THE LEARNED SOCIETY OF WALES
CYMDEITHAS DDYSGEDIG CYMRU

Election to Fellowship of the Learned Society of Wales – 2020-21
Guidance on the Election Process

CONTENTS

INTRODUCTION

WHO IS THIS DOCUMENT FOR?

This document is intended for the following people involved in a nomination for Fellowship:

- Nominee

- Proposer (the main nominator)

- Informed Supporter

- Independent Assessors

- Members of the Scrutiny Committees who assess nominations

If you are interested in being nominated for Fellowship in future, we hope that you will find this a useful guide. The Society is committed to running a fair, open and transparent election process.

WHAT IS THE LEARNED SOCIETY OF WALES?

We are the national scholarly academy of Wales, founded in 2010. We have a Fellowship of over 560 outstanding individuals, representing expertise across all academic fields and beyond. We use this collective knowledge to promote research, inspire learning, and provide independent policy advice.

The Society is a Royal Charter Charity, registered charity number 1168622. You can find out more about us here:

www.learnedsociety.wales

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WHAT DOES FELLOWSHIP MEAN?

Election to Fellowship is a public recognition of excellence. All our Fellows have made an outstanding contribution to the world of learning and have a demonstrable connection to Wales.

Because of the status of Fellowship, all Nominees (except for Honorary Fellows) must go through a rigorous process of assessment. The process is competitive – around 40 new Fellows are admitted each year, but we receive many more nominations. On p.4, you can find out more about our criteria for Fellowship.

Once elected, Fellows are lifelong members and are asked to contribute to the Society's work where possible. This may include contributing to our events, policy work, public engagement activities, governance or future election processes.

A list of our current Fellows is available here:

www.learnedsociety.wales/fellowship/fellows

THE ELECTION PROCESS

OVERVIEW

1	Nominations submitted	30 June to 31 October 2020
2	Independent assessments sought for each nomination	November – December 2020
3	Nominations assessed by Scrutiny Committees	January 2021
4	Vice-Presidents propose shortlist to the Society's Council	February 2021
5	Council finalises list of Nominees	March 2021
6	Fellowship votes on the Nominees	April 2021

WHAT IS NEEDED FOR A VALID NOMINATION?

A nomination is made by a Proposer, supported by a Seconder. They must both be existing Fellows of the Society.

The Proposer must submit all of the following documents, fully completed, before the deadline (see www.learnedsociety.wales/fellowship/becoming-a-fellow/nomination-forms):

- **Nomination Form** – completed by the Proposer and signed by the Seconder
- **Nominee Evidence Form** – completed by the Nominee
- **Nominee's full CV** – provided by the Nominee; to include a full list of any publications or outputs
- **Informed Supporter Report** – completed by the Informed Supporter, in response to the information on the Nominee Evidence Form

Nominees also have the option to complete a confidential **Individual Circumstances Form**, detailing any circumstances that may have affected their career. They should submit this directly to the Society. We will only share it with the Chair of the Scrutiny Committee responsible for considering that nomination.

It is vital that the forms are completed as fully as possible and abide by any stated word limits. We will not consider any unsolicited additional materials, references or letters of support*.*

Please note:

- The nomination must be kept **strictly confidential** between the Nominee, Proposer, Seconder and the Society.

- Nominees should not, under any circumstances, initiate their own nomination, complete the Nomination Form or obtain the supporting signatures themselves.

- The Society will not enter into any communication with the Nominee about the nomination.

DEADLINE FOR NOMINATIONS

All forms must be emailed to nominations@lsw.wales.ac.uk before **12.00 noon on Saturday 31 October**. Forms received after this date, or sent to another address, will not be accepted.

We will acknowledge every nomination we receive. If you do not receive an acknowledgement within 3 days, please send a follow-up email to nominations@lsw.wales.ac.uk. We cannot be held responsible for nominations that do not reach us, or that arrive after the deadline.

WHAT HAPPENS AFTER THE SOCIETY RECEIVES A NOMINATION?

We will pass all the documents – excluding any Individual Circumstances Form – to the Scrutiny Committee selected by the Nominee on their Evidence Form. (We have nine Scrutiny Committees, each dealing with a different area of learning – see Appendix 1 for more information.)

The Scrutiny Committee will seek at least one independent assessment report on each Nominee. It will then meet to assess all the nominations it has received.

The Scrutiny Committee will make its recommendations to one of our Vice-Presidents (or, in the case of the C1 Committee, directly to the Society's Council). The Council then meets in March to make the final decision on which nominations will be put forward to a ballot of all our Fellows.

Please note that the only information submitted to Council is the Proposer's statement about the Nominee (i.e. question 10 on the Nomination Form). Council members are, however, able to view all nomination paperwork on the day of the meeting if they wish.

