



## Fellowship Nomination Guidelines

Please ensure you have read and understood the guidelines prior to submitting a nomination.

### Nomination Guidelines

#### **Election of Active Fellows**

A maximum of 50 Active Fellows may be elected to the Canadian Academy of Engineering (hereafter called “the Academy”) in any one year. The Fellowship Committee will review all nominations and prepare a list of no more than 50 candidates recommended for Active Fellowship for approval by the Board of Directors. Once the list of candidates is approved, election material will be distributed to the Active (voting) Fellowship and new Fellows who meet the voting threshold shall be elected.

#### **Evaluation Criteria**

The candidate will be evaluated for Active Fellowship in the Canadian Academy of Engineering according to the following criteria (equally weighed):

- Impact on Society, Profession and Peer Groups
- Outstanding Creative Activities in Applied Science and/or Engineering Practice
- Leadership and Entrepreneurial Activities
- Strategic Thinking, Collaboration and Reflection

#### **Eligibility for Active Fellowship**

A candidate for Active Fellowship must be a Canadian citizen or a permanent resident of Canada. A candidate for Active Fellowship shall be recognized by associates and others for professional integrity as well as for engineering accomplishments.

The Academy is a charitable organization incorporated under the Canada Not-for-profit Corporations Act. To be nominated for election as an Active Fellow of the Academy an individual must meet the eligibility criteria for Membership in the Corporation as per Section 5.01b of the Bylaws of the Corporation.

#### **Section 5.01b of the By-Laws**

(b) Membership in the Corporation shall be available to individuals who are interested in furthering the Corporation's purposes and who have been admitted into membership in the

Corporation in accordance with the Corporation's policies and procedures. Applicants for membership must have Canadian citizenship or established primary residency in Canada for a minimum of three years and have made substantial contributions to engineering in Canada, another country or globally in one or more of the following categories: (i) contributions to the pioneering of new and developing fields of technology or engineering knowledge; (ii) contributions to the art and practice of engineering; or (iii) contributions to the development of organizations which are based on engineering knowledge.

### **The Corporation's Purposes**

The Mission of the Academy is to:

1. Recognize and honour outstanding engineering achievements and service to the profession;
2. Demonstrate leadership in the responsible application of engineering knowledge for the benefit of Canadians, provide strategic advice to decision-makers, and contribute to shaping the future of engineering.

Accordingly, the individual to be considered for Active Fellowship will have made substantial contributions that surpass in depth and breadth what would normally be considered a successful career in the field of the candidate. In keeping with the Mission of the Academy, such contributions should have had substantial impacts on engineering in Canada or internationally in the following categories:

#### ***Impact on Society, Profession and Peer Groups. Examples may include:***

- Engineering achievements that have had an impact on society, for example with respect to quality of life, security, health and well-being, sustainability, competitiveness, prosperity and employment;
- Advancing the profession through programs of training, and education, and strengthening the profession by fostering diversity and inclusion;
- Peer recognition such as significant honours, awards, and prizes received from industrial, technical or academic associations/societies;
- Recognition by international, national, regional or major municipal organizations; and
- Prizes for competitive work, and honorary degrees.

#### ***Outstanding Creative Activities in Applied Science and/or Engineering Practice. Examples may include:***

- Technical leadership in complex engineering or applied science projects;
- Pioneering of original/ unique design concepts;
- Patents and inventions that are implemented or are likely to be implemented;
- Demonstrated leadership in outstanding engineering research and development; and
- Contribution to sustainable practice and environmental performance.

#### ***Leadership and Entrepreneurial Activities. Examples may include:***

- Leading the growth of technology-based companies or organizations;

- Championing technology-based initiatives while working in or elected to government at the municipal, provincial or national level;
- Leadership actions with impact in governance of the engineering profession;
- Exemplary member service and actions demonstrating impact in an academic, non-profit or non-government organization (NGO) setting; and
- Exemplary member service in leading or influencing governance of technologically oriented societies both of a promotional and scholarly nature.

***Strategic Thinking, Collaboration and Reflection. Examples may include:***

- Formulation of strategies that have contributed to high performance in a work environment;
- Collaborative action that has led to value added results during the individual's career; and
- Authorship of historical and social analyses that define the role of engineering in society and promotion of the profession to the public in Canada.

A candidate for Active Fellowship need not be formally educated/ trained in engineering or be a licensed engineer provided that their contributions are to engineering.

The CAE may also consider candidates trained as engineers who have achieved prominence in other spheres of influence such as politics, medicine, and commerce.

