



The Royal Society of New South Wales

“for the encouragement of studies and investigations in Science Art Literature and Philosophy”

Guidelines for nomination for Fellowship of the Royal Society of NSW

The Society is particularly interested in the contribution that academia, the arts, business, public affairs and leadership candidates can make to the Society and, in particular, is looking for Fellows that will become actively involved in the work of the Society. Candidates who already have a wide range of interests and involvement in Australian public life are particularly suitable. Proposers are requested to hold detailed discussions with the candidate before completing the nomination form. Proposers should not rely on the Fellows Committee’s existing knowledge of the candidate, no matter how well known the candidate may be. Please refer to the additional document Criteria for Election before completing this form.

Proposer and seconder

- the proposer and seconder both must be Fellows or full Members of the Society.
- The proposer is responsible for identifying and liaising with a seconder to support the nomination.
- The proposer and seconder must have personal knowledge of the candidate’s work and it is advisable that at least one is from the same subject area.
- Only one of the proposer or seconder may be employed by the same organisation or company as the candidate. It should be noted that it is in the candidate’s interest that both proposer and seconder are from different organisations than the candidate to show the breadth of support for the candidate.

The nomination process

- The case must be made on the approved nomination form, submission of curriculum vitae (CV) and the letter of support, prepared in the form outlined below. No unsolicited additional materials will be accepted.
- For a nomination to proceed, three documents must be submitted electronically:
 - The nomination form (this must be the Excel-formatted form that can be downloaded from the Society’s website);
 - CV; and
 - letter of support.

The CV and letter of support should be in PDF format. **All documents must be submitted by email (marked confidential) to the Society secretariat at royalsoc@royalsoc.org.au.**

- Please complete the nomination form and the letter of support as fully and correctly as possible; in particular, title, post-nominals (in the right order), and home address. Forms that contain scant information, however positive, may not be accepted by the Fellows Committee.

- The Fellows Committee members considering the nomination will not necessarily be specialists in the candidate's specific area and this should be kept in mind when completing the form.
- The nomination should be kept confidential.
- Candidates may initiate their own nomination but must identify a suitably qualified proposer and seconder to take the nomination forward.
- Candidates should note that election criteria are rigorously observed and that there is no guarantee of success.

Letter of support

The letter of support should contain the following information and be no longer than two A4 pages:

- Candidate's name in full, including Order of Australia honours (or equivalent honours from another country).
- Job title and organisation, including a brief description of job responsibilities.
- Candidate statement (750 words maximum). A statement written by the candidate setting out their suitability for Fellowship of the Society, personal achievements, how they would contribute to the work of the Society etc. This should include:
 - Major achievements made by the candidate to her/his area of activity [in the case of candidates in business or public service, it may be useful to mention employee numbers, turnover, profit, investment, market position, etc.];
 - The impact of the above achievements on the candidate's area and beyond [refer to the criteria for election];
 - Evidence of international and/or professional recognition;
 - Evidence of wider contributions to society [e.g., public and charitable service, work with academia, contribution to public understanding of the candidate's area of activity etc.];
 - Contributions the candidate could make to the activities of the Society.
- Outputs and achievements. List the candidate's major outputs and achievements such as: peer-reviewed publications; citation record; designs; patents; inventions; software; innovations; quantitative data on products and companies; performances; reports to government; works of art, literature or music; exhibitions etc.
- Proposer's statement (150 words maximum). Statement by the proposer which should add to and respond to the candidate's statement.
- Seconder's statement (150 words maximum). Statement by the seconder which should add to and respond to the candidate's statement.

Declaration

The final paragraph of the letter should contain the following declaration:

"I hereby confirm that I am content for the information provided in this letter and the accompanying nomination form and curriculum vitae to be held on the Society's systems and made available to the Fellows Committee and Council of the Society as part of the election process and that, if elected, I am willing to accept Fellowship of the Society".

The letter should be signed and dated by the candidate, the proposer and the seconder. Digitally-signed PDF documents are acceptable.

Approved by the Fellows Committee on 23 June 2018.