NEXT STEPS AFTER THE FELLOWS' BALLOT

FOR NOMINEES ELECTED AS FELLOWS

We will contact you to congratulate you on your election as a Fellow. We will invite you to be admitted formally at our AGM in May, and to attend the Annual Dinner that usually takes place on the same day.

Please note that new Fellows are required to pay an admission fee of £80. There is also an annual subscription fee of £160 (£80 for those aged over 70 on 19 May 2021). Those aged over 85 are exempt from admission and subscription fees.

FOR UNSUCCESSFUL NOMINEES

We will contact you and your Proposer to advise you that your nomination was not successful. You will be given the opportunity to receive feedback from the relevant Vice-President (or the President in the case of nominations to the C1 committee).

You may be nominated in future years, as long as your Proposer submits an updated nomination using paperwork for that year's election cycle. There is no limit on the number of times you can be nominated.

ROLES IN THE ELECTION PROCESS – DEFINITION AND ELIGIBILITY

NOMINEE

The Nominee is the individual seeking to be elected as a Fellow. We define a Fellow as follows:

> *Fellows must be **persons resident in Wales, persons of Welsh birth who are resident elsewhere and others with a particular connection with Wales**; in each case, having a demonstrable record of excellence and achievement in one of the academic disciplines or, being members of the professions, the arts, industry, commerce or public service, having made a distinguished contribution to the world of learning.*

Criteria and measures of distinction will, of course, vary between different disciplines and areas of achievement. However, in all cases we define excellence in terms of:

- The Nominee's contributions
- The impact of these contributions on learning in Wales or more widely
- The originality of the Nominee's methods within the discipline or profession, and their contributions to academic life and wider society
- The professional standing of the Nominee amongst our existing Fellows or outside
- Evidence of national/international reputation

We are committed to supporting, developing and promoting equality and diversity in all the Society's practices and activities. We aim to establish an inclusive culture, free from discrimination and based upon the values of dignity, courtesy and respect. We value diversity and recognise that our Fellowship is greatly enhanced by a disparate range of backgrounds, experiences, views, beliefs and cultures represented by its staff and its Fellows. Applications for Fellowship are welcomed in Welsh or English.

By focusing on criteria of excellence, achievement and impact, we ensure that our Fellows are authoritative examples of the very best of Wales in all aspects of the academic disciplines and the professions.

PROPOSER

The Proposer is responsible for completing the nomination form and submitting all the documents noted under 'What Is Needed for a Valid Nomination?' (p.2). They are the Society's main point of contact regarding the nomination and will be (along with the Nominee) informed of the result at the end of the election process.

The Proposer must be an existing Fellow of the Society. In each election cycle, a Fellow may act as Proposer for **three NEW Nominees only**. However, female Nominees and Nominees from other under-represented groups are exempt from this restriction.

To avoid conflicts of interest, a Proposer must **not** be:

1. A chair of any of our Scrutiny Committees
2. A member of the Scrutiny Committee to which the nomination is being submitted
3. Related by family to the Nominee

SECONDER

The Seconder supports the nomination and completes questions 4-5 on the nomination form.

Like the Proposer, they must be an existing Fellow. To avoid conflicts of interest, they may not be related by family to the Nominee. (The other restrictions on Proposers do not apply.)

INFORMED SUPPORTER

The Informed Supporter uses their knowledge of the Nominee to support the nomination. They are asked to complete a separate report form and send this to the Proposer before the deadline for nominations.

They do not need to be an existing Fellow, but should be:

- Someone who knows the work of the Nominee (they may have worked with them – e.g. as a co-grant holder, co-author, supervisor or collaborator – but this is not a requirement)

- A distinguished scholar with international standing in their field, or (in the case of nominations to the C1 category) a similarly qualified individual from business, public service or the professions

The Informed Supporter **must not** be:

- A member of the Society's Council or any of its Scrutiny Committees

- Employed by or based at the Nominee's institution/organisation

The Proposer, Seconder and Nominee may discuss appropriate people for this role, but only the Proposer should contact the Informed Supporter and obtain their report.

INDEPENDENT ASSESSORS

Each nomination will be assessed by at least one (but preferably two) Independent Assessors.

They do not need to complete any paperwork before the nomination is submitted. Instead, we ask them to complete an independent report at a later stage. In the report, they assess the Nominee against our election criteria and against the benchmarks they claim to meet.

An Independent Assessor does not need to be an existing Fellow, but should be:

- A distinguished scholar with international standing in their field, or (in the case of nominations to the C1 category) a similarly qualified individual from business, public service or the professions

- Familiar with the field, work or standing of the Nominee

They may be based outside the UK in order to aid assessment of the Nominee's international reputation.

Independent Assessors **must not** be:

- Members of the Society's Council or any of its Scrutiny Committees

- Employed by or based at the Nominee's institution/organisation

- Directly associated with the Nominee's work (e.g. a co-author, former supervisor or Co-Principal Investigator)

The Proposer should suggest up to three Independent Assessors on the nomination form. They may discuss the names with the Seconder and Nominee, but must not contact the suggested individuals.

