



CSSE/SCIS Fellowship Nomination and Processing

General

The Constitution and Bylaws of The Canadian Society for Senior Engineers (CSSE), La Société canadienne des ingénieurs seniors (SCIS), a member society of the Engineering Institute of Canada, state in Article 7.6: “The Board may appoint Honorary Members and Fellows in recognition for work done for the Profession, including CSSE/SCIS”.

The Board may appoint Honorary Members who are not Engineers or Applied Scientists in recognition of exceptional services provided or contributions made to the CSSE/SCIS.

Appointments shall be made by a majority of the Board upon nomination by the Chair of the Honours and Awards Committee in accordance with Board approved admission criteria.

Unless specified otherwise by the Board, annual Membership dues shall be waived.

There are certain individuals who not only meet the prerequisites considered necessary to be granted Honorary membership but far exceed them in terms of outstanding contributions made to science and the nation in general. In these cases, appointments to CSSE/SCIS Fellowship can be made by a majority of the Board upon nomination by the Chair of the Honours and Awards Committee in accordance with Board approved admission criteria.

Unless specified otherwise by the Board, annual Membership dues shall be waived.

Fellowship Nominee Selection

In September of each year, the nomination process for engineers being considered for fellowship will be undertaken by nominators in preparation for submission to the Honours and Awards Committee.

Nominations will be determined on the basis of contributions to the engineering profession in one or more of the following categories:

1. Local community, provincial, national or international activities or a combination thereof in which members of the Canadian public or of the world community are the beneficiaries;
2. The receipt of an honour or award signifying peer recognition by a governmental or non-governmental organization and/or
3. Those engineers who are prominent CSSE/SCIS members who have noteworthy professional accomplishments and who have served the CSSE/SCIS, any other EIC member society or other learned society at the local or national level.

Guidelines for Nominators

1. Nominations must be received by the Chair of the Honours and Awards Committee by November 30 for fellowships to be awarded at the Annual General Meeting to be held in the spring of the following year.

2. The confidentiality of all nominations must be maintained until the President approves the disclosure of the names of the nominees in the announcement papers issued by the Secretary regarding the agenda for the Annual General Meeting. The nominators must not, therefore,

inform the nominee that he/she is being considered for election as a Fellow of the CSSE/SCIS.

4. Nominators must be current CSSE/SCIS members.

5. Nominators are to prepare a nomination package for submission to the Honours and Awards Committee. The nomination package should include:

a. a completed CSSE/SCIS Fellowship Nomination Form (see Appendix B);

b. a nomination statement, not exceeding two pages in length, that includes a summary of information about the following:

i. education (degree/degrees, year, institution);

ii. work history (company, government department/agency, educational institution, Canadian Forces);

iii. honours and awards received (engineering, professional association/community/volunteer achievements);

iv. professional activities and community/volunteer activities; and

v. publications (books authored, refereed journal/conference papers);

Note: The Nomination Statement is simply a plain text, two page concise statement of information that will provide the Honours and Awards Committee with sufficient evidence upon which to evaluate the validity of the nomination and to base its recommendations to the President.

c. a citation, not exceeding 150 words;

Note: A synopsis of each citation will be drafted by the Chairman of the Honours and Awards Committee for oral delivery at the Awards Dinner. Copies of the complete citation will be available at the Reception Desk for Awards Dinner participants;

d. letters of support from one or two co-nominators;

Note: Co-nominators need not be current CSSE/SCIS members but should be members of a fellow EIC Society, another professional association or persons of recognized contributions to Canada who are willing to serve as testators to the nomination due to close association in the engineering work or community service of the nominee. Letters of co-nomination should be substantive declarations in support of the nomination not exceeding one page in length. They must not be simply a single statement such as: "I support.....";

e. a copy of the nominee's curriculum vitae. (short form recommended, lists of published papers should not be included); and

f. documents pursuant to items a, b, c, d and e should be separate from each other to facilitate transmission of individual documents to members of the Honours and Awards Committee and to the CSSE/SCIS President (if so requested).

Nominee Acceptance of a Fellowship

Fellowship nominees have two options; accept or decline their nomination. A request for deferral of the Fellowship to a later year is not an option.

Fellowship Certificates

Ideally, the certificates will be presented by the President to the new Fellows during the Annual Awards gala. If, however, a new Fellow is unable to attend the gala, then the Fellowship Certificate can be sent to the applicable nominator who can present it at a suitable time and place. The nominator may also request that the area Director present the Fellowship Certificate at the local CSSE/SCIS branch.