



Recognising Excellence

A GUIDE TO NOMINATING
CANDIDATES FOR FELLOWSHIP

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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.

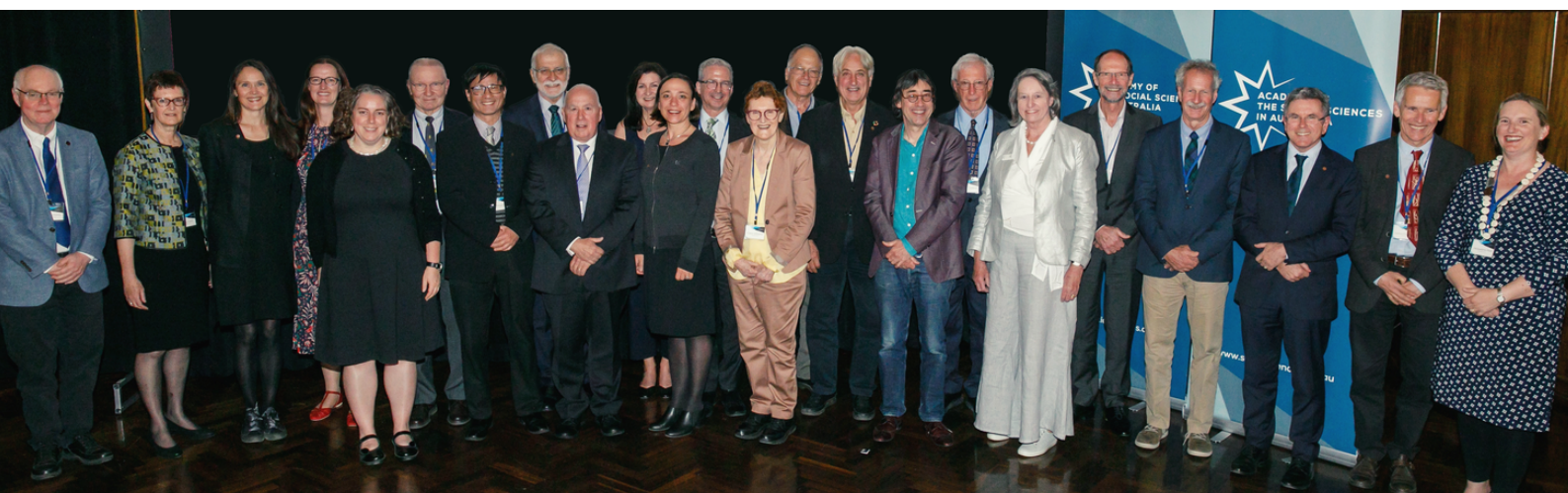
Fellows include distinguished researchers, practitioners, policy makers, journalists and commentators who have significantly advanced Australia's approach to and understanding of social institutions, structures and issues. New Fellows are elected to the Academy through an annual nomination process, and 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 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

ELECTION CRITERIA

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 sustained and substantial advances in areas such as social policy or practice, or through the promotion and dissemination of social science knowledge through journalism.

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.
- 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.

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.

ELECTION CRITERIA (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.

Election to the Academy is not dependent on a candidate's significant contributions to the social sciences being current or active. However, candidates who are actively contributing to the social sciences in Australia at the time of their nomination may be ranked higher by selection committees during the assessment process.

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. No more than one of the nominators (be they a Proposer or Seconder) may be employed or affiliated with the candidate's institution.

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 Seconder (Seconder 1 or Seconder 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. Seconder 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, panel committee rankings and recommendations, 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. While the Membership Committee gives careful consideration to nominations, it is not able to provide feedback on individual nominations.

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 Academy's website. Nominations must be completed and submitted by **30 November** to be elected in the following year.

A nomination requires the following information:

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
- Country of Birth
- Main Language Other Than English Spoken at Home

B. Primary Grounds for Nomination

Candidates may be nominated for a distinguished contribution to social science research, or for the advancement of the social sciences (through significant and sustained contributions to public policy, professional practice and/or the public understanding of social issues in Australia), or a combination of both. Select the primary grounds for nomination from one of the following options:

- Research excellence in the social sciences
- Advancement of the social sciences in Australia
- Research excellence in the social sciences and Advancement of the social sciences in Australia

C. Discipline Areas

Please indicate the candidate's primary and, if desired, their specific disciplinary area. Disciplines are based on the 2020 ANZSCR Field of Research Codes at 2-digit (primary) and 4-digit (specific) level. The full list of discipline codes available for selection can be found in Appendix 1.

- Broad Discipline Area – this is a search field. Start typing the name of the candidate's primary discipline area (e.g. Education or Economics) or the FoR code and choose the most appropriate option.

