**ELECTION TO FELLOWSHIP | ELECTION CYCLE 2019/20**

**LSW GUIDANCE: ELECTION PROCESS**

**Guidance on the election process**

1. It is the responsibility of the Lead Proposer (1) to nominate the candidate for election, identify a Seconder, work with the candidate to develop the summary CV, respond to the Candidate’s claim of excellence, identify an Informed Supporter to provide a confidential report to be submitted with the nomination, identify three Assessors who might be used by the Scrutiny Committee in assessing the case and (2) to ensure all relevant forms are submitted to the Society at the same time. Because the selection process for fellowship is intensively competitive and to maximise the chances of success, it is important to provide evidence for the case for election using the LSW benchmarks.
2. The candidate must be nominated by TWO Fellows: a Lead Proposer and a Seconding Proposer. A list of current Fellows is available on the website [www.learnedsociety.wales/our-fellows/](http://www.learnedsociety.wales/our-fellows/)
3. Fellows are permitted to act as the Lead Proposer for **three NEW candidates only** each election cycle. However, the nomination of female candidates and of candidates from other under-represented groups is exempt from this restriction.
4. The nomination must be kept **STRICTLY CONFIDENTIAL** between the Candidate, Proposers and the Society.
5. Candidates should not, under any circumstances, initiate their own nomination, complete the Nomination Form nor obtain the supporting signatures themselves.
6. The Society will not enter into any communication with the Candidate about the nomination.
7. Each nomination will be referred to a Scrutiny Committee (a list of the scope of each committee is appended), which will seek at least one Assessment Report regarding the Candidate prior to the Committee meetings.
8. Council will consider the recommendations of Scrutiny Committees to finalise an approved list of Candidates to be submitted to the Fellowship for formal election by ballot.
9. Two scrutineers verify the result of the ballot, and successful Candidates are contacted by the Society to be invited for formal admission at the Society’s AGM in May. The Lead Proposers of unsuccessful Candidates are contacted and advised whether their Candidate is eligible in the next election cycle. The Society recommends that new forms are submitted prior to the deadline for the next election cycle.
10. Eligible candidates may be nominated for a total of three years following which they would next be eligible for nomination after a TWO year fallow period.

**Conflicts of Interest**

1. Eligibility to act as Lead Proposer takes into account the following conflicts of interest:

Lead Proposers are:

* not Chairs of the Society’s Scrutiny Committees;
* not a member of Scrutiny Committee to which the candidate is being submitted;
* not related by family.

With the exception ‘not related by family’, the above restrictions **do not apply to Seconders**.

**Guidance on the forms**

1. All forms must be submitted electronically via email to: nominations@lsw.wales.ac.uk to arrive by **Monday 14 October 2019 at 12.00 noon.** **Forms received after this date will not be accepted.** All forms must be returned with relevant signatures (electronic and scanned signatures are accepted):
* Nomination Form – fully completed and signed (by Lead Proposer) and seconded by the Seconding Proposer;
* Summary Curriculum Vitae;
* Confidential Informed Supporter’s Report – evaluating the electability of the candidate on the basis of the summary CV, the proposer’s response to the Candidate’s statement of excellence and the LSW criteria and benchmarks; and;
* a confidential declaration of individual circumstances if appropriate.
* A PDF copy of the candidate’s full CV including a full list of publications/outputs.
1. No unsolicited additional materials, references or letters of support will be accepted as part of the nomination*.* It is therefore imperative that all the relevant sections of the documents are completed as fully as possible.
2. The forms must abide by word count limits (where stated).
3. Please note that, although all of the documentation submitted in respect of the nomination will be considered by the Scrutiny Committee, the candidate’s summary CV and the proposer’s response to it will be the only documentation submitted to the Society’s Council and that it will be submitted unedited.

**Nomination Form**

**Informed Supporters and Assessors**

Each candidate will be evaluated by one informed supporter and at least one independent assessor.

**The informed supporter** may be someone who has worked with the candidate and who knows his/her work well. The Proposer, Seconder and Candidate may discuss appropriate supporters but only the Proposer should make contact with the supporter and the report must be submitted in confidence to the Proposer to submit to the Society with the proposal.

Informed supporters may include, but are not limited to, co-grant holders, co-authors, supervisors and academic collaborators.