Once we have passed on a nomination to the relevant Scrutiny Committee, it will select one or more appropriate Assessors. This may include other individuals not suggested on the nomination form. The Society will then contact the proposed Assessor(s).

GUIDANCE NOTES FOR COMPLETING THE FORMS

NOMINATION FORM

Except where stated, all sections of the nomination form should be completed by the Proposer.

Questions 1-3 To be completed by the Proposer.

Questions 4-5 To be completed by the Seconder.

You may insert scanned signatures into the Signature boxes.

Question 6 Name the Informed Supporter and provide a rationale for choosing them. Note that the Informed Supporter is required to complete a separate form – see guidance on p.8.

Question 7 Please suggest up to three Independent Assessors for the Scrutiny Committee to consider. As noted on p.5, you should not contact the suggested Assessors.

Question 8 Select the most appropriate Scrutiny Committee to assess the nomination. See Appendix A for more detailed guidance.

Note that a nomination can only be considered by one committee, and it cannot be passed from one committee to another.

Question 9 Again, please refer to Appendix A to answer this question. Note the discipline or field within the Scrutiny Committee's remit which best describes the nominee. You may note more than one if appropriate. If none of them apply, please state "Other" and describe the discipline/field in a few words.

Question 10 This should be written in response to the Nominee's own statement on their Evidence Form. You should make specific reference to the benchmarks against which the nomination will be evaluated – see Appendix 2 for further information.

NOMINEE EVIDENCE FORM

The Proposer and Nominee should work together on the Evidence Form. This provides vital information in support of the nomination. It should provide the necessary evidence:

1. To support the case for election made by the Proposer and Seconder
2. To provide the Informed Supporter, Independent Assessor(s) and Scrutiny Committee with the evidence to make informed judgments about claims made in the nomination

It is particularly important that the Evidence Form demonstrates how the Nominee meets their chosen benchmarks. Further guidance on the benchmarks is available in Appendix 2.

Question 1 Enter your personal details. The declaration on the last page of the form details how we will use this information. We will not pass on your personal information to Independent Assessors.

Please note: if your nomination is successful, we will reproduce the following information **exactly as provided in Question 1** in our register of Fellows and in public announcements:

- Your title, name and any post-nominal letters (therefore, please only give middle names if you use these publicly)
- Your job/role and institution/organisation (however, if you prefer a different affiliation to be listed, please provide it in the box below)

Question 2 Tick 'Yes' if you wish the Scrutiny Committee to take into account special circumstances which have affected your career.

The nature of the excellence we are looking for will always be closely related to the Nominee's lived life and experience. When assessing your nomination, the Scrutiny Committee is able to take into account contractual arrangements (e.g. full-time, part-time, job-share, clinical responsibilities) and any personal, family or non-academic circumstances that may have impacted your career profile or quantity of work. The standards of excellence expected will remain the same.

Factors that may be considered 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, family, or other non-academic circumstances that have restricted or delayed the Nominee's professional career

If the issues are non-confidential, please note them in the text box under Question 2. If the issues or their impact are more confidential in nature, please submit a separate Individual Circumstances Form. This will only be shared with the Chair of the Scrutiny Committee.

Question 3 Please note our definition of a 'connection with Wales':

Persons resident in Wales, persons of Welsh birth who are resident elsewhere and others with a particular connection with Wales

'Other' connections may include – but are not limited to – contributions to the study of Wales, to Welsh public life, or to education systems in Wales.

Question 4 In a maximum of 5 words, describe your field of activity. For example, you may list "Public Health", "International Law", Biochemistry", "European Literature and Culture", "Higher Education Leadership and Management" or "Computer Science". This description will be used as a tag on our website and database, in order to identify Fellows with expertise in a particular field.

Questions 5-8 You should answer these questions in the same way as in a standard CV.

Question 9 Please list up to 20 of your major outputs in date order, starting with the most recent.

For nominations in the A and B categories (Research, Scholarship and Education), the outputs should be significant publications or scholarly contributions. These may include books, refereed journal articles, chapters in books, performances, literary works or musical composition. Please give the details of journal, publishers, dates, and page numbers for each publication/output as appropriate. If you have a [ResearcherID](#) or [ORCID iD](#) profile, it would be helpful for you to provide it here.

For nominations in the C1 category (Business, Public Service and Public Engagement), the outputs may include reports to government, international agencies, major charitable bodies or business; software; designs; performances; literary works; artworks, artefacts or patents. Please give the date and place or other relevant information.

Question 10 Only answer Questions 10 and 11 if your nomination is for Scrutiny Committees A or B. If your nomination is for Scrutiny Committee C1, go to Question 12. (If you do not know which Scrutiny Committee will assess your nomination, please ask your Proposer.)

