**ACS FELLOWS GUIDANCE INFORMATION AND NOMINATION FORM**

|  |
| --- |
| Nominee Name |
| Branch |
| Date |

**Important:**

The following information is pertinent to the evaluation of a nomination for regrade to ACS Fellow. This document should be all that is needed to achieve a successful regrade of a Member to Fellow providing the information and documentation is supplied. The authoritative documents for this process are:

* ACS Rules
* ACS National Regulations
* ACS Guidelines for Membership

Should you need additional information please consult these documents.

**General Information:**

A Fellow of the Australian Computer Society is a person who has made a distinguished contribution to the field of information technology and/or in the field of information technology management within Australia and elsewhere.

Distinguished contribution means a notable, recognised and positive influence within the information and communication technology (ICT) (NR 2.2.1) which is deemed to be above and beyond normal expectations.

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## The Regrade process from Member to Fellow

1. Branch Fellows Committee (BFC) compiles this form in conjunction with the Member nominee evaluating the criteria and creating or providing the information requested so that a regrading recommendation can be made at each decision point.
2. BFC makes a preliminary evaluation about the merits of the nomination and either:
   1. endorses the information collected and passes the nomination through to the Branch Executive Committee (BEC) for their endorsement; OR
   2. rejects the nomination and informs the nominee of the reason for this. Typically, if a nomination is made, then there will be some merit in it but perhaps not sufficient at this point in time. The nominee should be offered guidance in how he or she might strengthen his or her claims to a regrade to Fellow and be mentored over time in resubmitting the nomination. In this case the BFC is expected to establish a process in the Branch to ensure the nomination is kept under review.
3. Nominee’s Branch Staff ensure the nominee’s ACS details, qualification under the ACS National Regulations and Guidelines for Membership are met and financial status are accurately recorded. Branch Staff ensure the that all required documentation is consolidated and included in the nomination. Once endorsed by the Branch Executive   
   Committee pass the entire nomination to National Secretariat for point score assessment and checking.
4. In most cases the National Secretariat Assessment will affirm the endorsement of the BFC and the BEC but in any case, the nomination will be referred to the next meeting of the National Fellows Committee (NFC), which meets monthly, at which the completed documentation for the nominee will be considered and a decision made to either:
   1. recommend regrade to Fellow to the Management Committee at its next meeting; OR
   2. return the nomination to the BFC for further input, consideration or other action.
5. Once the MC has considered the recommended nomination and determined to regrade the Member to Fellow, then the Director of Professional Standards and Assessment Services will organise the Fellow’s letter and Certificate to be sent directly to the Fellow or to the Branch Manager for presentation as stipulated by the BFC and ensure the Fellow is added to the Hall of Fame together with his or her citation. In the eventuality that MC denies the regrade the Chair of the Member’s  
   Branch will be advised and that Branch’s BFC will liaise with the Member.

This process has been simplified over time and is now designed to be straight forward making it much more likely that suitable Members can be regraded to Fellows. For it to work it relies on each actor taking responsibility to act efficiently and effectively to progress a nomination for regrade to Fellow. If at any point in this process you have a concern, then contact the NFC Chairman through the Director Professional Standards and Assessment Services.

## Compiling the Nomination

The following guidance is offered on how a nominee’s distinguished contribution might be recognised and documented in support of the regrade of a Member to Fellow. This form can be used to gather the preliminary information about the nominee and which can be augmented later in the nomination with detailed evidence to support the distinguished contribution.

