

GUIDANCE ON APPLICATIONS FOR ELECTION AS A FELLOW OF CIEEM

Purpose of this Guidance Note

This guidance note is provided to help:

- a) those who have decided to make, or are considering whether to make, an application for election to Fellowship of CIEEM;
- b) members considering putting forward a candidate for Fellowship;
- c) Fellowship Application Panels assessing and reviewing applications for Fellowship and making recommendations to the Governing Board;

The roles of the CIEEM's Fellows

It is important that CIEEM has a strong Fellowship reflecting the full diversity of its membership. It is recognised that being a CIEEM Fellow brings accolade to those elected to the Institute's highest category of membership. Equally, CIEEM benefits from having highly respected people members as Fellows.

A CIEEM Fellow is someone who has made a significant contribution to the profession. Fellows are role models and ambassadors for CIEEM, inspiring others and often having a strong track record of having given back to the profession. They are highly respected and have reached a demonstrable level of professional excellence within the disciplines of ecology and/or environmental management. CIEEM's Fellows help to shape and set the strategic direction of our Institute and more widely through the professional careers and varied roles.

It is hoped that Fellows will use their best endeavours to contribute to the work of CIEEM when called upon to do so or as opportunity arises. Opportunities will vary over time and from Fellow to Fellow dependent on their personal and professional skills and interests and on the needs of CIEEM. There are many different roles that Fellows can fulfil, including:

- acting as high profile ambassadors within CIEEM and externally to other professional bodies and learned societies, government agencies, organisations and the wider public;
- participating in working groups, panels and committees;
- advising on the future development and growth of the profession and CIEEM.

Guidance on eligibility and criteria

Fellowship is our highest grade of membership and is designed for those who have a significant level of experience, often in a senior or expert specialist role.

The principal criterion is that each Fellow should have made a significant contribution to the profession of ecology and environmental management. It is in recognition of that contribution that CIEEM elects members to its Fellowship. Candidates should also be highly respected and have high integrity, which will be confirmed by the sponsors and supported by the evidence in the testimonial and application documents. Candidates should be able to evidence substantial experience within the profession. Each of these criteria is discussed below.

A **significant contribution** in this context is defined in accordance with the normal dictionary definition of "important or clearly meaningful". It follows that evidence will need to be provided to illustrate that a candidate's contribution to the profession has been conspicuous in its leadership, quality, originality or influence and is therefore well known by others in the relevant field of work.

Candidates will need to have made a significant contribution to our profession in one or more of the following areas:

- i. research which has practical application in the profession of ecology and environmental management;
- ii. establishing or raising professional standards through developments in training, quality standards or methods;
- iii. influencing the evolution of policies or legislation relating to the natural environment;
- iv. promotion of ecological professionalism among employers, organizations, companies and other institutes;
- v. innovation through establishing new partnerships, leadership, techniques or awareness for ecological professionalism;
- vi. the practical application of the principles of ecology and environmental management, including to biodiversity conservation;

If the contribution in any one of these areas is outstanding there need be no evidence relating to another area, one area is sufficient. However, sometimes a candidate has made a significant contribution to more than one area and this is sufficient.

Work for CIEEM is also taken into account but this alone will not qualify a Member for Fellowship in the absence of additional significant contribution to the profession. However, in exceptional cases, it may be the work of the candidate for CIEEM over many years that was or is the vehicle for the candidate's significant contribution to the profession.

A '**highly respected**' reputation is a mark of esteem, so that informed people admire or pay heed to the candidate's judgement, advice, research and decisions, whether or not they may sometimes disagree with them.

By '**high integrity**' it is expected that Members, employers, clients, decision-makers and the public can trust the candidate's professional work implicitly. For example, it is recognised as being uninfluenced by any factors other than their professional judgement and opinion; that the candidate can be relied upon to express only his or her professional opinion (unless the opinion is appropriately qualified); or the candidate is unquestioningly entrusted with confidential or other sensitive information.

By '**seniority**' it is expected that It may include supervisory or managerial duties, or running the candidate's own business, for example in consultancy work as a sole trader or member of a small partnership or company.

By '**substantial experience**' we do not necessarily mean very long experience. But we do expect experience that is long enough and at a level of responsibility to equip the candidate with sufficient practical, academic or research experience that enables the candidate to apply their skills and knowledge, outside the job, for the benefit of the Institute and others. The candidate may have

attained a position of substantive responsibility over and above that normally expected of a professional undertaking 'everyday' work or research in ecology or environmental management or they may have developed sufficient technical expertise that they are recognized as an authority on a particular topic area.

To contribute to the roles of Fellows of CIEEM, and to underline their substantial experience, successful candidates are also likely to be able to demonstrate that they have attained other professional qualities or attributes such as those listed below. These are not 'criteria' to be met and not every candidate will be expected to have all of them, but these qualities and attributes strengthen the Fellowship and would help a candidate fulfil the role of a Fellow:

- Expertise, which in this context may be defined as a deep, comprehensive, authoritative and leading knowledge and understanding in their respective field(s);
- Wisdom, insight and sound judgement;
- The ability to apply their knowledge and experience in practical ways to help the Institute in its internal and / or external affairs;
- Personal presence, dignity, seriousness of purpose and 'gravitas' when called for;
- The ability to act as a fair and well-informed arbitrator or judge in a variety of situations, 'a steady hand';
- High levels of oral and/or written communication skills.

Guidance for applicants

There are two routes to Fellowship. Candidates, who must already be Full members of CIEEM, can self-nominate by completing an application and identifying two Supporters who are willing to jointly submit a testimonial supporting the application. Alternatively Full members or Fellows can nominate other Full members through a peer-nomination process.

