



## OP-9: CES Fellowship

Title	CES Fellowship	Policy Type	Organizational: OP-9
Monitoring	Chair, Governance and Process	Date Adopted	November 27, 2015
Approval	Board	Last Review	2021

### Purpose of the Fellowship

The Canadian Evaluation Society (CES) Fellowship is the highest honour bestowed on a CES member. The Fellowship recognizes leadership and prominence in the field of evaluation, significant lifetime achievements, and exceptional service to the profession.

### Selection of Fellows

#### a) Criteria for Fellowship

Prospective Fellows will have demonstrated significant and exceptional leadership and achievements in the areas below for a duration, normally, of 15 years or more, particularly in Canada and/or internationally, through:

- Innovation and Critical Thinking: advancing theory, practice, and policy development, scholarship (e.g., publications, reports);
- Capacity Building: knowledge transfer, teaching, training, mentoring, development of resources (e.g., courses, workshops, manuals);
- Advocacy: advocating for evaluation (e.g. presentations to funders), taking a stand on important issues that affect the field (e.g., writing letters to influence policy);
- Advancing the Evaluation Field: creating and facilitating linkages and partnerships, within and outside Canada, establishing a notable presence at national and international conferences (e.g., invited keynote or panelist), other relevant activities at the local, provincial, national or international levels that promote the field of evaluation and are consonant with the goals and core values of CES, including contributions made through serving on CES boards and/or international organizations of which CES is a member.

To warrant recommendation for this honour, Fellows are held to a very high standard. Nomination alone does not guarantee that candidates will be successful. Contributions to the areas above must be demonstrated to be “significant” (i.e., made a major contribution) and/or “exceptional” (i.e., unmatched, or unique). Attention to issues such as diversity, equity, inclusion, and sustainability is valued. The candidate must go beyond the expectations of one’s paid employment and show a high level of personal integrity and generosity.

#### b) Nomination Process

**Nominators.** Any CES member in good standing may nominate a Fellow. Nominations and supporting letters by a given individual are restricted to one (1) candidate per year.

**Eligibility.** CES National Board members will not be eligible for the Fellowship while in office. Nominations cannot be submitted or endorsed by members of the Fellowship Executive Committee during the time they serve on this committee.

**Timeline:** The call for nominations will be advertised by the CES normally by late October each year.

**Submissions of nominations.** Nomination packages should be submitted to the Chair of the Fellows Executive by January 31st of the following year.

(i) Nomination packages must include:

- A succinct nomination letter outlining the reasons why the nominee is worthy of this honour;
- A current, abbreviated curriculum vitae of the nominee (maximum 15 pages);
- Four (4) additional supporting letters, that address specific contributions of the nominee to the field of evaluation in Canada first and foremost, as well as internationally, if applicable. At least one of the supporting letters or the nomination letter must come from a CES Fellow.

Packages are limited to **25 pages** (12-point font) including the letters and candidate's CV. Successful candidates will receive a copy of their nomination package.

**c) Number of awards per year**

One and exceptionally two (2) Fellowships will be awarded in a given year. It is possible that no Fellowships will be awarded in a given year.

**d) Review and Decision Process**

- (i) The selection process for new Fellows is overseen by the Chair of the Fellowship Executive Committee. The Chair reviews all nomination packages to ensure eligibility and completeness. The Chair contacts the primary nominator as needed.
- (ii) The Fellowship Selection Committee will consist of:
  - The Chair and two other CES Fellows from the Fellowship Executive Committee, as well as
  - Two members of the CES National Board. One member will be the Past President and the other member, appointed by the President, will be a Board member who is experienced in evaluation, as well as knowledgeable about and active in the Canadian evaluation community.
- (iii) The Chair of the Fellowship Executive Committee will chair the Selection Committee.
- (iv) The Selection Committee will review the nomination packages and may seek further information, if needed. For example, the Fellows on the Selection Committee may consult with and draw on the knowledge of the broader Fellowship.
- (v) The nominations will be discussed at a meeting of the Selection Committee, using the criteria for the Fellowship. The Selection Committee will vote on each nominee. The Chair of the Selection Committee will abstain from voting, unless there is a tie, in which case the Chair will cast the deciding vote.

