



Recognising Excellence

A GUIDE TO NOMINATING
CANDIDATES FOR FELLOWSHIP

CONTENTS

I. INTRODUCTION

Fellowship of the Academy	3
Eligibility for Election	3
Suitable Nominees	4

II. NOMINATION PATHWAYS

Standard Entry Nomination	6
Direct Entry Nomination	8

III. ADVICE FOR FELLOWS PROPOSING CANDIDATES

The Nomination Form	9
The Referee's Report by Seconder 1	13
Re-nomination of Unsuccessful Candidates	13

INTRODUCTION

FELLOWSHIP OF THE ACADEMY

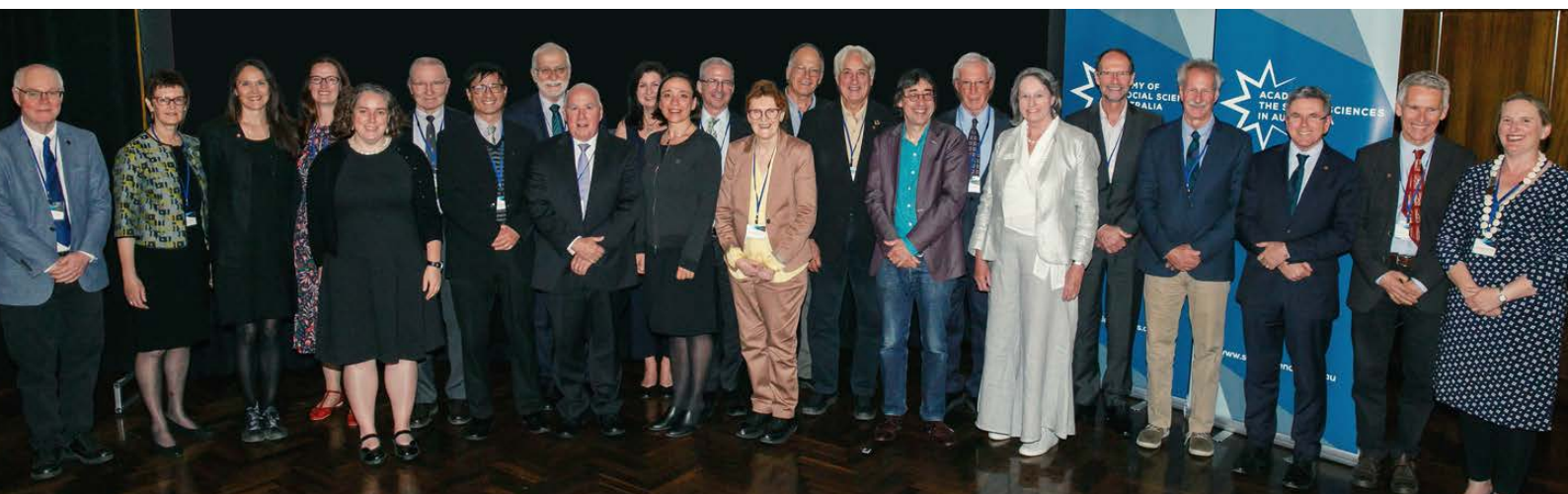
The Fellowship of the Academy is made up of individuals who have achieved distinction in one or more branches of the social sciences. Fellows include distinguished researchers, practitioners, policy makers, journalists and commentators who have significantly advanced Australia's approach to and understanding of social institutions, structures and issues. New Fellows are elected to the Academy through an annual nomination process, and are recognised nationally and/or internationally for their very high level of distinction.

The following guidelines are intended to assist Fellows who are proposing or seconding nominations for new Fellows.

ELIGIBILITY FOR ELECTION

To be eligible for election to the Academy, an individual will normally need to hold Australian citizenship or permanent resident status and will have an appointment in Australia. The appointment does not necessarily have to be a position of employment and may be an unpaid position such as an adjunct or honorary appointment.