### **Submitting a Nomination**

#### **Nomination Form**

The nomination form has been designed to provide a coherent basis for comparison of candidates. It should contain only the information which is directly relevant to the election of the candidate for Active Fellowship in the CAE. The Fellowship Committee will not consider information submitted as an attachment to the form, therefore cover letters, letters of support and CVs will not be accepted or reviewed by the Fellowship Committee.

#### **Nominators**

Completing and submitting the nomination form is the responsibility of the Nominators, which consists of the Proposer for the Candidate and two Seconders.

#### **Proposers and Seconders**

A candidate must be nominated by one Proposer and two Seconders. Proposers must be Active Fellows in good standing with the CAE. Seconders must be either Active, Emeritus or 90+ Fellows in good standing with the CAE. ***Only one of the three nominators can be a present or retired member of the candidate's current company or institution, or most recent (if they are recently retired).***

Members of the Fellowship Committee acting as Proposers or Seconders will refrain from participating in the discussion and will not vote on the cases for which they acted as Proposers or Seconders. Additionally, Committee members will not participate in written or verbal discussions of a nominated Fellow if the Committee member has, within the last six years, or anticipates they will, within the next two years:

1. Receive(d) professional or personal benefit from the nominee;
2. Had or will have a professional or personal relationship with the nominee; or
3. Had or will have a direct or indirect financial interest related to the nomination being reviewed.

Any Committee member who becomes aware of a real, perceived or potential conflict of interest must promptly disclose the conflict to the Committee, which will then determine if it constitutes a conflict of interest and what measures - such as recusal - are required to manage the conflict.

Subsequently, if a case of an individual's nomination is discussed by the Board, Directors will be governed by the same conflict of interest considerations.

By signing the nomination form (or the Alternative Attestation Form, see below), **Proposers** will attest that: they personally know the nominee, who is of good character and has professional integrity; and, to the best of their knowledge, all of the information presented on the form is correct. **Seconders** will attest that: the nominee is of good character and has professional integrity; and, to the best of their knowledge, all of the information presented on the form is correct.

### **Completing and submitting the Nomination Form**

The 2022 CAE Fellowship Nomination Form must be completed online through the special CAE Form developed in Alchemer. Some Nominators choose to develop the nomination in a draft document such as the one attached [here](#) and then copy and paste into the online form. Please note that the online form is length limited and text exceeding the allowable length may be truncated. The Proposer is responsible for the completeness of the text submitted on-line.

### **Signing the Nomination Form**

All Nominators (Proposer and two Seconders) **must** sign the final nomination for it to be valid. Signatures can be put on the last page of the on-line document.

After receiving feedback regarding difficulties encountered by some Fellows in providing all three signatures on the online form, we have decided to offer an alternative method.

Prior to submitting the online application, the Proposer will be asked whether they want to upload a separate 'Alternative Attestation Form'. Seconders who sign the Alternative

Attestation Form are not required to sign the original nomination with an online signature. Download the 'Alternative Attestation Form' [here](#).

Proposers can continue to use the online method to add their signature, or, they can sign the alternative attestation form along with the Seconders. We will accept both methods.

We will not accept nominations without all three signatures.

**By clicking "Submit" on the signature page, you are indicating that the nomination form is complete, and you are finalizing your submission to the CAE. Alternatively, if you wish to return to the form and continue later, please select "Save and Continue Later" at the bottom right-hand corner of your screen (in the grey bar). You will be asked to supply an email address to save your progress and a unique link will be emailed to you that will allow you to return to the incomplete form, where you left off. This same link can be shared with your Seconders so that they may add to the nomination form. They should save and follow the same steps.**

**Please note the following:**

- The final submission (clicking "Submit" on the signature page) should only be completed by the Primary Proposer. ***Before clicking "Submit", Seconders should perform a final review.***
- Signatures for the Primary Proposer can be done online using the instructions above.
- Seconders may sign the on-line nomination form or they may submit a separate 'Alternative Attestation Form'. If they sign the alternative form they are not required to sign the original nomination with an online signature. Download the 'Alternative Attestation Form' [here](#).
- We do not accept submissions by fax or by email. Only scanned signatures may be submitted by email. Exceptions may be made on a case-by-case basis for accessibility issues.
- Though forms are considered finalized once submitted, should you need to make an adjustment to your form after submission, please contact [cae-admin@cae-acg.ca](mailto:cae-admin@cae-acg.ca) to gain access to your online form before **Oct. 29, 2021**. After this date, all nomination forms are considered final and cannot be adjusted.