



FELLOWSHIP POLICY

March 2022



Objective

The objective of this policy is to ensure a consistently high standard is applied when assessing applications for Fellowships, to ensure the status is maintained of the highest level of recognition endowed upon individuals by the Institute. This Policy has been endorsed by the Board of the Surveying & Spatial Sciences Institute (SSSI) as the rules and protocols that govern the advancement of members to Fellows and Honorary Fellows within SSSI.

Context

SSSI confers, from time to time, the title of “Fellow” or “Honorary Fellow” of the Institute. These titles are bestowed on individuals that have made a significant contribution to SSSI or to the surveying and spatial profession and are only approved following a rigorous nomination and election process.

Fellows

A Fellow shall have rendered **notable service to SSSI** through one or more of the following:

- undertaken a leadership role on an official SSSI Committee (e.g. region, commission etc) or the Board over a sustained period
- developed, lead and/or implemented a significant SSSI related project or activity
- increased membership and/or raised the profile of a specific Region, Commission, Special Interest Group or SSSI as a whole, through substantial championing to the broader profession.

In addition to this service to the Institute, a Fellow shall have contributed to the profession via one or more of the following:

- promotion of surveying and spatial sciences and the status of its practitioners
- notable activities that have enhanced the public perception of surveying or spatial scientists
- developed technology, programs or systems that have significantly improved the profession
- undertaken substantial research projects that have had tangible and widely acknowledged impacts on the practice of the surveying and spatial sciences.

A Fellow must be a current financial member at the time of nomination and must maintain membership to retain Fellowship status.

Honorary Fellows

An Honorary Fellow shall have made a **highly significant and lasting difference to the surveying or spatial profession or SSSI** through at least two of the following:

- promotion of surveying and spatial sciences and the status of its practitioners
- notable activities that have enhanced the public perception of surveying or spatial scientists
- developed technology, programs or systems that have significantly improved the profession
- undertaken substantial research projects that have had measurable impacts on the practice of the surveying and spatial sciences
- hold significant esteem amongst the profession through their leadership, commitment and dedication
- service to SSSI (and/or its predecessors) and its members through a key volunteer role, such as President, however they must already have been conferred a Fellowship.

An Honorary Fellow can be a SSSI member or a non-member at the time of nomination. Honorary Fellows then receive complimentary SSSI membership for life.

Limits

There is no limit to the number of **Fellows** conferred, however all applications will be rigorously reviewed for quality to maintain the high standard of recipients.

Due to high esteem of this award and the exceptional circumstances under which it is awarded there will be no more than 60 (*living*) **Honorary Fellows** at any time, with a limit of five nominations accepted per calendar year.

Fellowship Committee

The review and implementation of this policy is undertaken by the SSSI Fellowship Committee, on behalf of the Board. The Terms of Reference for this committee are as below.

Membership

The committee will consist of at least four and no more than six participants. Members of the Fellowship Committee must be current SSSI Fellows or Honorary Fellows. The SSSI Membership Engagement Officer is the allocated staff support person for the committee.

One member will be voted as the Chair of the Committee for the purpose of chairing meetings and making final decisions should there be a locked decision amongst members.

Appointment

Members of the committee are invited to join by the SSSI Chief Executive Officer or President.

Terms

Committee members will serve a four-year term, with the option of renewing for one further four-year term if they wish.

Meetings

The Fellowship Committee will meet at least once per year (in addition to any nomination assessment meetings) to discuss the policy and procedures of the Fellowship program and determine if any changes or improvements are to be recommended to the Board.

Reporting

Minutes of all Fellowship Committee meetings will be taken by the Membership Engagement Officer and stored on the SSSI system. A list of all nominations, and the outcome of their assessment, will be maintained by the Membership Engagement Officer.

Nomination Process

A SSSI member may nominate a person to be considered as a Fellow or Honorary Fellow of the Institute, in accordance with the eligibility noted on page 2.

1. The nominator must complete the current Fellowship Nomination Form from the SSSI website. The nomination form must include all requested details of the nominee, as well as a clear, concise citation that contains sufficient information for the Fellowship Committee to make an informed decision.
2. Nominations must be endorsed by:
 - a. the chair of the Region in which the nominee resides OR the chair of the Commission under which the work of the nominee aligns
 - b. three (3) other current financial members of SSSI (students are NOT able to endorse).
3. It is the responsibility of the nominator to arrange the appropriate endorsements above. Instructions for the format of endorsements is on the Nomination Form.
4. Once the nomination is complete, it is to be emailed to membership@ssi.org.au. The Membership Engagement Officer will log the application and forward to the SSSI CEO for a brief review.

5. On confirmation from the CEO, the Membership Engagement Officer will send to the Fellowship Committee for review and set a meeting for approximately two weeks later, for the committee to discuss the nomination, if required.
6. The Fellowship Committee will assess the nomination and decide if it is of appropriate quality for acceptance. *The Chair may request the CEO to contact the nominator if additional information is required.*
7. If the committee is satisfied to the standard of the nomination, the Membership Engagement Officer will forward the nomination to the CEO for tabling at the next SSSI Board meeting. If the Board meeting is more than four weeks in advance of receipt of the nomination, the nomination will be considered out of session.
8. If considered to be in order, a motion to accept the nomination will be moved and a vote will take place. A favourable vote of a minimum of 75% of the total filled positions of the Board is required for endorsement.
9. The SSSI CEO will advise the outcome of the Board decision to the Membership Engagement Officer and the Chair of the Fellowship Committee.

Conferral

If the nomination is **successful**, the steps below are undertaken.

- The CEO will contact the nominator to advise.
- The Membership Engagement Officer will prepare and email a letter from the President to the successful nominee advising them of their award.
- The Membership Engagement Officer will work with the National Events & Operations Manager to determine an appropriate forum for presentation of the Fellowship certificate and pin.

If the nomination is **unsuccessful**, the CEO will contact the nominator to advise. The nominator has the right to appeal the decision within 30 days, through written communication to the President, who can present this to the Board if they deem it worthy. The person can however be nominated again once two years has passed.

Confidentiality

Details of nominations shall remain confidential except to those members of the Fellowship Committee and those SSSI staff directly involved in the fellowship process. No announcements shall be made until the Board of SSSI has endorsed the recommendation of the Fellowship Committee.

Communication & Recognition

Official List

The name, commission, region and date of award of all Fellows and Honorary Fellows will be listed on the Fellowships page of the SSSI website.

Post-nominals

Fellows are entitled to use *FSSSI* and Honorary Fellows *HFSSSI* after their name in all communications.

Events

Fellowships will be recognised at regional APSEA dinners, conferences or other such appropriate occasions as determined by the CEO and National Events & Operations Manager. Fellowships will also be recognised at the SSSI Annual General Meeting and at the annual Locate Conference.

Policy Review

The Fellowship Committee shall annually review this Policy and may recommend to the Board any amendments.