

Nomination to Fellowship of the AES

Criteria and evidence

This document is designed to assist and guide the compilation of evidence to support a nomination for fellowship of the AES and should be read in conjunction with the Nomination to Fellowship of the AES Policy.

BACKGROUND

A category of membership known as 'Fellow of the Society' was adopted by the AES in 2003 in order to recognise outstanding contributions by members to the Society and to evaluation more generally in Australia.

This policy envisioned a number of purposes and benefits in relation to achieving the aims of the Society as well as benefits for a Fellow. It was seen to be a distinct form of recognition, differing from the ET&S Award and other categories of award made by the Society, and one which implicitly brought with it a variety of roles and responsibilities. To date, nineteen members have been elected as Fellows and they have collectively and individually made numerous and various contributions.

INFORMATION ABOUT NOMINATING

There are four *screening* criteria specified to determine eligibility for nomination together with two groups of *substantive* criteria. The latter focus on *Contributions to Evaluation*, essentially in evaluation teaching, research and practice, and on *Contributions to the Society*, primarily in relation to its aims and operations.

These guidelines focus on the *substantive criteria* and the nature of the evidence which might support decisions on the degree to which each criterion has been met.

The types of evidence noted here is not exhaustive and, of course, some types of evidence may not be relevant in particular cases; the intent is to guide and assist the nomination and decision making processes.

It is important to be aware that the decision processes involve verifying, assessing and making judgments about the evidence proffered in a nomination. Nominators can assist this process by indicating how and where the various elements of evidence can be located and examined so that they can be assessed independently.

The Society is committed to recognising, through the award of Fellowships, those members who have made an outstanding contribution to the Society and evaluation. The contribution of nominators to achieving this aim through providing the bulk of the evidence to be considered is acknowledged and greatly appreciated by the Society.

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The information provided by the nominators about nominees should be presented in relation to each Criterion. This may involve some overlap and redundancy, but this is necessary so that the nominee's contributions can be fully and fairly assessed.

It is important that the information provided in support of a nomination can be verified. Thus, details of how, where and by whom evidence such as publications, unpublished reports and details of activities, etc. can be accessed, and their significance in context, needs to be provided. Where relevant details are not known to a nominator information may be sought from the nominated person or from the Chief Executive Officer who has access to a variety of information sources.

The fairness and integrity of the decisions made in relation to Fellowship nominations is important and the assistance of the nominators in helping to ensure this is greatly appreciated by the Board.

CRITERIA FOR APPOINTMENT OF FELLOWS

Eligibility criteria

- Current membership in the AES and at least a total of 10 years of membership, although not necessarily continuous.
- Current members of the Board are not eligible to be nominated as Fellows while in office or for one year after leaving office.
- Source of nomination is consistent with the Policy.
- The nomination includes supporting information in relation to the eligibility criteria.

Substantive criteria relating to prominence in teaching, research and practice in evaluation

Nominees, having met the four screening criteria, should also have achieved prominence and conspicuous continuous involvement in relation to three or more of the following criteria, including at least one from Group A and one from Group B.

A. Contributions to evaluation

1. Contributions to the body of knowledge and research concerning evaluation.
2. Contributions to the practice of evaluation and its utility to the community.
3. Contributions to the field of evaluation through education and training, mentoring, writing or speaking on professional issues.
4. Significant long-term evaluation related service to an industry, other professional organisation, community, public or not for profit organisation.

B. Contributions to the AES

5. Promotion of the Aims of the AES and/or facilitating those Aims including the welfare of the AES. This may be limited to a particular but significant part of the Society's activities.
6. Fostering links between the AES and other professional organisations.
7. Long term service to the Board of the AES or a regional group of the AES.

Nominees who meet three or more criteria as judged by the Fellows Committee outlined above shall be recommended to the AES Board. The Board has the final decision. Nomination alone does not guarantee that the candidate will be successful.

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TYPES OF EVIDENCE TO SUPPORT FELLOWSHIP NOMINATIONS

The types of evidence noted below are aimed at assisting the preparation of a nomination for Fellowship. A nomination need only address three criteria as outlined above but it may be an advantage to address more than three in order to give the Fellows Committee some flexibility in deciding which criteria are met by a particular nomination.

As well as providing the evidence itself, a nomination should give information which would assist the Fellows Committee and the Board in locating and gaining access to the evidence. This might include references to published material and the titles, auspices and location of unpublished documents and reports. It might also include the contact details of persons who could provide information about poorly documented or undocumented contributions made by the nominee.

A. Contributions to evaluation

1. Contributions to the body of knowledge and research concerning evaluation

Evidence related to this criterion includes, but is not limited to the following:

- Conceptual or empirical research designed to provide insight into the effects of using the various evaluation models or methods for conducting evaluations on the utility of the information provided to the audiences/stakeholders of an evaluation study;
- Research grants obtained to support such research;
- Distillations from evaluation practice about conducting evaluations in particular ways including the ethical, practice and utility implications;
- Publications, unpublished reports and presentations documenting the methods and outcomes of the research and its implications.