Please select the benchmarks as instructed on the form. Appendix 2 provides more information about how we use the benchmarks to assess nominations.

Question 11   For each benchmark selected in Question 9, please provide evidence of your achievements. Please note that this section of the nomination is crucial. Only nominations which demonstrate **outstanding achievements** are likely to be recommended for election to the Fellowship. Appendix 2 provides examples of the kinds of achievements that may indicate benchmarks being met.

Question 12   Only answer Questions 12 and 13 if your nomination is for Scrutiny Committee C1.

Question 13   Within the area(s) selected in Question 11, please identify your specific fields of expertise and provide evidence for your achievements. Note that 750 words is the limit for the whole answer, however many areas you selected in Question 11.

Please note that this section of the nomination is crucial. Only nominations which demonstrate **outstanding achievements** are likely to be recommended for election to the Fellowship. Appendix 2 provides examples of the kinds of achievements that may indicate this.

Question 14   This question provides an opportunity for you to give any additional information that may be helpful for the Scrutiny Committee. As well as providing further evidence in your case for election, you might find it helpful to indicate how you would contribute to the life of the Society.

Please remember that this form is the Nominee's only opportunity to provide such information – we will not consider any other documentation sent separately to us.

INFORMED SUPPORTER REPORT / INDEPENDENT ASSESSOR REPORT

Question 1   Please provide the requested personal details and detail your relationship with, or knowledge of, the Nominee. Please refer to p.5 of this document to ensure that you fulfil the criteria to be an Informed Supporter / Independent Assessor.

Question 2   Tick the box that, in your view, most appropriately describes the Nominee in relation to our election criteria. Our Scrutiny Committee will consider this alongside your answer to Question 3.

Question 3   Please provide a rationale for the assessment given in Question 2. To complete this section, we ask you to refer to the Nominee Evidence Form. On this form, the Nominee will choose the benchmarks against which they wish their nomination to be assessed. Please refer specifically to these benchmarks, giving your view on whether the Nominee fulfils them.

INDIVIDUAL CIRCUMSTANCES FORM (OPTIONAL)

Please see the above note (Nominee Evidence Form, Question 2).

APPENDIX 1 – SCRUTINY COMMITTEES

Please use this list to determine which Scrutiny Committee is appropriate for a nomination. We recognise that some Nominees can claim excellence in more than one discipline. In these cases, please select the primary discipline and submit the nomination to this Committee. For a list of current Scrutiny Committee members, go to:

www.learnedsociety.wales/fellowship/becoming-a-fellow/scrutiny-committees

SECTION A – SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS AND MEDICINE COMMITTEES

A1 Committee – Medicine and Medical Sciences

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*

A2 Committee – 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 Committee – Chemistry, Physics, Astronomy and Earth Sciences

Physics and Astronomy	Earth Sciences and Chemistry
Applied Physics	Analytical Chemistry
Astronomy and Cosmology	Catalysis
Atomic and Molecular Physics and Nanotechnology	Chemical Biology and Medicinal Chemistry
Biophysics	Climate and Atmosphere
Computational Physics	Earth Materials
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
	Other disciplines

A4 Committee – Computing, Mathematics and Statistics / A5 Committee – Engineering

A4 Committee – Computing, Mathematics and Statistics	A5 Committee – 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	

SECTION B – HUMANITIES, ARTS AND SOCIAL SCIENCES COMMITTEES

B1 Committee – 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

B2 Committee – 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	

B3 Committee – 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

SECTION C – BUSINESS, PUBLIC SERVICE AND PUBLIC ENGAGEMENT

C1 Committee	
Leadership in Public Engagement and Understanding	**Professional, Educational and Public Sector Leadership**
Librarianship and Information Management	Public Policy and Public Sector Leadership
Curatorship of Museums and Galleries	Not-for-Profit and Voluntary Sector Leadership
Heritage	Leadership and Development of School and Further Education
Dance, Theatre and Performance	Leadership and Development of Tertiary Education
Creative Writing	Professional Leadership
Film, TV, Radio and Digital Media	*Other fields*
Visual and Applied Arts Practice	
Outreach and Public Understanding of Science and Letters	
Other fields	
Contribution to Private Sector Leadership	
Industry and Commerce	
Enterprise	
Private Sector Management	
Other fields	

APPENDIX 2 – BENCHMARKS

PURPOSE OF BENCHMARKS

Our benchmarks are to be used as a standard or reference point against which:

1. Proposers and Nominees may construct the statements made on the Nomination Form and the Evidence Form; and

2. Scrutiny Committees may evaluate Nominees' claims and contributions

They are neither exhaustive nor prescriptive. They are designed to add to the consistency and transparency of the election process across all Scrutiny Committees.