If a candidate does not hold Australian citizenship or permanent resident status, they may still be eligible for election, provided there is sufficient evidence of the candidate's significant contribution to the social sciences in Australia. Such evidence may include: research on social issues in Australia; research with Australian colleagues or government organisations; influence on the Australian research community; development of public policy in Australia; or a significant evidence-informed contribution to public understanding of social issues in Australia.



Newly-elected Fellows at the Academy's Annual Dinner, November 2019

SUITABLE NOMINEES

The primary criterion for election is distinction in a nominee's contribution to, or impact in, one or more domains of social science research, practice, social policy or public understanding of social issues in Australia.

A nominee's research contribution can be in any one or more of the social science disciplines. Contributions in other domains can include significant contributions through sustained and substantial advances in policy or practice, or through the promotion and dissemination of social science knowledge.

Nominees must be people of a suitable established status and reputation, and may include:

- Leading researchers who have made sustained and internationally recognised contributions to their field. For example, development of new methods, concepts and/or theory that have advanced research practice in the relevant discipline. They may also have developed public policy or professional practice that has been adopted in Australia or abroad. It must be clearly demonstrated that the nominee's contribution is held in high esteem by their peers.
- Individuals who have made a significant contribution to professional practice. For example, by pioneering new applied approaches in psychology, by contributing to the development and uptake of new accounting standards, or through sustained contributions to legal, management or industrial relations practice.

It is recognised that some such nominees may have few significant publications. In such cases, the nomination must provide clear evidence of the significant influence of the nominee's work.

- Individuals working in public or private sectors who have been regular users of social science; advocated its use to others; enhanced the public understanding or the impact of social science; and/or helped to embed findings from social science research into public policy or practice. Examples could include regulators or departmental officials who have led departments, agencies or authorities concerned with research or social policy and programs, or executives or directors of public, private or community sector organisations who have drawn on social science research to contribute to significant social outcomes.
- Communicators, in the media and elsewhere, who make regular use of social science knowledge and who contribute significantly to public understanding of social issues drawing on social science research and expertise. Examples could include long-standing political, economics, health or indigenous affairs journalists or authors whose work has made a significant evidence-informed contribution to public understanding of significant social issues.

SUITABLE NOMINEES (cont.)

In considering an individual for nomination to the Academy it is important to note that while important, administrative or service roles such as serving as President of an academic association, as a university executive or as Editor of a journal are not sufficient in their own right to merit election to the Academy. A nomination may list such appointments, and if they are evidence of high standing in the candidate's field of expertise, they may be taken into account, though in themselves they are not criteria for election. Such a nomination would need to be accompanied by evidence of the ways in which the candidate has made a significant contribution to the social sciences during, or before holding this position.

Finally, it should be noted that some individuals nominated to the Academy are evaluated through the assessment process as having significant potential, but not yet having achieved the level of distinction required for election to the Academy. While such candidates are welcome and encouraged to seek re-nomination in the future, the Academy is aware that an unsuccessful nomination can be discouraging and that in some cases it may be preferable to wait until the nominee has a firmly established reputation of distinction.



*For a candidate to be elected as an ASSA Fellow they must secure a "yes" vote of 50% of the total membership or 75% of Fellows voting in the General Ballot.

NOMINATION PATHWAYS

There are two pathways to nomination; **Standard Entry Nomination** and **Direct Entry Nomination**. The Standard Entry Nomination is the normal entry pathway for new Fellows. Procedures for the two nomination pathways differ somewhat and are explained below.

STANDARD ENTRY NOMINATION (Via Panel Committee)

The candidate must be nominated by a **Proposer** and two **Seconders** who are Fellows of the Academy of the Social Sciences in Australia.

Timing

The completed nomination must be submitted to the Academy National Office via the [Fellows' Portal](#) on the Academy's website by **30 November** in any year. The nomination, if successful, will lead the candidate to admission to Fellowship in November of the following year.

Steps

A. The Proposer or a Secunder (Secunder 1 or Secunder 2) submits the online nomination form and includes the candidate's CV. The person who submits the nomination must also confirm the candidate's agreement for the nomination to proceed. Secunder 1 must also provide a referee's report.