(vi) Recommendations will be forwarded by the Chair of the Selection Committee to the CES President no later than March 15<sup>th</sup> of a given year.

(vii) Recommendations will be presented by the CES President to the CES National Board at their earliest meeting following receipt of the recommendation. A member of the Fellowship Executive Committee will be available to answer questions, if they arise.

#### **e) Confidentiality**

All information in the nomination packages will be kept confidential. Apart from the Chair of the Executive Committee contacting the nominator of unsuccessful candidates, the identity of such candidates will not be disclosed to outside parties.

#### **f) Notification and Recognition Process**

(i) The decision will remain confidential until the successful Fellow (s) is notified by the President of CES. This notification will occur as soon as possible to allow time for arrangements to attend the annual conference. Successful candidates will have the opportunity to decline induction into the Fellowship. The nomination package will be sent to successful candidates who accept the nomination.

(ii) The Chair of the Fellowship Executive Committee will notify all nominators, in confidence prior to the conference, of the results of the selection process.

(iii) Fellows will be recognized at the CES annual conference awards ceremony in the year in which they receive the Fellowship. This will be followed by an announcement in the CES communication to members and addition to the list of Fellows on the CES Website.

### **Privileges and Expectations of CES Fellows**

#### **1. Privileges**

Recipients are entitled to the following privileges:

- i. Lifetime status as a CES Fellow;
- ii. Use of designation “Fellow of the Canadian Evaluation Society” (FCES);
- iii. Receipt of, and the right to wear, CES Fellowship insignia;
- iv. Lifetime membership in CES, exempt the annual membership fee;
- v. The opportunity to receive the Credentialed Evaluator (CE) designation, if they have not already, exempt from the application process and application fee. Once they accept the CE, Fellows must abide by the policies and requirements of the CE program.

#### **2. Expectations**

As a body, the Fellowship is expected to continue to contribute to the field of evaluation and to CES in various ways, including:

- a) Contributing to the development of evaluation theory, practice and practitioners;
- b) Providing leadership and collective experience;
- c) Advocating for the profession and practice of evaluation, through practising and promoting CES’ core values, with attention to issues such as social justice, ethical conduct, diversity, equity, inclusion and sustainability.

- d) Serving as ambassadors for CES at annual national conferences (e.g., CES Fellows Strand) and other venues at home and abroad.

## **Fellowship Executive Committee**

### **1. Purpose**

The purpose of this committee is threefold:

- i. To assemble the voices of and act as the representative for all Fellows, drawing upon their leadership and experience in contributing to the field of evaluation and to CES. The Committee is responsible for communicating and consulting with the entire body of CES Fellows as needed.
- ii. To provide a liaison mechanism to and for CES National Board, including but not restricted to, the selection of new Fellows.
- iii. To facilitate, support and report on activities carried out by Fellows, individually or collectively; such as those offered as the Fellows' Strand the CES National Conference.

### **2. Structure**

The committee will be solicited as voluntary participation from the body of Fellows, encouraging gender, regional, sectoral, linguistic and ethnic diversity among the volunteers. The committee is comprised of at least four (4) and not more than five (5) CES Fellows, one of whom agrees to Chair the committee. Normally, the committee members will serve a three-year (3) term, ideally staggered to provide continuity.

As the need arises, ad hoc subcommittees may be struck (for example, in creating additional forms of recognition of or commemoration for deserving individuals) and additional Fellows approached to serve. Subcommittees report to the Fellowship Executive Committee.

The Fellows Strand Subcommittee is a standing subcommittee of the Executive Committee. It is ideally chaired by a Fellow located in the current conference city or with close ties to the conference organizing committee. The two other members are the past Chair and the future Chair of the Subcommittee. The Chair of this subcommittee is de facto a member of the Fellowship Executive Committee.