Can the nominee demonstrate by way of example or references:

|  |  |
| --- | --- |
| Deep understanding of the industry and emerging technologies and implications for business/academia | YES  NO |
| Wide recognition as a leader within industry/academia | YES  NO |
| Leadership position on strategic development within organisations in positions critical to organisational success. | YES  NO |
| Leadership position in an area of specialisation (demonstrated by qualification, research, publications) | YES  NO |
| Deep understanding of advanced educational programs and delivery mechanisms to develop professionals. | YES  NO |
| Significant contribution to the profession at a national and international level. | YES  NO |
| Significant contribution to government policy in an area of specialisation. | YES  NO |

Are any of these illustrative examples of a distinguished contribution above and beyond normal expectations applicable to this nominee:

|  |  |
| --- | --- |
| Built a successful business that won an international reputation in an emerging or leading-edge area or application of IT. | YES  NO |
| Invented a wholly new ICT product or service (including algorithms, theories, processes, and methodologies) that addresses key issues in society at the time | YES  NO |
| Been the leader of a team of ICT professionals that created/instilled a new, effective way of delivering IT services to an organisation (e.g. ITIL, COBIT, etc.) as a personal initiative. | YES  NO |
| Took over a failing project that was mission critical and delivered it successfully | YES  NO |
| Transformed the IT infrastructure (or development environment, or service management process) in the organisation | YES  NO |
| Successfully transitioned the whole IT workforce of the organisation to outsourcing or insourcing | YES  NO |
| Represented the profession on national or international professional committees, working groups, taskforces and standards bodies for a sustained period. | YES  NO |
| Represented the industry or profession on governmental committees, advisory forums, and working groups for a sustained period. | YES  NO |
| Recognised as a spokesperson for (aspects of) the IT industry or profession through (social) media channels for a sustained period. | YES  NO |
| Developed a new service or product that benefits the community or community organisations, schools, and individuals for free. | YES  NO |
| Voluntarily coordinated/lead delivery of IT services or projects to aid communities in response to disasters or other exigencies. | YES  NO |
| Voluntarily provided mentorship or other nurturing guidance to people who are not IT practitioners about IT matters for a sustained period (more than 24 months) | YES  NO |

Does the nominee:

|  |  |
| --- | --- |
| have a minimum of eight years practical experience in the art and practice of information technology (excluding time spent as an undergraduate student) of which at least five must have been in a position/s from which the actions of the nominee have resulted in outcomes which can be seen to support the ‘distinguished contribution’; AND | YES  NO |

Satisfy at least one of the following:

|  |  |
| --- | --- |
| Is a financial Member of the Society; AND | YES  NO |
| Is a resident in Australia or one of its Territories; OR | YES  NO |
| an Australian citizen; OR | YES  NO |
| has spent not less than five years in Australia actively engaged in the art and practice of information technology, or in the direction, teaching or training of persons in the art and practice of information technology | YES  NO |

**NOTE:** If the nominee’s service to the ICT industry is mainly due to outstanding ACS participation, then the contribution is more likely to be valued towards an Honorary Life Membership and not as qualifying towards a regrade to Fellow. Please consult your Branch Executive Committee in this case to determine the best way forward for the nominee and the ACS.

## Nominee Details

|  |
| --- |
| Name: |
| ACS Member Number: |
| Membership Valid until Date: |
| Company/Organization/University: |
| Email: |
| Address: |
| Phone: |

## Nominee Declaration

|  |
| --- |
| I hereby declare that:  1. All information submitted by me in this nomination is true to the best of my knowledge. I understand that any misleading statement or omission may be cause for rejection of this nomination.  2. I understand that it is my responsibility to support the Nominator to ensure that all necessary documentation is submitted to the ACS. |
| Signature: |
| Date: |

## Nominator Details

|  |
| --- |
| Name: |
| ACS Member Number: |
| Company/Organization/University: |
| Email: |
| Address: |
| Phone: |

## Nominator Declaration

|  |
| --- |
| I/we, the undersigned, nominate **(insert Nominee’s name here)**  In all good faith affirm that:  • the nominee meets the criteria for becoming a Fellow, as outlined in this form and in line with the ACS National Regulations and Membership Guidelines  • to the best of my/our knowledge all statements in this nomination are true  • the nominee is a fit and proper person to be regraded to Fellow of the ACS. |

|  |
| --- |
| Signature: |
| Date: |

## Referee Contact Information

## Referee No 1

|  |
| --- |
| Name: |
| ACS Member Number: |
| Company/Organization/University: |
| Email: |
| Address: |
| Phone: |

## Referee No 2

|  |
| --- |
| Name: |
| ACS Member Number: |
| Company/Organization/University: |
| Email: |
| Address: |
| Phone: |

## Citation

In recognition of the distinguished contribution of the nominee, a citation must be prepared. The Branch Fellows Committee of the Member’s branch will generally work with the nominee to prepare this citation to best capture the merits of the nomination.