- Specific Discipline – this is a search field. Start typing the name of the candidate's specific discipline area (e.g. Anthropology or Tourism) or the FoR code and choose the most appropriate option. Note that specific disciplines at 4-digit level are optional in most cases, but are required for the following broad discipline areas:
- FoR 35 (Commerce, Management, Tourism & Services, which includes Accounting and Management at 4-digit level);
- FoR 44 (Human Society, which includes Sociology, Anthropology, Political Science, Policy & Administration and others at 4-digit level);
- FoR 47 (Language, Communication and Culture, which includes Linguistics and Media Studies at 4-digit level)

The Proposer determines the discipline under which the candidate will be nominated. If the candidate conducts their work in a multidisciplinary or interdisciplinary field, the Proposer chooses the discipline that is the best fit. Nominations are assessed via one of four multidisciplinary panels. The selected broad discipline area will determine the panel in which the candidate is assessed. The disciplines are grouped into panels as follows:

Panel A – Society, Politics and Culture	
2020 ANZSRC FoR Division Code	Broad Discipline Area
33	Built Environment and Design
44	Human Society
45	Indigenous Studies
47	Language, Communication and Culture

Panel B – Business and Economics	
2020 ANZSRC FoR Division Code	Broad Discipline Area
35	Commerce, management, tourism, and services
38	Economics

Panel C – History, Philosophy and Law	
2020 ANZSRC FoR Division Code	Broad Discipline Area
43	History, heritage, and archaeology
48	Law and legal studies
50	Philosophy and religious studies

Panel D – Education, Psychology and Public Health	
2020 ANZSRC FoR Division Code	Broad Discipline Area
39	Education
42	Health Sciences
52	Psychology

The specific disciplines (primarily 4-digit FoR Group codes) under the broad discipline areas listed above will also be available for selection and can be found in [Appendix 1](#). For a full list of ANZSRC FoR codes please refer to the Australian Bureau of Statistics website [here](#).

D. Short Citation

The short (one sentence) 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 to the general public. 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.

E. Impact on Research Discipline(s)

Provide a statement outlining the impact of the candidate's research achievements on their discipline(s). The statement should not exceed 2500 characters (approx. 500 words) and should be explicit about the original, innovative, and significant qualities of the candidate's work and the way in which it has influenced thinking or direction within the field(s).

Evidence or Indicators of impact may include but are not limited to: highly-cited publications; development of new methods, concepts and theory that have advanced research practice; or significant changes in the way bodies of knowledge are understood, organised and used (e.g. as a result of challenging previous conventional wisdom).

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 statement 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 statement 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.

Please note, this section is not required to be completed for candidates nominated solely on the grounds of advancement of the social sciences.

F. Impact on Public Policy, Professional Practice, or Public Understanding of Social Sciences in Australia

Provide a statement outlining the impact that the candidate has had on public policy, professional practice, and/or public understanding of social sciences in Australia. The statement should not exceed 2500 characters (approx. 500 words).

Evidence or indicators of impact may include but are not limited to: social science informed 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.

Please note, this section is not required to be completed for candidates nominated solely on the grounds of research excellence.

G. National/International Profile and Peer Recognition

Describe the candidate's national and/or international reputation including how the wider community has recognised the candidate's collective achievements and expertise. The statement should not exceed 2500 characters (approx. 500 words).

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.

H. Major Contributions

List (up to) five of the candidate's most significant contributions to the social sciences. Please provide a short, one to two sentence summary of each contribution (character limit: 500).

I. Publications

Detail (up to) ten of the nominee's best and most influential publications. 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.

Please note, this section is not required to be completed for candidates nominated solely on the grounds of advancement of the social sciences.

J. Researcher/Author IDs

You may wish to include the ORCID ID, Scopus Author ID, or Google Scholar ID of the candidate to assist Fellows and independent assessors to review the candidate's scholarly works. These fields are optional.

K. Candidate Contact Details

The following contact and personal information must be provided in the nomination form. The candidate contact details entered on the form are kept confidential by the Academy's National Office and are not made available to Fellows during the nomination and election process.

- Email Address
- Phone number
- Confirmation of Australian citizenship or permanent residence status

L. 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.

M. Confirmation of Proposer and Seconders

The names of the Proposer and two Seconders (Seconder 1 and Seconder 2) must be included in the online nomination form.

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 in any discipline or Panel. No more than one of the nominators (be they a Proposer or Seconder) may be employed or affiliated with the candidate's institution, and this must be confirmed on the nomination form by the person submitting the nomination.

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.