The Proposer and Nominee should identify the benchmarks in which they are claiming excellence and wish to be evaluated against. On the Nominee Evidence form, they should provide evidence for meeting these benchmarks as well as demonstrating that they meet our criteria of excellence (see p.4).

There are two sets of benchmarks:

- **Research, Scholarship and Education** benchmarks (Scrutiny Committees A and B) represent the major activities to which academic staff contribute and in which they may come to excel. Nominees in this category should select **5 to 6 benchmarks.**

- **Business, Public Service and Public Engagement** benchmarks (Scrutiny Committee C1) are more general. Nominees in this category should select **one or more areas of achievement** and the specific field(s) of activity in which excellence is claimed.

There is no requirement for Nominees to meet all the benchmarks in any area or to demonstrate excellence and impact in relation to all of them.

RESEARCH, SCHOLARSHIP AND EDUCATION BENCHMARKS (SCRUTINY COMMITTEES A AND B)

The Proposer and Nominee should identify **5 to 6** of the following benchmarks. You may choose benchmarks from one or more of the three headings below.

Research Benchmarks

i. Outstanding record of publications in peer-reviewed journals of national/ international standing and/or books by major publishers in the applicant's field and/or musical composition, performance, patents etc.

ii. Evidence of a sustained record of external or other funding appropriate to the discipline and of the ability to produce outputs with impact on learning in Wales

iii. A sustained record of supervision of researchers/ research students

iv. Evidence of outstanding contribution at a Welsh, UK or international level to the subject area, professional bodies and/or evidence of external esteem

Scholarship and Education Benchmarks

i. Outstanding contributions to the pedagogy of the subject area/ professional practice

ii. Excellence in scholarship/research related to learning and teaching

iii. Evidence of outstanding leadership in developing teaching and learning and/or educational practice external to one's own university context in Welsh, UK and/or international contexts

iv. Sustained record of external funding/esteem appropriate to the discipline and or area of education involved

Education: Academic Engagement / Innovation and Leadership Benchmarks

i. Evidence of sustained academic leadership and senior level management and co-ordination in the tertiary sector

ii. Evidence of activities that promote/enhance the understanding and reputation/profile of academic work, and professional activity

iii. Evidence of significant involvement in widening participation, capacity building and/or supporting/developing education in Wales and more widely

iv. A sustained contribution to knowledge transfer of tangible and intellectual property, expertise, learning and skills between academia and the non-academic community

BUSINESS, PUBLIC SERVICE AND PUBLIC ENGAGEMENT BENCHMARKS (SCRUTINY COMMITTEE C1)

The Proposer and Nominee should indicate clearly the area(s) of activity (of i, ii and iii below) to which the nomination belongs, and the specific field(s) within this area. In all cases, the benchmark for a successful C1 nomination is to demonstrate the Nominee's **outstanding, sustained contribution** in the field(s).

The C1 committee looks for evidence of excellence and achievement that demonstrates:

- Leadership and national/international standing

- Originality and impact on the field

- Major contribution to learning in Wales and more widely

We welcome the nomination of outstanding Nominees working in the following areas:

i.   Leadership in Public Engagement and Understanding

Benchmark: Outstanding, sustained contribution, e.g. in fields such as:

- Librarianship and Information Management

- Curatorship of Museums and Galleries

- Heritage

- Dance, Theatre and Performance

- Creative Writing

- Film, TV, Radio and Digital Media

- Visual and Applied Arts Practice

- Outreach and Public Understanding of Science and Letters

- Other fields

ii.   Professional, Educational and Public Sector Leadership

Benchmark: Outstanding and sustained contribution, e.g. in fields such as:

- Public Policy and Public Sector Leadership

- Not-for-Profit and Voluntary Sector Leadership

- Leadership and Development of School and Further Education

- Leadership and Development of Tertiary Education

- Professional Leadership

- Other fields

iii.   Contribution to Private Sector Leadership

Benchmark: Outstanding and sustained contribution, e.g. in fields such as:

- Industry and Commerce

- Enterprise

- Private Sector Management

- Other fields

MEETING THE BENCHMARKS

To be elected to Fellowship, it is not sufficient to simply meet the benchmarks. They must be met in ways which demonstrate the Society's criteria of excellence (see p.4) – an outstanding contribution and impact on learning in Wales. The election is a competitive process, so a nomination must also stand out among others if it is to be successful.

The following examples – provided for the guidance of Proposers, Nominees and Scrutiny Committees – set out the kinds of achievement that indicate benchmarks met in this way.