Both informed supporters and assessors are:

• required to be familiar with the field, work or standing of a Candidate;

• not members of Council or Scrutiny Committee;

• not employed by or based at the candidate’s institution.

There is no requirement that either the informed supporter or the assessor be Fellows of the LSW.

They may be drawn from the ranks of suitably-qualified persons from within Learned Societies of equivalent standing or from the ranks of other distinguished scholars, and should have international standing in their field.

**Assessors** should not normally be directly associated with the Candidate’s work (e.g. a co-author, former supervisor) and may be based outside the UK in order to aid assessment of the Candidate’s international reputation.

The Proposer, Seconder and Candidate may discuss possible assessors and should submit a list of up to three on the Nomination Form.

Scrutiny Committee Chairs are then responsible for selecting and (with the help of the LSW staff) making contact with an appropriate assessor and seeking at least one independent report on the candidate.

**Summary CV**

**Using the CV Template**

The Proposer and Candidate should work together on the Summary CV. This is a CV in support of the nomination. It should be kept brief and provide the necessary evidence:

1. to support the case for election made by the Proposer and Seconder;
2. to provide the informed supporter and assessor/s and the Scrutiny Committee with the evidence to make informed judgments about claims made in the proposal.

What is important is that in each case attention is paid to the criteria and benchmarks for election and to the ways in which the Candidate’s CV demonstrates achievement of the relevant **benchmarks.** They are neither prescriptive nor exhaustive and are intended to provide guidance and to support consistency and transparency. See [LSW Guidance Election Criteria and Benchmarks-19-20](https://www.learnedsociety.wales/wp-content/uploads/2019/08/LSW-Guidance-Election-Criteria-and-Benchmarks-19-20.docx).

**Publications/ Outputs**

**Research, Scholarship and Education**

Please list your publications/ scholarly contributions (20) under the headings (books, refereed journal articles, chapters in books, other articles/ scholarly contributions, performances, literary works, musical composition etc) in date order starting with the most recent.

**Business, Public Service and Public Engagement**

Please list your major outputs (up to 20) such as: reports to government, international agencies, major charitable bodies or business; software; designs; performances; literary works; artworks, artefacts and patents.

**Reference**: Please give the details of journal, publishers, dates, and page numbers for each publication/output as appropriate. For performances, exhibitions, software, patents etc. please give the place and date or other relevant information.

**Completing the Individual Circumstances Form**

The nature of the excellence Scrutiny Committees are looking for will always be closely related to the Candidate’s lived life and experience. Contractual arrangements (e.g. full-time, part-time, job-share/ clinical responsibilities) and any personal, familial or non-academic circumstances that may have impacted a Candidate’s professional career will therefore be taken into account in assessing the nomination. Account will be taken where appropriate of the quantity of work presented and the reasons for it. The standards of excellence expected will remain the same.

Factors that have affected a career profile and volume of output may include, but are not limited to:

• flexible working arrangements (e.g. career breaks, part-time working, semester/ term time working, job-sharing)

• pregnancy, maternity, paternity, shared parental leave, adoption and surrogacy, special guardianship

• caring responsibilities

• disability, ill health (including mental health) or injury

• circumstances related to gender identity

• personal, familial, or other non-academic circumstances that have restricted or delayed the Candidate’s professional career.

Non-confidential issues may be included in the appropriate place on the summary CV. There is a disclosure form available where issues and their impact are of a more confidential nature.

**Important Information for Candidates**

1. the election process is highly competitive with no guarantee of success. In the 2018/2019 cycle there were 100 nominations and only 47 new Fellows elected;
2. the admission fee for all new Fellows elected in 2019/20 will be £80 and the annual subscription fee for Fellows will be £160 (£80 for those aged 70 years or more as of 20 May 2020, with Fellows aged 85 years or more exempt of admission and subscription fees);
3. those elected as Fellows of the Learned Society of Wales will be invited to attend the Society’s Annual General Meeting on **20 May 2020**, when they will be welcomed by the President and formally admitted into Fellowship.