B. Members of the Panel Committees consider and rank nominations in their Panel.

C. The National Office conducts a Panel Ballot to provide an opportunity for all Fellows in the relevant Panel to indicate the level of support for each candidate in their Panel (Strongly Support; Support; Do Not Support; Strongly Do Not Support; or Abstain). Fellows are sent an electronic Ballot Paper and a copy of the nomination form for each candidate.

D. Panel Chairs discuss the results of the Panel Ballot and the aggregated rankings from Panel Committee members with their Panel Committees. The Panel Committee provides an overall rank for each candidate (in order of merit) and determines the candidates for whom independent assessment reports will be sought.

E. The Membership Committee reviews all nominees and determines any additional nominees from each Panel, beyond the recommendations of the Panel Committee, for whom assessment reports will be sought.

F. The Panel Chair, following consultation with the Panel Committee and, as appropriate, with Fellows who have special interest or expertise in the candidate's area (but not in consultation with either the Proposer, Seconders, or candidate), recommends the names of three independent assessors to the National Office. Assessors would normally be experts in the candidate's field. Each assessor must be a distinguished scholar and, if resident in Australia, must be a Fellow of one of the Australian Learned Academies.

G. The National Office obtains the assessor reports. No nomination can be considered by the Membership Committee unless it has at least one independent assessment report.

H. The Membership Committee meets to consider all nominations and associated documentation (including Panel Ballot results and referee and assessor reports), and then determines a list of candidates to go to the General Ballot of all Fellows of the Academy. Candidates not listed on the General Ballot are notified along with their Proposer prior to the Ballot launch.

I. The National Office conducts the General Ballot. All Fellows receive an electronic Ballot paper comprising the list of candidates who have been put forward by the Membership Committee, and a copy of the nomination form for each of these candidates. The voting options on the Ballot are Yes, No, and Abstain.

J. The National Office analyses the ballot results and determines who has been elected. The support of at least 50% of the total membership or at least 75% of Fellows voting in the General Ballot is required to be elected. All candidates are notified of the outcome of their nomination in writing. The Fellowship is notified of the names of the new Fellows in the Annual Report.

K. The new Fellows are welcomed and introduced at the Annual General Meeting. A New Fellows Induction is also held in conjunction with the AGM.



DIRECT ENTRY NOMINATION (Via Panel Committee)

Where Fellows have identified candidates who are qualified, but who do not fit within the scope and definition of the existing Panel structure, the Academy may wish to consider for Fellowship such individuals under the Direct Entry path. This path is used only in exceptional cases.

The candidate must be nominated by a Proposer and two Seconders who are Fellows of the Academy of the Social Sciences in Australia.

Timing

The completed nomination must be submitted to the Academy National Office via the [Fellows' Portal](#) on the Academy's website by **30 November** in any year. The nomination, if successful, will lead the candidate to admission to Fellowship in November of the following year.

Steps

- A.** Fellows who wish to nominate a candidate through the Direct Entry path must seek and obtain the prior approval of the President for nomination via this path.
- B.** Following receipt of written approval from the President to submit a candidate for consideration, the Proposer or a Secunder (Secunder 1 or Secunder 2) submits the online nomination form and includes the candidate's CV. The person who submits the nomination must also confirm the candidate's agreement for the nomination to proceed. Secunder 1 must also provide a referee's report.
- C.** The President consults with relevant Panel Chairs to identify three independent assessors who may be contacted.
- D.** The National Office obtains the assessor reports. No nomination can be considered by the Membership Committee unless it has at least one independent assessment report.
- E.** The Membership Committee determines the suitability of the candidate to go forward to the General Ballot.
- F.** The National Office includes suitable candidates in the annual General Ballot as per the Standard Entry path.