The Citation should succinctly describe the unique, significant, and innovative technical accomplishment(s) of the nominee and/or the outstanding effect of their contribution to the field of information technology in the order of 100 words and must not exceed 150 words. The Citation is the foundation for the entire nomination and forms the basis for assessment. The accomplishments mentioned in the Citation must be elaborated, supported and confirmed by the information stated by the referees in the support letters and the other portions of the completed nomination form.

The citation takes the form of:

*[the nominee name] has made a distinguished contribution to ICT in the field/s of [the one or more areas of ICT]. [Succinct details of the contribution follow without reference to other institutions by name or brand but rather by type. This part of the citation should include the pro bono and voluntary contribution the nominee has made in advancing the profession where this attribute exists]*

Examples of citation for Fellows are available online in the [Hall of Fame](https://www.acs.org.au/content/dam/acs/acs-documents/hall-of-fame/Hall%20of%20Fame.pdf) starting at page 14. Please refer to these in preparing this nominee’s citation

|  |
| --- |
| Citation for this nominee |

Nominations and referee reports should be clear about the contribution and provide sufficient evidence to allow a decision to be made.

The decision to regrade a Member to Fellow will be based on evidence of a distinguished contribution to the field of information technology and/or information technology management above and beyond normal expectations.

Sufficiency of the distinguished contribution will be determined initially by the

Branch Fellows Committee and endorsed by the Branch Executive Committee after which it will be considered by the National Fellows Committee which is comprised of all Chairs of each BFC who meet regularly throughout the year to make recommendation on each nomination to the Management Committee who has the authority to regrade Members to Fellow.

## Compiling the Evidence

Having drafted the citation, the BFC and nominee should by now have formed a view about the grounds for judging the distinguished contribution and just what evidence is needed to substantiate the nomination. That is the task of this section of the nomination form.

The nominee’s CV will provide sufficient information to support the factual criteria such as listing publications and patents, education qualifications and honours and awards so there is no need to re do the information, however it may be necessary to document the answers to the following questions:

## Nominee’s Qualifications for Fellow - refer to the Membership Guidelines

|  |
| --- |
| In what role and/or area has the nominee excelled? |
| How has the nominee demonstrated a contribution worthy of recognition? |
| How has the nominee’s contribution impacted on the field of information technology and/or information technology management? |
| Over what period has the nominee made the major contribution? |
| Has the nominee’s contribution been recognised elsewhere in the media, by awards or other means of recognition? |
| In accordance with ACS Fellows Nomination Guidelines, what makes the nominee’s contribution a distinguished contribution to the field of information technology and/or information technology management? |

## References

References must substantiate the claims made in this nomination if they are to be used to support the regrade to Fellow and the references provided should be related to the information in the table above. Ie confirming the referee’s knowledge of the nominee’s qualifications and so should address:

* In what role and/ or area has the nominee excelled?
* How has the nominee demonstrated a contribution worthy of recognition?
* How has the nominee’s contribution impacted on the field of information technology and/or information technology management?
* Over what period has the nominee made the major contribution?
* Has the nominee’s contribution been recognised elsewhere (e.g in the media or by other awards)?

## Point System

The points system identified in the Guidelines for Membership form the basis of the evidence gathering process nomination for regrade to Fellow.

A score of at least 100 points is taken as the guide but is only indicative and no nomination should be rejected simply because that total is not achieved.

Nominees are not required to calculate the points. The formal evaluation will be undertaken by an ACS Senior Assessor from the information supplied with the nomination. The Senior Assessor may contact the Chairman of the Branch Fellows Committee to seek further information should it be required to calculate the points score. However the BFC is encouraged to consider the requirements of the points score as they compile the necessary evidence in support of a nomination.