Research, Scholarship and Education (Scrutiny Committees A1-A5 and B1-B3)

Indicators of Research benchmarks:

- A sustained record of the highest academic achievement and professional standing with demonstrated impact on the subject, the academy and/or the wider society in Wales and beyond

- Significant contributions in research and scholarship, with impact on the subject and the individual's international standing

- Outstanding research leadership, including successful capture and management of external funding resulting in major outputs, impact on user communities and esteem appropriate to the discipline

- Outstanding contributions in research and its application, with impact on the user community, and the individual's international standing

- Outstanding record of supervision of researchers/research students, resulting in major contribution to the next generation of scholars, and the development and continuity of the relevant discipline or field

Indicators of Scholarship and Education benchmarks:

- A sustained record of the highest academic achievement and professional standing with demonstrated impact on the subject, the academy and/or wider society

- Outstanding scholarly contributions to the development and maintenance of the disciplines and to the development of education in the field

- Significant impact from involvement in widening participation, engaging with learners and supporting the development of education in Wales and/or more widely

- Outstanding and sustained contributions to the pedagogy of the subject area and/or professional practice

- Outstanding and sustained innovation and course development, course design and administration producing demonstrable impact on areas and communities of learning in Wales, and/or at a UK or international level

- Outstanding Leadership in developing teaching and learning in the Higher Education and/or other educational sectors in Wales, and/or at a UK or international level

- Major and sustained contribution to, and engagement with, the discipline, research and its impact, the education of students, and/or relevant professional bodies in Wales, at national UK or international level

- Inspirational contribution to developing the next generation of scholars, and the development and continuity of the relevant discipline or field

Indicators of Education: Academic Engagement/Innovation and Leadership Benchmarks

- A sustained record of the highest academic achievement and professional standing with demonstrated impact on the subject, the academy and/or the wider society

- The facilitation and enabling of the research, scholarship education of others, through major contributions to and support for education and learning in Wales

- A significant impact on areas and communities of learning in Wales, and/ or at a national UK or international level

Business, Public Service and Public Engagement (Scrutiny Committee C1)

Indicators of achievement against the benchmarks might include, for example:

- Activities that promote engagement with the world of learning in Wales and beyond

- Sustained commitment to the transfer of tangible and intellectual property, expertise, learning and skills between the non-academic community and academia, in Wales, the UK or internationally

- Outputs and publications (e.g. journal articles, books, performances, broadcasts, composition, exhibitions, software, patents) with demonstrable standing and impact

- Activities that promote/enhance the communication of the disciplines or professions to wider audiences in Wales and beyond

- Inspirational contribution to developing the next generation of scholars, and the development, support and continuity of the relevant discipline or field

- The facilitation and enabling of the education of others, through major contributions to and support for learning in Wales

- Outstanding contribution to the development and maintenance of the disciplines/professions to the benefit of Wales and its communities

APPENDIX 3 – ADDITIONAL GUIDANCE FOR SCRUTINY COMMITTEES

The following additional guidance is for members of our nine Scrutiny Committees. It is provided here in order to make the election process, and the decisions surrounding it, transparent to everyone.

CONFIDENTIALITY

Information and documentation on nominations for election are provided to members of Scrutiny Committees on a strictly confidential basis and must under no circumstances be discussed with or disclosed to anyone other than:

- Fellow members of the Scrutiny Committee
- Independent Assessors
- The responsible Vice-President (or President in the case of the C1 Committee)
- Staff of the Learned Society of Wales

COMPOSITION OF COMMITTEES

1. Each of the 'A' and 'B' Scrutiny Committees has a core membership normally comprising the Chair, Vice-Chair, and between 3 and 7 other Fellows who are active or experienced in relevant fields. Where a Committee identifies a need for further specialist input, it may additionally co-opt one or more Fellows previously elected by that Committee.

2. The C1 Committee comprises the Society's President, two Vice-Presidents, Treasurer and General Secretary, plus two other members.

3. To aid the scrutiny process, contact emails for each member of the Scrutiny Committee will be circulated to other committee members, and contact emails for each Chair will be circulated to the other Chairs.

OVERALL LENGTH OF SERVICE

1. Ordinarily, a Fellow should not exceed nine years' continuous service on any committee – whether accumulated as a Chair, Vice-Chair or a member.

2. Once a Fellow reaches the nine-year limit, a period of one year should elapse before they are eligible to serve on that committee again.

APPOINTMENT OF CHAIRS AND VICE-CHAIRS

1. Appointment of Chairs:

   The following provisions apply to all 'A' and 'B' committees but not to the C1 committee, which is chaired by the Society's President.

   a. Committee Chairs may serve a term of 3 years, plus, at the relevant Vice-President's discretion, up to 3 additional years thereafter.

b. When a committee requires a new Chair, the staff team will seek expressions of interest from all Fellows previously elected by that committee. A role description will be provided. Candidates will be expected to have prior experience of serving on that committee.

c. If one Fellow makes an expression of interest, they will be appointed subject to the Vice-President's approval.

d. If more than one Fellow makes an expression of interest, they may be asked to provide further information to support their candidature. The Fellowship Committee will be responsible for considering the information provided, interviewing the candidates if required, and agreeing which candidate to appoint.