ADVICE FOR FELLOWS PROPOSING CANDIDATES

THE NOMINATION FORM

The following information is to assist Fellows to gather the information required to nominate a candidate, prior to logging into the online nomination portal. The nomination portal may only be accessed by Fellows via the [Fellows area](#) on the Academy's website. Nominations must be completed and submitted by **30 November** to be elected in the following year. **A nomination form requires the following details:**

A. Candidate details

- Honorific/Title, First Name and Surname
- Postnominals (include other Academy memberships and Order of Australia postnominals)
- Awards (include year, award name, and awarding body/organisation of all relevant awards)
- Degrees (include year, degree name, awarding institution and abbreviation e.g. LLB (Hons) (UTAS))
- Current Professional Positions (include position title, school/dept/centre and institution)
- Past Employment with Dates (include Year From, Year To, position title, school/dept/centre and institution)
- Gender
- Identification of Aboriginal and/or Torres Strait Islander heritage
- Confirmation of Australian citizenship or permanent residence status
- Panel and Discipline

The Proposer determines under which discipline to nominate the candidate. If the candidate conducts their work in a multidisciplinary or interdisciplinary field, the Proposer chooses the discipline that is the best fit. The choice of disciplines are grouped within four multidisciplinary Panels as follows:

Panel A:
 Anthropology
 Demography
 Geography
 Linguistics
 Management
 Sociology

Panel B:
 Accounting
 Economics
 Economic History
 Marketing
 Statistics

Panel C:
 History
 Law
 Philosophy
 Political Science

Panel D:
 Education
 Psychology
 Social Medicine

B. Short Citation

The short citation should summarise the reason for nomination and must not exceed 150 characters (approx. 20-25 words). This summary is used to announce the election of New Fellows. Examples of a short citation are as follows:

- For an outstanding contribution to the development of international human rights law through scholarship and advocacy at both the domestic and international levels.
- For nationally and internationally recognized, path breaking contributions to research in the field of criminology and socio-legal studies.
- For distinguished contributions to research in the area of cognition and memory and for enhancing public understanding of evolutionary and developmental psychology.
- For distinction in research in the field of forecasting and applied statistics and for significant contributions to the development of public policy.
- For a distinguished contribution to the development of evidence-based public policy and research in the field of health and aged care.

C. Full Citation

This full citation is essential to the process, and should be a succinct statement of no more than 500 words detailing the candidate's distinguished contribution to:

- research in their field, and/or
- the advancement of the social sciences through contributions to professional practice, public policy, or the promotion and dissemination of social science knowledge.

Impact of Achievements

The citation should describe the impact of the candidate's achievements, and clearly outline the larger relevance of their work. The statement should be explicit about the original, innovative, and significant qualities of the candidate's work.

For candidates nominated for their distinction in research, evidence or indicators of impact may include but are not limited to: ground-breaking publications; publications in top-rated journals; citation of those publications; scholarly books; development of new methods, concepts and theory that have advanced research practice or professional community practice; significant changes in the way bodies of knowledge are understood, organized and used (e.g. as a result of challenging previous conventional wisdom); changes in relevant public policy and/or government investment or operational strategy; successful promulgation or uptake of new products, processes, IP, or services based on the research.

It may be appropriate to mention any career interruptions, gaps or diversions that may have affected the publication output of the candidate. In addition, it may be appropriate to acknowledge significant research that may appear in the candidate's publication record as a result of multi-disciplinary work.

The citation should not focus solely on the volume, citation rates and impact factor of publications, and/or the dollar value of external grants received. Rather the citation should provide examples of impact more broadly defined by the Academy as indicated in the paragraphs above. The demonstrated quality and impact of the work should be clearly stated.

For candidates nominated for their contribution to the advancement of the social sciences, evidence or indicators of impact may include but are not limited to: changes in relevant public policy and/or government investment or operational strategy; changes to professional community practice; cultural or social change within communities of significant size; successful promulgation or uptake of new products, processes, IP, or services based on an innovation/new knowledge; publications and major reports; the championing of ideas and policy based on social science research.

National and International Profile

The citation should also describe the candidate's national and/or international reputation and expertise. Evidence or indicators of this include but are not limited to: invitations to speak; honours, awards and prizes; membership of prestigious organisations or committees; grants and Fellowships; translations of work into foreign languages; journal editorships; service on advisory panels of leading national/international agencies and government/non-government organisations.

