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**SSERC Honorary Fellowship Award Guidance Document**

# Criteria for the SSERC Honorary Fellowship Award

The award of Honorary Fellowship is a prestigious award made to individuals who contributed exceptionally to STEM learning and training in Scotland throughout their career and demonstrated the values associated with the SSERC.

Nominations are accepted annually but do not guarantee the annual awarding of a Fellowship.

## Criteria and requirements

In considering nominating someone for an Honorary Fellowship Award, thought will be required regarding how the nominee has supported STEM education and training in Scotland and the impact their support has had. There are several categories identified that would support consideration for an Honorary Fellowship. These are provided for illustrative purposes only.

1. **Publication of the results of STEM research:**  Includes the development of new data and interpretation of data in some aspects of STEM reported in standard publications appropriate for the discipline.
2. **Applied research:** The practical application of STEM knowledge in academia, industry, or governmental agencies at all levels.
3. **Training of STEM:** Teaching STEM students in education programs constitutes an important contribution to STEM education. In addition, participation in the presentation of specialised training in applied programs, short courses, etc., may also be recognised. Preparation of educational materials (textbooks, laboratory manuals, short-course guides, field guides, etc.) may also constitute a contribution. This would include early years, primary and secondary education, and further and higher education.
4. **Public awareness of STEM:** Presentations of STEM work to governmental agencies (legislative bodies, committees, etc.) and the public, in general, may provide the basic support for important advances and increased awareness in STEM.
5. **Professional organisations:** Participation in the leadership of professional organisations relating to STEM.
6. **Editorial, bibliographic, and library responsibilities:** The dissemination of STEM knowledge contributes to advancing STEM education.
7. **Other:** The opportunities available to SSERC members to contribute to STEM are as diverse as STEM itself. Therefore, a nominating sponsor may present activities that do not fit into any of the above categories.

A nominee for a SSERC Honorary Fellowship must:

* be associated with a SSERC member local authority or member organisation, or
* be an ex-employee of SSERC who continues to make a significant contribution to STEM education and training in Scotland
* have had an established career
* be nominated by a SSERC member, local authority or organisation, or a member of the SSERC Board.
* Self-nominations will not be accepted.

Please note:

The nominee will be required to verify the accuracy of the information in the nomination form and provide a signature confirming the agreement for their information to be stored for the required timeline as part of this process.

All nominations will be considered by the SSERC’s Nominations Committee (a Sub-Committee of the SSERC Board of Directors and Trustees), which will make a recommendation to the Board for approval.

**Nomination Process for the SSERC Honorary Fellowship Award**

We have streamlined the nomination process to minimise the initial work required to apply. The Nomination process has three stages:

Stage 1 – Submit a formal nomination using the SSERC Honorary Fellowship Award Form (2024). This can be located at [SSERC Honorary Fellowship - SSERC](https://www.sserc.org.uk/honorary-fellowship/)

Stage 2 – If requested, submit a CV to support the nomination.

Stage 3 – Decision communicated.

## Advice for nominators

* 1. All information submitted must be typed and in electronic format.
	2. When the nomination form is complete, it will be important to obtain verification from the nominee, who will need to sign to verify the accuracy of the information and also provide consent for sharing information to comply with the General Data Protection Regulation (GDPR).
	3. Nominators should assume that the SSERC Nominations Committee has no previous knowledge of the nominee and that all relevant information and evidence to support the nomination is documented to enable an objective decision.
	4. Once the nomination is complete, it should be sent to the SSERC Chief Executive Officer (CEO) and should contain a completed nomination form. A confirmation of receipt will be sent.
	5. If you wish to discuss the nomination process or the form, please get in touch with the SSERC CEO.
	6. The Nominations Committee will review each nomination and determine which merits further consideration. At this stage, the SSERC CEO will contact the nominator, requesting a CV of the nominee, which provides additional detail to support the initial nomination statement.
	7. The Nominations Committee will consider all CVs, facilitating a decision on the award of an Honorary Fellowship.
	8. The SSERC Chief Executive Officer will contact all nominators, indicating the decision reached. Additionally, any nominee who has been selected to receive an Honorary Fellowship will be contacted by email.

## Role of the SSERC Nominations Committee

* 1. The Nominations Committee will assess all nominations to determine if they meet the criteria to the required standards.
	2. The SSERC Nominations Committee will determine final recommendations in preparation for the SSERC Board of Directors and Trustees’ approval. This will be in the form of a report with recommendations for approval/non-approval, plus additional information to explain the rationale for the recommendations.
	3. Once the process has been completed and following the Awards event, all personal information about the nominee and the nominators will be destroyed to comply with GDPR.
1. **Role of the SSERC Board of Directors and Trustees**
	1. The Board will read the report from the Nominations Committee and their recommendations. The full nomination form supporting CV will be available at the Board meeting if required. The Board will then need to approve each recommendation for an award.
	2. The SSERC CEO will then contact all nominees and nominators to inform them of the outcome.

 SSERC regrets that it cannot enter into correspondence on the merits of a particular nomination.

1. **Timescales for the Nomination Process**
	1. The nomination process will open on 1st September and close on 1st December each year.
	2. The Nominations Committee will make recommendations to the SSERC Board of Directors and Trustees at its March meeting.
	3. Nominees and nominators will be informed of decisions in April each year.
	4. The ward of Honorary Fellowship will be made at an awards ceremony, the date of which will be determined annually.
2. **The Honorary Fellowship**
	1. The Honorary Fellow will receive a certificate, their name on a new SSERC Honorary Fellowship panel situated at SSERC HQ and a fellowship trophy.