In all cases references, etc. should be provided so that relevant reports and documents related to the research can be obtained and examined.

2. Contributions to the practice of evaluation and its utility to the community

This criterion is concerned with the actual conduct of evaluation studies and with contributions made to the community and to the field of evaluation through these studies. The setting might be within or beyond Australia. It is anticipated that there would be a substantial body of work represented by any or all of the following:

- Large, complex or long term studies, especially those which are conducted in challenging or non-standard contexts or which involve the use of innovative approaches or methods;
- A number of smaller studies, especially those which are particularly challenging or innovative;
- Studies concerned with programs which address significant or complex social issues and which provide a sound basis for understanding and effectively addressing such issues within their own context;
- Studies which provide information which is generalisable to similar problems in other contexts.

Information outlining each relevant study, its auspices, nature, extent and significance, and the role played by the nominee, should be provided.

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3. Contributions to the field of evaluation through education and training, mentoring, writing or speaking on professional issues

Contributions relevant to meeting this criterion are concerned with the development of understanding about evaluation including relevant evaluation theories, models and methods, and with guiding the development of competence in the practice of evaluation. This might be accomplished within university, workplace, short-term workshops or other relevant settings in Australia or other countries. The evidence related to this criterion might include the following information:

- Descriptions of the evaluation related courses, workshops and mentoring programs conducted, including course outlines, and the extent to which they had been newly created, together with the target group(s), the auspices under which they were conducted and evidence regarding their efficacy;
- References for published and unpublished written material including evaluation guides and conceptual papers prepared for government or other organisations, and how copies might be obtained.
- A list of presentations made including the focus, target group, auspices, occasion and the location and dates of each presentation.

For each contribution, its significance and the role of the nominee should be indicated.

4. Significant long-term evaluation related service to an industry, other professional organisation, community, public or 'not for profit' organisation

This criterion is concerned with evaluation related contributions within a particular organisation(s) or a field of social concern such as health, education or human services, but might also be made through a commercial organisation (e.g. publisher of educational materials) or evaluation consultancy. The information provided relevant to this criterion could usefully include the following:

- The setting and nature of the contributions made including the degree to which the nominee had leadership responsibility for the evaluation related activities;
- The extent to which there were unique challenges to be overcome and/or innovative strategies were developed or adopted to meet and overcome those challenges;
- The degree to which those strategies might be applicable to other settings and any efforts made to disseminate them to other settings;

In each case, the significance of the contributions to evaluation in that particular setting and in other settings, and the period of time over which the contribution was made should be noted.

B. Contributions to the Society

5. Promotion of the Aims of the AES and/or facilitating those Aims including the welfare of the AES. This may be limited to a particular but limited part of the Society's activities.

Undertaking roles and responsibilities concerned with achieving the Aims of the AES, and effectiveness in these roles, would provide evidence related to this criterion. Examples which might be relevant in particular cases include:

- Chair or long term member of a major committee of the Society, or a significant working party, (e.g. Ethics, Awards, governance review, evaluation competencies, evaluation education and training);

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- Initiating or developing a particular area of focus for the Society (e.g. evaluation of programs for Indigenous people, evaluation of foreign aid programs), including leadership in a Special Interest Group;
- Chair of a Conference Committee or convenor of a key sub-committee;
- Promotion outside of the AES of relevant, soundly based, evaluation.

The nature of the contribution, the period over which it is made, the particular contextual and other challenges faced and the significance of specific achievements should be noted in each case.

6. *Fostering links between the AES and other professional organisations*

Evidence related to this criterion might focus on activities which raise awareness of the relevance and utility of evaluation among members of other organisations. It might also involve making AES members aware of the relevance and utility for evaluation of the concepts and methods used in other fields (e.g. in policy development or in epidemiology). Examples of fostering potentially relevant links include the following:

- Initiating, negotiating or organising cross-organisational awareness or educational activities related to evaluation with or for other relevant organisations (e.g. invited presentations, workshops, conferences);
- Developing, negotiating or presenting joint submissions or proposals to other external agencies (government or non-government) concerning evaluation in their area of service or responsibility;
- Jointly developing directories of professional services potentially of value to organisations needing to utilise such services.

Details of the activities engaged in, the period of time over which they were conducted, the role of the nominee, the nature of the links established and the outcomes achieved should be indicated in each case.

7. *Long term service to the Board of the AES or a regional group of the AES*

Information about this criterion includes the roles and responsibilities undertaken within the AES, and for what periods of time. Examples include:

- Roles undertaken, together with the related information noted above (e.g. President, Secretary, Treasurer, training coordinator, working party chair, or regional coordinator);
- Initiatives and innovations developed within a role and the outcomes;
- The nature of particular challenges confronted and how these were met through specific initiatives and activities and their outcomes.

Each of the roles, initiatives and other contributions should be listed together with the periods of time involved, the specific contexts and the challenges faced.