



**Fellowship  
Application Guidance**

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## 1. The roles of 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 Chartered Institute's highest category of membership. Equally, CIEEM benefits from having highly respected 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.

## 2. 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.

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 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 **'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 recognised as an authority on a particular topic area.

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.

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

1	Research which has practical application in the profession of ecology and environmental management.
2	Establishing or raising professional standards through developments in training, quality standards or methods.
3	Influencing the evolution of policies or legislation relating to the natural environment.
4	Promotion of ecological professionalism among employers, organisations, companies and other institutes.
5	Innovation through establishing new partnerships, leadership, techniques or awareness for ecological professionalism.
6	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.

To contribute to the role of Fellow 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 Chartered 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.

### 3. Guidance for applying

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 member sponsors 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 submission must include the following:

- The self-nomination application form. This includes if applicable a list of relevant publications and/or significant written work for clients or employers and any honours, awards or other forms of professional recognition you have received. The final section of the form is providing details of your professional contribution to the sector in at least one of the six areas of professional practice in ecology and environmental management set out in section 2;
- A detailed CV;
- Appendices containing any other material which you consider would be appropriate as evidence;
- A completed Fellowship Testimonial Form for Sponsors, signed by both sponsors.

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 sponsors must be either Full members or Fellows of CIEEM. No more than one sponsor should be from the institution, practice, company or organisation where you currently work and they cannot, except in exceptional circumstances, be the lead sponsor. 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.

Your completed application should be sent to the Membership Team at [membership@cieem.net](mailto:membership@cieem.net). Before you do this, please make sure that you have sent your sponsors a copy of your application, your CV, and any other supporting information alongside a copy of the Fellows Testimonial Form for Sponsors to complete, 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 feedback on their application.

For **peer-nomination** the two sponsors must take responsibility for preparing and submitting the application, although the candidate can contribute as much information as they wish to help the process. It is suggested that one of the sponsors takes on the role of lead sponsor 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. Once you have received confirmation, the next step is to collate the application itself.

For **peer-nomination**, the submission must include the following:

- The peer-nomination application form. This includes providing a description of the nominee's career history, and if applicable a list of relevant publications and/or significant written work for clients or employers and any honours, awards or other forms of professional recognition they have received. The final section of the form is providing details of the nominee's professional contribution to the sector in at least one of the six areas of professional practice in ecology and environmental management set out in section 2. The form must be signed by both sponsors prior to submission;
- A Statement of Nomination Agreement completed by the nominee;
- Appendices containing any other material which you consider would be appropriate as evidence.

The completed application should then be submitted to the Membership Team at [membership@cieem.net](mailto:membership@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 sponsor will be notified regarding the outcome of the assessment. If your nomination is successful, the candidate will be required to pay a one-off administration fee before their Fellowship is confirmed. Their annual subscription rate will not change as a result of becoming a Fellow.

#### 4. Guidance on procedure

Applications for Fellowship are assessed by a Fellows Assessment Panel consisting of three Fellows selected on the basis of their availability and, where possible, familiarity with the areas of specialism of the candidate. 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, or Vice Chair, of the Membership Admissions Committee (MAC). Their role is to review that the application process has been conducted correctly and ratify the outcome.

Where a recommendation of the award of Fellowship is to be made a summary report is produced and presented to the Governing Board for approval.

Please note that it can take up to four months for an application to be assessed and then considered by the Governing Board. Dates for Governing Board meetings may be obtained from the Secretariat. Governing Board meetings take place four times a year so the timeframe for receiving an outcome may vary.

Successful candidates will be informed before any announcement is made. New appointments to the Fellowship will be announced in *In Practice* and we will endeavor to present a certificate of Fellowship at a suitable opportunity such as a Conference or other event.

## 5. Appeals

It is possible to appeal the outcome of an application using the procedure below.

- I. Unsuccessful candidates will be notified and given feedback as to why their application has failed as soon as possible after a decision has been reached.
- II. Any candidate, or nominator if peer-nominated, who feels that their application has been failed incorrectly has recourse to an Appeals Process, provided they have sufficient grounds for appeal. The only grounds on which the Secretariat shall consider an appeal are either a failure of process or an unfair decision.
- III. An appeal must be lodged in writing with the Secretariat within 30 days of notification of the failure of the application and must be accompanied by the appropriate administration fee which will be refunded if the appeal is upheld. The appellant must clearly state their grounds for appeal.
- IV. Appeals will be considered by CIEEM's Membership Operations Manager or Head of Membership in the first instance. Should these officers agree that the appellant has presented sufficient evidence to justify further investigation, the original application and this evidence will be sent to a new Fellow Review Panel which will be convened.
- V. The outcome of this review is final and the appellant must either accept the decision of the second Fellow Review Panel or withdraw their application. Should the candidate withdraw their application the administration fee is retained by CIEEM.

## 6. 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:

- resign from Fellowship and play no further part in the profession or CIEEM activities; or
- 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(rtd), 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
- 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.