

## **Section 1 – Introduction**

*IMPORTANT – IAAO manuals are intended to provide information. Much of the content of this manual is based upon content in the IAAO bylaws and procedural rules. If there are discrepancies between this manual and the bylaws and procedural rules, those IAAO governing rules prevail.*

The purpose of the IAAO Fellows title is to recognize individuals who have dedicated their careers to the development of our profession and have made exceptional contributions to IAAO and the assessment industry. The Fellows program is administered by the Fellows Council, who choose those who will receive this honor and be entitled to use the designation FIAAO.

## **Section 2 – Timeline**

- January – Start call for nominations in Assessing Info
  - Council elects Council Chair
- February – Fellows Council meets to review programs, procedures, and update, as necessary. Select individual to write an article regarding the Fellows Program that will be published in April issue of Fair & Equitable
- March – Send email blast to all members regarding nominations, send separate email to IAAO Representatives and Chapter and Affiliate leaders
- April Issue of Fair & Equitable – Fellows Council article published
  - Mid-April, Council will post a call for nominations in IAAO Connect
- May 1 – Deadline for nominations
  - IAAO staff processes nominations and forwards the Fellows submission forms to nominees
- June 1 – IAAO staff forwards all nomination documents to Fellows Council members
  - Fellows Council meets to determine new Fellows
- July - Council notifies successful and unsuccessful nominees of the outcome of their nominations
- Conference – Newly invested Fellows are recognized
- Fellows are recognized in Fair & Equitable
- November – Council meets to select Council members for the following year

## **Section 3 – Tasks and Procedures**

### **A. Fellows Council Guidance and Management**

The Fellows Council will be composed of six Fellows elected by the Fellows Council: two members elected in each year for staggered three-year terms. The council will designate one of the members to be chair for the current year. No member shall serve on the Fellows Council for more than three consecutive years but may serve multiple terms. In case of vacancy, the remaining council members shall appoint a Fellow to fill the unexpired term.

The Fellows Council has full authority to rule on the qualifications and eligibility of any nominee, and the decision of the council is final. Unsuccessful nominees may be submitted for consideration in future years. All Fellows are subject to review at any time by the Fellows Council to determine and maintain eligibility. The executive director provides the necessary administrative support to the Fellows Council throughout the submission and selection process.

The Fellow title is valid only for IAAO members in good standing. It shall be written as Name, FIAAO (no periods). If IAAO membership lapses, the Fellow title may no longer be used. Following an interruption in membership, if membership is subsequently reinstated, title status may be reinstated by a majority vote of the Fellows Council. The Fellows Council is not obligated to bestow a Fellow or certain number of Fellows in any given year.

The decision of the Fellows Council is final and cannot be appealed to the board of directors.

**B. Eligibility**

To be eligible to be invested as a Fellow, a nominee must:

- Have a minimum of 10 years of IAAO membership;
- Have a minimum of 15 years of experience in the assessment profession;
- Be an IAAO member in good standing;
- Have not been convicted of illegal activity or dismissed by an employer for illegal or unethical activity. If any Fellows Council member has substantiated knowledge of illegal or unethical behavior on the part of a nominee, such information shall be communicated to the Fellows Council Chair for deliberation by the Fellows Council.

**C. Removal of Fellow Status**

- Cease to be an IAAO member;
- If the ethics committee, after its completed hearing and appeal process, has found that a Fellow is guilty of an ethics violation and recommends reprimand, suspension, or expulsion.

**D. Criteria**

Fellows must have made exceptional contributions to the profession through activities such as:

- Made significant contributions toward the advancement of educational programs and processes;
- Written articles for IAAO or other industry periodicals, white papers, pamphlets, magazines, books, etc.;
- Served as mentors in the industry;
- Served in leadership positions at the global, national, regional, state, chapter, or Association levels;
- Promoted the IAAO vision and mission;
- Conducted relevant research in the assessment field.

**E. Nominations**

Council members are prohibited from making nominations or providing endorsements or testimonials for nominees. All other members may make nominations during the awards nomination period. Nominators must submit a brief explanation as to why they feel the nominee meets the requirements to become a fellow.

Nominees complete an online curriculum vitae and submit required attachments, including:

- Name, address, telephone number, and e-mail address;
- IAAO member number and years of membership;
- Education history;
- Work history, describing in detail the nominee’s experience and level of responsibility within the assessment industry; and
- A summary, with evidence and specific examples of:
  - Significant contributions made to the assessment industry beyond IAAO, and how the contributions made a difference (500-word limit);
  - Significant contributions made to IAAO (250-word limit) with specific examples of global, national, state, regional, chapter, and association leadership in the assessment industry; and
  - Significant contributions by the nominee as a mentor to an individual in their professional development (250-word limit) if applicable.

Nominees may submit a letter of endorsement from a chapter, region, state, national, or global association signed by a current or past officer, attesting to significant contributions to the assessment profession. In addition,

testimonial letters from assessment professionals may be submitted. Letters should substantiate the significant contributions (i.e., to the profession, to IAAO, and/or to individuals), providing specific examples of the applicant's abilities and accomplishments. No testimonial letter may be longer than one page, and no more than five testimonial letters will be considered. Note: All letters should be dated, signed and sent to the Fellows Council at IAAO headquarters. The letters will only be shared with members of the Fellows Council and IAAO staff.

The evaluation and selection process shall be kept in complete confidence. A confidential evaluation form may be used to evaluate nominees, once the selection process is completed the forms will be destroyed. The council chair may convene teleconferences so that council members may discuss submissions and assist each other in interpreting and understanding information. When the council has finalized its evaluations, a member of the council will notify each successful nominee, followed by an official notification letter of congratulations. Successful nominees will be announced in *Fair and Equitable* and be recognized at the annual conference.

The council will also notify each of the unsuccessful nominees, followed by an official notification letter. Nominees who are not awarded the Fellows title may be nominated and considered again in subsequent years.

#### **F. Submissions Processing by IAAO Headquarters**

The IAAO Executive Director or designee will provide all necessary administrative support to the Fellows Council throughout the submission and selection process, including:

- Screening applications for completeness and qualification;
- Returning incomplete submittals to nominees;
- Forwarding submissions to the Fellows Council;
- Having certificates and pins prepared;
- Recording Fellows information in the member database;
- Maintaining confidentiality of all information.