For **self-nomination**, your application must include the following:

- The application form, which is downloadable from the website;
- A detailed CV;
- A description of your achievements in at least **one** of the areas of professional practice in ecology and environmental management set out in (i) to (vi) above;
- If applicable, a list of relevant publications and/or significant written work for clients or employers (which must be substantially the work of the applicant);
- If applicable, a list of any honours, awards or other forms of professional recognition;

- Appendices containing any other material which you consider would be appropriate as evidence;
- A description of any service to or on behalf of CIEEM.

Please note that it is up to you to make the case for outstanding achievement so this is not a time to be modest about your achievements.

Your two supporters must be either Full Members or Fellows of CIEEM. No more than one Supporter should be from the institution, practice, company or organisation where you currently work and they cannot, except in exceptional circumstances, be the Lead Supporter. This is because a key criterion for Fellowship is that the candidate is known and widely respected by others. This should include those from elsewhere within the profession. Guidance for Supporters on completing the Testimonial can be downloaded from the CIEEM website.

Your completed application should be sent to the Chief Executive Officer at enquiries@cieem.net together with the appropriate administrative fee. Before you do this, please make sure that you have sent your Supporters a copy of your application, the Guidance for Supporters and the Supporters Testimonial form, which they should have worked on collaboratively before submitting to the Institute.

This information will normally be sufficient to assess the application but the Fellows Assessment Panel may request clarification, supporting evidence or further details on any aspect of an application, or may invite you for an interview to further their understanding of the application.

Please note that although rejections are rare, they do occasionally occur which is an assurance that standards are being upheld. Some applications may be rejected because the application is premature, and this would not preclude the candidate re-applying later in their professional career when the evidence of a significant contribution is clearer. Unsuccessful candidates will receive some feedback on their application.

For **peer-nomination** the two Supporters must take responsibility for preparing and submitting the application, although the candidate can contribute as much information as they wish to in order to help the process. It is suggested that one of the Supporters takes on the role of Lead Supporter to help keep the application moving.

The first step is to approach the potential candidate, tell them that you wish to nominate them for Fellowship and ascertain that they are willing to be nominated. If your nomination is successful they will be required to pay a one-off administration fee (£25 in January 2019) before their fellowship is confirmed. Their annual subscription rate will not change as a result of becoming a Fellow. Once you have received confirmation, the next step is to collate the application itself. The application should consist of

- The nomination form, which is downloadable from the CIEEM website, which will need to be signed by both Supporters;
- A form signed by the nominee, also downloadable from the website, stating that they are willing to be elected as a Fellow of the Institute, that they understand the role of the Fellowship and that they will be willing to pay the administration fee if your nomination is successful;

- A testimonial of between 500 and 1000 words (see separate guidance for Supporters on the testimonial);
- A summary CV or brief career history, including links to any relevant websites or web profiles;
- If applicable, a list of any honours, awards or other forms of professional recognition;
- Any other information considered relevant, which can include lists of publications or significant pieces of work.

The completed application should then be submitted to the Chief Executive Officer at enquiries@cieem.net who will arrange for its assessment by a Fellowship Assessment Panel. In the case of a peer-nominated application, both the nominee and the lead supporter will be notified regarding the outcome of the assessment.

Guidance on procedure

Applications for Fellowship are assessed by a small 'Fellows Assessment Panel' consisting of two or three Fellows selected on the basis of their availability and, where possible, familiarity with the general subject area of the candidate, together with a member of the Membership Admissions Committee (MAC), who is usually the Chair of MAC. The MAC member will chair the Fellows Assessment Panel. Each member of the Panel will independently assess the application. The comments of the Fellows Assessment Panel will be collated by the Secretariat and forwarded to the Chair. The Chair will also make an independent assessment and, having read the comments of the Fellows, will produce a summary report to be presented to the Governing Board. This may mean that the review time is short due to the timing of Governing Board meetings. The summary report is presented to the Governing Board with a recommendation to accept or otherwise. This is then discussed by the Governing Board before a decision is made.

The application will usually take about four weeks to circulate before being presented to the Governing Board. Dates for Governing Board meetings may be obtained from the Secretariat.

Successful applicants will be informed by the Chief Executive Officer before any announcement is made. New appointments to the Fellowship will be announced in *In Practice* and a certificate of Fellowship presented at a suitable opportunity such as a Conference or other event.

Appeals

Appeals regarding an unsuccessful application for Fellowship should be made in writing to the Chief Executive Officer. Where additional evidence in support of the application is supplied the Chief Executive Officer will circulate it to the Panel and the Panel members will consider whether or not the additional evidence should affect the outcome of the application.

Where an appeal is made on the basis of an unfair decision by the Panel. The Chief Executive Officer will ask a separate Panel to review the application with a view to upholding or reversing the original decision. The Appeal Panel's decision is final.

Retirement from Fellowship

At some point, Fellows may wish to retire, or partly retire, from practice and / or from an active role in CIEEM. The Fellow may at that stage:

- a) resign from Fellowship and play no further part in the profession or CIEEM activities; or

- b) request a transfer to the Retired Fellows category of membership, whereupon a reduced subscription, similar to that of a retired Member will be applicable, and the Fellow will be able to retain the status and initials of FCIEEM (ret'd), but will not be expected to contribute to the work of CIEEM, although they would be very welcome to do so if they wish; or
- c) continue to pay a full subscription, retain the status and initials of FCIEEM, but ask the Secretariat to record that they no longer wish to be called upon to fulfill the role of a Fellow in their (partial) retirement.