**Appendix A ANNEX**

**The Learned Society of Wales – Scrutiny Committees**

**Subjects**

**SECTION A – Science, Technology and Medicine Committees**

|  |  |  |
| --- | --- | --- |
| **A1: Biomedical, Clinical and Neurosciences** |  |  |
| **Anatomy and Physiology** |  | **Clinical Sciences**  |
| Bioengineering |  | Anaesthetics |
| Biomedical Engineering |  | Dentistry |
| Biomedicine |  | Health Service Research |
| Cognitive Science |  | Human Genetics |
| Epidemiology and Medical Informatics  |  | Imaging |
| Food Science and Nutrition  |  | Intensive Care/Emergency Care  |
| Forensic Medicine  |  | Medicine and Molecular Medicine  |
| Genetics |  | Neurology and Psychiatry |
| Infection and Immunity |  | Nursing |
| Medical Biochemistry  |  | Obstetrics and Gynaecology  |
| Neuroscience  |  | Oncology  |
| Pathology |  | Ophthalmology |
| Pharmacology and Toxicology  |  | Paediatrics  |
| Psychiatry |  | Pathology and Immunology |
| Psychology |  | Pharmacology |
| Preclinical Veterinary Sciences  |  | Primary Care |
| Sexual Health  |  | Professions Allied to Medicine |
| *Other Disciplines*  |  | Public Health and Infectious Diseases |
|  |  | *Other Disciplines*  |
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| **A2 Cellular, Molecular, Evolutionary, Organismal, and Ecosystem Sciences** |  |  |
| **Organismal and Environmental Biology** |  | **Cell and Molecular Biology** |
| Agricultural Science  |  | Biochemistry  |
| Animal Behaviour  |  | Bioinformatics  |
| Animal Biology  |  | Biotechnology |
| Biodiversity and Conservation  |  | Cell Biology |
| Ecology  |  | Developmental Biology |
| Environmental Biology and Management  |  | Genomics |
| Evolutionary Biology  |  | Molecular Biology |
| Forest Science  |  | Molecular Genetics |
| Freshwater Biology  |  | Structural Biology |
| Marine and Fisheries Biology  |  | Systems and Synthetic Biology |
| Microbiology  |  | *Other Disciplines*  |  |
| Mycology  |  |  |  |
| Physiology  |  |  |  |
| Plant Biology  |  |  |  |
| Population and Quantitative Genetics  |  |  |
| Rural Resource Management  |  |  |
| Soil Biology  |  |  |
| *Other Disciplines*  |  |  |
|  |  |  |
| **A3 Chemistry, Physics, Astronomy and Earth Sciences**  |  | **Earth Sciences and Chemistry**  |
| **Physics and Astronomy**  |  | Analytical Chemistry |
| Applied Physics  |  | Catalysis |
| Astronomy and Cosmology  |  | Chemical Biology and Medicinal Chemistry |
| Atomic and Molecular Physics and Nanotechnology  |  | Climate and Atmosphere |
| Biophysics  |  | Earth Materials |
| Computational Physics  |  |
| Condensed Matter Physics  |  | Earth Observation |
| Medical Physics  |  | Earth Resources and Geo-engineering |
| Optics and Lasers  |  | Earth Surface Processes |
| Particle and Nuclear Physics  |  | Environmental and Soil Chemistry |
| Physics and the Life Sciences Interfaces  |  | Environmental Geoscience including Archaeological Science |
| Plasma Physics |  | Inorganic Chemistry |
| Medical Physics  |  | Materials Chemistry |
| Solar System Science  |  | Molecular Nanoscience |
| *Other Disciplines*  |  | Oceanography and Hydrology |
|  |  | Organic Chemistry |
|  |  | Physical Chemistry |
|  |  | Solid Earth and Planetary Science |
|  |  | Theoretical and Computational Chemistry |
| **A4 Computing, Mathematics and Statistics** |  | **A5 Engineering** |
| Artificial Intelligence and Machine Learning |  | Aerospace Engineering |
| Actuarial and Financial Mathematics |  | Bioengineering and healthcare technologies |
| Algebra and Logic |  | Chemical, Process & Petroleum Engineering |
| Applied Mathematics |  | Civil, Structural & Mining Engineering |
| Computer Graphics, Computer Vision and Virtual Systems |  | Communications, Signal and Image Processing |
| Computer Networks and Mobile/Pervasive Computing |  | Control, Robotics and autonomous systems |
| Computer Systems and Computer Engineering |  | Design and Systems Engineering |
| Continuum Mechanics |  | Electronic Materials, Devices and Systems |
| Discrete Mathematics |  | Energy Systems, Renewables & Electrical Power |
| Geometry and Topology |  | Engineering Leadership |
| Human Computer Interaction |  | Environmental Engineering |
| Information Systems and Information Retrieval |  | Fluid Dynamics, Ship and Marine Engineering |
| Mathematical Analysis |  | Industrial engineering |
| Mathematical and Computational Biology |  | Materials & Nanotechnology |
| Mathematical Physics |  | Mechanical, Manufacturing, and Production Engineering |
| Numerical Analysis |  | Microwave and Millimetre Wave Techniques |
| Operational Research |  | Probability Theory and Applied Probability |
| Probability Theory and Applied Probability |  | Software Engineering |
| Software Engineering |  | *Other Disciplines* |
| Statistics |  |  |
| Theoretical Computer Science and Computational Mathematics |  |  |
| *Other Disciplines* |  |  |
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**SECTION B – Arts, Humanities and Social Sciences**