D. Publications

Detail the (up to) ten best and most influential publications produced by the candidate. This can include journal articles, books, reports, or other published papers, etc. For each publication please include all authors (in the order listed on the publication). The citation rates of journal articles and the percentage contribution the candidate believes they have made to all listed publications must be included.

If publications are 'in press', please include the acceptance date. Do not include publications submitted but not yet accepted, or any retracted papers. A full publications list can be submitted as part of the candidate's CV.

E. Candidate Contact Details

The following contact and personal information must be provided in the nomination form. The information contained in this section of the form is kept confidential by the Academy's National Office and is not made available to Fellows during the nomination and election process.

- Home Address
- Home Phone
- Work Address
- Work Phone
- Email Address
- Date of Birth

F. Curriculum Vitae

The Proposer must upload the candidate's full CV containing a complete, up-to-date list of publications before the nomination can be submitted.

G. Confirmation of Proposer and Seconders

The Proposer and Seconders must be Fellows of the Academy. There is no restriction on how many candidates a Fellow can propose or second in any given year. Fellows may propose or second candidates from their own university or institution. Fellows may also propose or second candidates in any discipline or Panel.

The online nomination form can be submitted by either the Proposer, Seconder 1, or Seconder 2. The person who submits the nomination must confirm that the candidate has been provided with the *Statement Seeking Agreement for the Nomination to Proceed* and has agreed to proceed with the nomination.

Please note that as soon as a nomination is submitted, emails will be automatically sent to the Proposer and/or Seconders requesting confirmation of their endorsement of the nomination via the Fellows' portal on the Academy's website. If Seconder 1 submits the nomination, they will also be asked to submit a referee's report for the candidate. If the Proposer or Seconder 2 submits the nomination, Seconder 1 will be asked to submit a referee's report at the time of endorsement.

The nomination will not be complete without the endorsement of the Proposer and Seconders and the referee's report from Seconder 1. The person who submits the nomination will be advised via email when the nomination has been endorsed by two other Fellows and is therefore complete.



ADVICE FOR FELLOWS PROPOSING CANDIDATES

cont.

THE REFEREE'S REPORT BY SECONDER 1

The referee's report provided by Secunder 1 is a crucial component of the nomination and should testify to the candidate's scholarly, academic and/or professional standing, and suitability for election. This report is particularly valuable in the assessment of candidates who do not hold academic or research roles for whom there is not necessarily a clear set of metrics associated with achievement. This report should not be a simple re-statement of the citation provided by the Proposer, but rather a separate assessment by Secunder 1.

The referee's report should emphasize:

- the originality, significance, and impact of the candidate's achievements;
- any other achievements of the candidate which were not stated in the citation;
- the standing and merit of the candidate's achievements from a national and international perspective; particularly in regard to others in a similar position

The report should be fact-heavy and provide specific and objective examples to back up exertions. Details of the practical or theoretical implications of the candidate's work are useful. Avoid repeating descriptions of a candidate's achievements which have already been provided in the full citation, or simple listings of information contained in the candidate's CV.

RE-NOMINATION OF UNSUCCESSFUL CANDIDATES

The Membership Committee can instruct that a candidate's nomination, if unsuccessful, will be carried forward for one or two years. The Academy's National Office will retain carry-over nominations, which will be included automatically in the subsequent selected election round.

Carry-over nominations will be considered directly by the Membership Committee in the relevant election deliberation. These nominations are not subject to the Panel Committee or Panel Ballot procedures.

The National Office will obtain agreement from the candidate that they are willing to have their nomination reconsidered and subjected to the election process in the subsequent election year. Proposers will be given an opportunity to update candidate information when the candidate is being reconsidered and Panel Chairs will be invited to provide the names of new or additional assessors.

All other unsuccessful nominations automatically lapse. A new nomination form and new referee and assessor reports are required if the candidate is renominated at a later stage.

There is no restriction on the number of times a candidate can be nominated.