The points criteria are aggregated under category headings of:

* Points Based on Position
* Points Based on Qualifications
* Points Based on Research, Development and Application of ICT
* Points Based on Achievement

To demonstrate a ‘distinguished contribution’, the applicant should have gained at least some points in all categories preferably but certainly at least two categories. In determining the distinguished contribution, the merits of a nomination are more easily judged when a ‘balanced’ contribution across all four criteria is present than all points coming from just one or two.

## Point score Worksheet

|  |  |  |
| --- | --- | --- |
| ***Points Based on Position*** |  | Total |
| For each completed year as a senior manager in information and communications technology (with a maximum of ten years).  Periods of less than two continuous years do not count.  **Seven points are allocated for each year where the position is assessed at SFIA Level 7 and five points at SFIA Level 6.** | 5-7 |  |
| For each completed year as a senior academic in information technology (with a maximum of ten years).  Periods of less than two continuous years do not count.  **A senior academic is defined at associate professor (three points) or professor (five points) level. This may include an appointment as an adjunct or visiting academic.** | 3-5 |  |
| For each year in a leadership position in the profession (with a maximum of three years)  **This may include ACS Management Committee (10 points) and Director or Branch Executive (five points). It also includes leadership positions in other professional organisations (five points).** | 10 |  |

|  |  |  |
| --- | --- | --- |
| ***Points Based on Qualifications*** |  | Total |
| For each completed year of continuous membership as a Computer Professional (two points) or Computer Master Practitioner (four points) (with a limit of 10 years in total).  **Calculations of years of certification will allow deemed certification for continuous membership where certification was not available.** | 2-4 |  |
| A Diploma or Certificate in ICT (Post-graduate). | 5 |  |
| A Masters Degree in ICT (Post-graduate). | 10 |  |
| A PhD or Doctorate in ICT. | 30 |  |
| For each specified vendor qualification (continuous certification) or other certification of specialist knowledge (maximum of five years for each certification and 20 points in total). | 2 |  |

|  |  |  |
| --- | --- | --- |
| ***Points Based on Research and Development and Application of ICT*** |  | Total |
| For each verified and refereed research paper (with a maximum of three papers). | 10 |  |
| For each published book on information technology.  OR  For acquisition of a significant competitive grant (in which the nominee has had a major influence).  (Maximum 30 points) | 10    10 |  |
| For each new professional development seminar of one completed day or more either developed, organised or presented by the nominee (with a maximum of three seminars). | 10 |  |
| For each verified paper on information technology presented at a professional seminar or conference (with a maximum of three papers). | 5 |  |
| OR  For a contribution to a book on information technology or information technology management. | 5 |  |
| For any major contribution to new ICT technology or the new application of ICT technology. | 40 |  |

|  |  |  |
| --- | --- | --- |
| ***Points Based on Achievement*** |  | Total |
| For being directly responsible for a major and successful information technology project which impacts the general community or areas outside the nominee’s immediate working environment (with a maximum of four projects). | 10 |  |
| For outstanding contributions by Members to the promotion of ICT in the community (with a maximum of three contributions). | 10 |  |

|  |  |
| --- | --- |
| Total points scored |  |

## Endorsement by Branch Fellows Committee

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| --- |
| BFC Endorsement: Yes / No Date: |
| Name of BFC Chair: |
| Branch: |
| BFC Chair Signature: |

## Endorsement by Branch Executive Committee

|  |
| --- |
| BEC Endorsement: Yes / No Date: |
| Name of BEC Chair: |
| Branch: |
| BEC Chair Signature: |
| On successful regrade the notification, certificate and letter are to be:  **Sent to Fellow [ ] Sent to Branch for presentation [ ]** |

## National Fellows Committee Recommendation to Management Committee or referred for further action

|  |
| --- |
| Date of Meeting at which the recommendation was made: |
| Recommendations:  **Regrade to Fellow – TO MC [ } Referred for further action – TO BFC [ ]** |