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| **B1 Language, Literature and the History, Theory and Practice of the Performing Arts** |  |  |
| **Language and Literature** |  | **History, Theory and Practice of the Creative and Performing Arts** |
| Applied Linguistics |  | Architecture and Landscape Architecture |
| Celtic Studies |  | Creative Design |
| Classical Languages and Ancient History |  | Creative Writing |
| Cultural Studies |  | Cultural policy and Contributions to Cultural Life |
| Literature in English |  | Dance, Theatre and Performance |
| Modern and Medieval European Languages and Literatures |  | Film, TV, Radio and Digital Media  |
| Non-European Languages and Literatures |  | History of the Arts and Design |
| Theoretical Linguistics and Phonetics |  | Journalism |
| Wales Studies |  | Media Studies |
| *Other Disciplines* |  | Music |
|  |  | Planning and Urban Design |  |
|  |  | Visual and Applied Arts |  |
|  |  | *Other Disciplines* |  |
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| **B2 History, Philosophy and Theology** |  |  |
| **History** |  | **Philosophy and Theology** |
| British History |  | Aesthetics, Ethics and Moral Philosophy |
| Ecclesiastical History |  | Biblical Studies |
| Economic and Social History |  | Epistemology and Philosophy of Science |
| European History |  | History of Philosophy and Ideas |
| Historic Archaeology |  | History of Religion |
| Historiography |  | Logic and Metaphysics |
| History of other Continents |  | Political Philosophy |
| History of Religion |  | Religious Studies |
| History of Science and Medicine |  | Theology and Philosophy of Religion |
| Pre-historic Archaeology |  | *Other Disciplines* |
| *Other Disciplines* |  |
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| **B3 Economic and Social Sciences, Education and Law** |  |  |
| **Economics and Social Sciences and Education** |  | **Law** |
| Anthropology, Sociology, Social Policy and Social Work |  | Commercial Law |
| Accountancy studies |  | Comparative Law |
| Business Studies & Management Studies |  | Criminal Law |
| Economic, Human and Social Geography |  | European Law |
| Economics and Econometrics |  | Human Rights |
| Education Research and Policy |  | Information Technology: Law and Practice |
| Political Science and International Relations |  | International Law |
| *Other Disciplines* |  | Jurisprudence |
|  |  | Legal History |
|  |  | Legal Practice and Administration of Justice |
|  |  | Private Law |
|  |  | Public Law |
|  |  | Socio-legal Studies & Criminology |
|  |  | *Other Disciplines* |
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| **SECTION C – Business, Public Service and Public Engagement** |
| **Public Engagement and Understanding** |  | **Private Sector Leadership** |
| Curatorship of Museums and Galleries |  | Enterprise |
| Librarianship and Information Management |  | Industry and Commerce |
| Outreach and Public Understanding of Science and Letters |  | Private Sector Management |
| *Other Disciplines* |  | *Other Disciplines* |
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| **Professional, Educational and Public Sector Leadership** |  |  |
| Leadership and Development of Higher Education |  |  |
| Leadership and Development of School and Further Education |  |  |
| Not-for-Profit and Voluntary Sector Leadership |  |  |
| Professional Leadership |  |  |
| Public Policy and Public Sector Leadership |  |  |
| *Other Disciplines* |  |  |