2. Appointment of Vice-Chairs:

a. Vice-Chairs may serve a term of 3 years plus, at the Chair's discretion, up to 3 additional years thereafter.

b. When a committee requires a new Vice-Chair, the staff team will seek expressions of interest from all current members of that committee. A role description will be provided.

c. If one member makes an expression of interest, they will be appointed to the role subject to the Chair's approval.

d. If more than one member makes an expression of interest, they may be asked to provide further information to support their candidature. Based on the information provided and on discussion with the candidates if required, the Chair will appoint the Vice-Chair.

APPOINTMENT OF MEMBERS

1. For 'A' and 'B' committees:

a. Members may serve a term of 3 years plus, at the Chair's discretion, up to 3 additional years thereafter.

b. When a committee requires new core members, the staff team will seek expressions of interest from all Fellows previously elected by that committee. If the committee needs expertise in certain subject areas, or lacks diversity in line with the Society's Equality, Diversity and Inclusion strategy, this will be noted when the call goes out. By agreement with the Chair, this general approach may be supplemented by targeted communication with specific Fellows.

c. Based on the committee's needs, Chairs will appoint core members from those who express an interest, referring to the Vice-President throughout.

d. If a committee still requires additional expertise to fulfil its responsibilities during that year's election cycle, Chairs may co-opt one or more Fellows previously elected by that committee.

e. Each committee will give consideration to an appropriate turnover of its members each year, to ensure a balance between continuity and new perspectives.

2. For the C1 committee: when a new Council representative is required, the staff team will seek expressions of interest from all Council members. Based on the committee's needs, the President will appoint the representatives from those who express an interest.

CONFLICTS OF INTEREST

1. The Society is committed to ensuring that its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour or disfavour any individual connected with the Society.

2. We have a duty to ensure that every committee member understands what constitutes a 'conflict of interest', and that they have a responsibility to recognise and declare any conflicts that might arise for them.

3. Conflicts of interest can be defined as:

   *"a set of circumstances that creates a **risk** that an individual's ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest"*

4. A conflict of interest may be something that affects a committee member directly, or indirectly, through a family member, a friend or a business partner.

5. Committees have the following responsibilities:

   a. To include conflicts of interest in their agenda each time they meet.

   b. At the beginning of each meeting, through the Chair, to ask members to declare any private interests in the items to be discussed at the meeting.

6. To reduce the risk of conflicts of interest in the nomination process:

   a. A Scrutiny Committee **member** may not be Proposer of a nomination for the committee on which they serve.

   b. A Scrutiny Committee **Chair** may not be Proposer for nominations to any committee.

   c. A Scrutiny Committee **member** may not be a member of the Society's Council. The C1 General committee is an exception, and members of that committee are consequently precluded from voting in the Special Council meeting.

   *Restrictions **a** and **b** do not apply to the role of Seconder, or to nominations of Honorary Fellows.*

7. To reduce the risk of conflicts of interest within Scrutiny Committee meetings:

   a. A committee member who is a Seconder or Independent Assessor for a nomination to their committee, or who has a family connection to a Nominee, will be required to leave the room while that nomination is considered.

   b. A committee member who knows a Nominee must not add any personal knowledge about that individual that is not declared on the nomination forms, but may comment on what is on the form if invited to do so by the Chair.

   c. At each committee meeting, the Chair will call for declarations of interest before members begin to review nominations. Members must declare any interests of the type covered in points **a** and **b**, or any other relevant interest in a nomination.

   d. If the Chair has a conflict of interest with a nomination, the Deputy Chair will lead the evaluation of that nomination.

   e. In all cases, conflicted member(s) may not participate in, or influence, the decision or any vote on the relevant nomination; they must also withdraw from the meeting during such votes.

ALLOCATION OF NOMINEES TO SCRUTINY COMMITTEES

1. The staff team will allocate each nomination to the Scrutiny Committee selected by the Proposer on the Nomination Form. If the Proposer selects more than one committee, staff will correspond with them to determine the most appropriate committee. If they cannot make this determination, staff will correspond with the relevant committee chairs.

2. If a Proposer wishes an unsuccessful nomination to be considered again, they must resubmit it using the correct forms for that year's election cycle, before the normal deadline; only then will it be allocated to a Scrutiny Committee.

INDEPENDENT ASSESSORS

1. An initial assessment of each nomination will be carried out by at least one, but preferably two, Independent Assessors. See p.5 for a description of this role.

2. Initially, two Assessors will be invited to complete an assessment report. A third Assessor will normally be held in reserve, in case (a) the first two reports give opposing evaluations of the Nominee, or (b) one of the suggested individuals is unwilling or unable to act. The Society may contact one or more of the Assessors named on the Nomination Form but may also contact others.

