the highest level and/or evidence of innovation or entrepreneurial spirit through the translation of the results of scientific research that have led to global impact. (50%)
2. Evidence of very high national and/or international profile, including supportive letters of reference from eminent referees. (30%)
3. Potential to advance the work of the Academy in science education, advocacy, policy or international engagement. (20%)

Please upload a .pdf addressing each of the sections below and using the word limit as a guide:

1. **Executive summary** (word limit: 100)
2. **Service to the cause of science and/or evidence of innovation or entrepreneurial spirit** (word limit: 1,500)
3. **National and/or international profile and leadership** (word limit: 800)
4. **Potential to advance the work of the Academy** in science education, advocacy or policy (word limit: 600)