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 advise that a candidate's nomination, if unsuccessful, will be carried forward for one or two years. This option is used only in exceptional circumstances. 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. Candidates can be re-nominated in subsequent election rounds. Unsuccessful nominations are saved in the proposer and seconders' 'Unsuccessful Nominations' folder in the Fellows Portal and can be edited, saved and resubmitted by a proposer or seconder once a nomination round has opened. Please note that if a proposer or seconder edits and saves an unsuccessful nomination, it will now appear in their 'Saved Nominations' folder and it will no longer be visible or be able to be edited in the Fellows Portal by the other proposers or seconders. There is no restriction on the number of times a candidate can be nominated.

CONTACT FOR ENQUIRIES

For further information, please contact the Academy National Office:

E: fellowship@socialsciences.org.au | **P:** (02) 6249 1788.

APPENDIX I.

ANZSRC 2020 FOR DIVISION & GROUP CODES

Panel A – Society, Politics and Culture	
ANZSRC FoR Code	Discipline
33	Built Environment and Design
3301	Architecture
3302	Building
3303	Design
3304	Urban and regional planning
3399	Other built environment and design
44	Human Society*
4401	Anthropology
4402	Criminology
4403	Demography
4404	Development studies
4405	Gender studies
4406	Human geography
4407	Policy and administration
4408	Political science
4409	Social work
4410	Sociology
4499	Other human society
45	Indigenous Studies
4501	Aboriginal and Torres Strait Islander culture, language and history
4502	Aboriginal and Torres Strait Islander education
4503	Aboriginal and Torres Strait Islander environmental knowledges and management
4504	Aboriginal and Torres Strait Islander health and wellbeing
4505	Aboriginal and Torres Strait Islander peoples, society and community
4506	Aboriginal and Torres Strait Islander sciences
4507	Te ahurea, reo me te hītori o te Māori (Māori culture, language and history)
4508	Mātauranga Māori (Māori education)
4509	Ngā mātauranga taiao o te Māori (Māori environmental knowledges)
4510	Te hauora me te oranga o te Māori (Māori health and wellbeing)
4511	Ngā tāngata, te porihanga me ngā hāpori o te Māori (Māori peoples, society and community)
4512	Ngā pūtaiao Māori (Māori sciences)
4513	Pacific Peoples culture, language and history
4514	Pacific Peoples education
4515	Pacific Peoples environmental knowledges
4516	Pacific Peoples health and wellbeing
4517	Pacific Peoples sciences
4518	Pacific Peoples society and community
4519	Other Indigenous data, methodologies and global Indigenous studies
4599	Other Indigenous studies
47	Language, Communication and Culture*
4701	Communication and media studies
4702	Cultural studies
4703	Language Studies
4704	Linguistics
4705	Literary Studies
4799	Other language, communication and culture

ANZSRC 2020 FOR DIVISION & GROUP CODES

cont.

Panel B – Business and Economics	
ANZSRC FoR Code	Discipline
35	Commerce, management, tourism, and services*
3501	Accounting, auditing and accountability
3502	Banking, finance and investment
3503	Business systems in context
3504	Commercial services
3505	Human resources and industrial relations
3506	Marketing
3507	Strategy, management and organisational behaviour
3508	Tourism
3509	Transportation, logistics and supply chains
3599	Other commerce, management, tourism and services
38	Economics
3801	Applied economics
3802	Econometrics
3803	Economic theory
3899	Other economics
380103	Economic History
380202	Econometric and statistical methods

Panel C – History, Law & Philosophy	
ANZSRC FoR Code	Discipline
43	History, heritage, and archaeology
4301	Archaeology
4302	Heritage, archive and museum studies
4303	Historical studies
4399	Other history, heritage and archaeology
48	Law and legal studies
4801	Commercial law
4802	Environmental and resources law
4803	International and comparative law
4804	Law in context
4805	Legal systems
4806	Private law and civil obligations
4807	Public law
4899	Other law and legal studies
50	Philosophy and religious studies
5001	Applied ethics
5002	History and philosophy of specific fields
5003	Philosophy
5004	Religious studies
5005	Theology
5099	Other philosophy and religious studies

ANZSRC 2020 FOR DIVISION & GROUP CODES

cont.

Panel D – Education, Psychology and Public Health	
ANZSRC FoR Code	Discipline
39	Education
3901	Curriculum and pedagogy
3902	Education policy, sociology and philosophy
3903	Education systems
3904	Specialist studies in education
3999	Other Education
42	Health Sciences
4201	Allied health and rehabilitation science
4202	Epidemiology
4203	Health services and systems
4204	Midwifery
4205	Nursing
4206	Public health
4207	Sports science and exercise
4208	Traditional, complementary and integrative medicine
4299	Other health sciences
52	Psychology
5201	Applied and developmental psychology
5202	Biological psychology
5203	Clinical and health psychology
5204	Cognitive and computational psychology
5205	Social and personality psychology
5299	Other psychology

*Requires a specific (4-digit code) discipline to be selected in the nomination form.