3. Those invited to be Assessors are asked to respond to the invitation within a short period, to confirm whether they are willing and able to provide a report by the required date. In the case of a negative response or no response by the due date, another potential Assessor should be invited to provide a report.

4. Using the Assessor's Report form, each Assessor will:

   a. Place each nomination in one of the five categories:
      - Outstanding
      - Meets criteria for being elected
      - Potentially electable
      - Unsuitable or uncompetitive for election now
      - Unable to comment

   b. Provide a thorough rationale for their decisions, explicitly referring to the Nominee Evidence Form and making specific reference to the benchmarks against which the nomination is to be evaluated.

5. If a Scrutiny Committee cannot secure a report from an Assessor, the Chair will consider (in consultation with the relevant Vice-President) whether the committee can evaluate the Nominee without one.

ASSIGNMENT OF NOMINEES TO SCRUTINY COMMITTEE MEMBERS

The Chair of each Scrutiny Committee will assign each nomination it receives to a committee member for initial review. This member will:

1. Undertake any additional research into the Nominee that may be needed to supplement the information on the forms and reports.

2. Introduce the Nominee to the rest of the committee when it holds its formal meeting (see below).

SCRUTINY COMMITTEE DECISION-MAKING

1. Prior to considering nominations, the Scrutiny Committee Chairs, President and Vice-Presidents will:

    a. The Scrutiny Committee Chairs, President and Vice-Presidents will meet for a detailed briefing on the scrutiny procedures, including any changes made to that year's election process.

    b. All committee members will be offered training/advice on Equality, Diversity and Inclusion within the scrutiny process.

2. During January and February, each Scrutiny Committee will meet (usually in person) to consider the nominations allocated to it and to agree a ranked list of Nominees.

3. The quorum for all committees is two-thirds of the membership (rounded up to the next integer). This includes members joining the meeting electronically.

4. During the meeting, committee members will consider nominations in the context of related Assessors' reports and assess the nominations against the criteria for excellence (p.4) and Benchmarks (Appendix 2).

5. Committees are asked to compile up to five lists during their meeting:

    a. A ranked list of those assessed as outstanding against all selected benchmarks

    b. A ranked list of those who are electable, with some evidence of outstanding achievement

    c. A ranked list of those who are electable but with little or no evidence of outstanding achievement

    d. An unranked list of those considered unelectable, but potentially electable in the short term

    e. An unranked list of those considered unelectable, and unlikely to meet the criteria for election

6. After the meeting, the following process applies for A and B Scrutiny Committees:

    a. The Chair will submit the committee's categorised lists of Nominees to the staff team for onward transmission to the responsible Vice-President, and will send copies to all members of the committee, confirming the outcome of the meeting.

    b. Chairs of Scrutiny Committees will meet with the Vice-Presidents (in two separate meetings) to discuss the committees' categorised lists of Nominees and to compile a ranked list of Nominees for submission to Council. **No person who cannot commit to attending this meeting will be eligible to serve as a Scrutiny Committee Chair.**

    c. During the meeting with the Scrutiny Committee Chairs, each Vice-President will compile two lists:

    -   An unranked "A" list of the very best Nominees

    -   A ranked list "B" of Nominees who have met the criteria for election

7. For Scrutiny Committee C1, both the stages described in points 4 and 5(c) will be undertaken in one meeting, i.e. the committee will compile up to five lists and then the "A" and "B" lists.

8. The Society's Council will consider the three sets of "A" and "B" lists at its Special Meeting in March. The approved list of Nominees will then be submitted to a formal ballot of the Fellowship.

9. The presumption is that all Nominees on the three "A" lists will normally be approved by Council for inclusion on its list. Council will determine which, if any, Nominees from the "B" lists should also be included on the approved list.

10. There is no absolute limit on the number of new Fellows elected each year, but there is an expectation that a total of around 40 will be elected.

11. The lists produced by the Scrutiny Committees and the Vice-Presidents must be treated as strictly confidential. While unsuccessful Nominees are entitled to receive feedback on their nomination (see below), they are not entitled to see the lists or their ranking amongst other Nominees.

FEEDBACK TO NOMINEES

1. At each Scrutiny Committee meeting, feedback should be collected for all Nominees classified below 'outstanding against all selected benchmarks' (see point 4 above). This is because committees will not know until after the Special Council meeting who among the electable will be recommended for election. Feedback does not need to be collected for those ranked 'outstanding against all selected benchmarks', as the assumption is that such Nominees will go forward for election automatically.

2. To ensure feedback is collected in a consistent and evidence-based manner, the committee Chair will complete a short feedback form, referring to the benchmarks (Appendix 2). This will then be submitted to the Vice-Presidents.

3. Only the Vice-Presidents (or the President in the case of the C1 committee) may give feedback to unsuccessful Nominees. Feedback will be provided directly to Nominees, to avoid second-hand messages and inconsistency in the transmission of often sensitive and sometimes confidential issues.

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