

Distinctions Procedure: Fellowship Board (The Distinctions Department are currently rewriting and updating this document. Publishing date: February 2019)

Approved by Council: November 2015

Scope

This procedure defines the role of the Fellowship Board which considers the recommendations by the specialist category Panels for the award of Fellowship and makes the final assessment - and recommendations for approval by Council. The review process applies to the Fellowship recommendations of the following Panels:

- Applied
- Creative
- Conceptual and Contemporary
- Multimedia
- Natural History
- Imaging Science (Image led applications only)
- Travel
- Pictorial

Contents

1. Purpose
2. Review location and timing
3. Fellowship Board
4. Assessment
5. Voting Procedure
6. Role of Panel Chairs
7. Confidentiality
8. Guidance Notes
9. Referral and Resubmissions
10. Notification of Results and Feedback

Appendices

1. Confidentiality Statement

Associated Documents: DP002; DP004; DP009; DP010; MP008



1. Purpose

The purpose of the Board is to ensure a high and consistent standard is maintained for the award of Fellowships. The objectives are to:-

- 1.1. Review all Fellowship recommendations in the categories listed and make the final decision and recommendation to Council.
- 1.2. Provide a moderating process to ensure that the standard of work required to achieve a Fellowship is consistent across the various categories.
- 1.3. To ensure the Panel Chairs and the Distinctions Advisory Board (DAB) are aware of the standard of work being recommended for Fellowship so that this may be used for briefing to the members of Panels to improve the consistency of the process.
- 1.4. Provide a forum where standards and requirements can be debated.
- 1.5. Provide an opportunity for marginal cases or submissions which are difficult to decide to be considered by a broader based Panel.

2. Review Location and Timing

The Board will normally meet twice a year (or as necessary) after all Panels have met. The Distinctions Manager will set the date and the location.

3. Fellowship Board

Council will appoint the Fellowship Board, including the Chair, on the recommendation of the DAB.

The Board will normally sit with a minimum of five members plus a Chair:

- The Chair is appointed by Council.
- DAB members with panel experience can be co-opted if there is a shortfall of Board members.
- Other Fellows with Panel or other relevant experience.

The Chairs of all Panels subject to the procedure are expected to attend or if unavailable, to ensure the Vice-Chair or an appropriate representative from the Category attends.

Other permitted attendees by prior arrangement are:

- Members of Council as non-participating observers (preferably a maximum 2 at any session).
- Members of the DAB who are not Board members.
- Current panel members, but they must seek approval from Fellowship Chairperson and Distinctions Manager.



4. Assessment

4.1. In the first instance each recommendation will be displayed for 2 minutes each, there is no talking or voting, this is to show what is coming up for the assessment, then the recommended submissions will be viewed and reviewed in sequence.

4.2. Each recommended submission will be displayed (projected or viewed on a light box if transparencies) in the arrangement specified by the applicant.

4.3. Any accompanying text with the submission will be read out or made available to the Board at the meeting.

4.4. The Chair of the Panel recommending the submission will be asked to present the submission and give the reasons why this submission should be awarded a Fellowship the recommendation emphasising the merits of the work. If the moderator has brought the submission against the recommendation of the Category Panel, the moderator will comment first, and the Panel chair will be asked to comment subsequently.

4.5. Strict anonymity will be maintained on the submissions under review. Names of applicants will not be disclosed to the Board.

4.6. The submission will be reviewed to determine if the technical quality is 'fit for purpose'. If a majority decides that the technical quality is not acceptable, the submission will not be recommended and the applicant asked to reapply through the specialist panel.

4.7. The submission will be assessed against the criteria set out in the agreed guidelines (DP004).

4.8. Board members must make themselves familiar with the published requirements for each category. See DP004 (Distinctions & Qualifications Guidelines) available on the website.

4.9. If a recommendation by a Panel is not recommended by the Board a resubmission which follows the Board's recommendations will not be seen by the specialist Panel but will go directly to the Board for assessment. All panel chairs will be notified on any application returning direct to the Board.

4.10. The decision of the Board is final except where the approved procedure has not been followed. In this case, the President will decide the appropriate course of action in consultation with the Panel Chair, Chair of the DAB and the Director General.

5. Voting Procedure

5.1. The submission is displayed and the Statement of Intent read out.

5.2. The Panel Chair, their representative, or if the moderator has brought the Panel forward, the DAB moderator presents the submission including any previous history.

5.3. There is no discussion, but the Board members study the evidence carefully.

5.4. An initial vote is taken by a show of voting cards.

5.5. If the vote is unanimous, then the decision is made.



- 5.6. If there is a majority verdict either way, those in the minority are asked to speak first.
5.7. A final vote is taken using voting cards and the decision made on a simple majority

6. Role of the Panel Chairs

6.1. The Panel Chairs have two important roles:

- To present the recommendations of their Panel to the Board to ensure that the merit of the work is properly appreciated.
- To provide feedback to their Panel on the views of the Board particularly in cases where the Board disagrees with the Panel

6.2. In some situations, a Panel may have difficulty in deciding whether a recommendation for Fellowship should be made or may not recommend a submission on a majority decision. The Chair of the Panel has the discretion to bring this application to the Board, particularly if one or more Panel members or the Chair, although in a minority, are very strongly in favour. This option should be an exception, rather than the rule.

7. Responsibility to Applicants
All Panels are expected to give each application a full and fair evaluation based on their experience and knowledge; they must not be biased in any way, and are voting on whether the submission has fulfilled the criteria.

Although some applications may not be to an individual members' taste the evidence must be assessed on its merit and an even standard maintained, bearing in mind that styles may vary considerably.

7. Confidentiality

Strict confidentiality must be maintained on all comments made during review and on the recommendations made by the Panels. Any breach of confidentiality will be considered to be a serious matter and may result in disqualification of the offender from further participation in the Distinctions processes. See Appendix 1

8. Guidance Notes

In the interests of a full and complete discussion, a Panel Chair may express a personal opinion even if that differs from that of his/her Panel provided it is made clear that it is a personal opinion.

The Fellowship Board is required to take very careful note of the opinions of the relevant specialists panel on their recommendation. (This information will be recorded and held with the applicant's paperwork.)

9. Referral

The Fellowship Board can use the referral system. This will be conducted by the Fellowship Board in an identical fashion to a Fellowship referral in the specialist category Panel. Any subsequent recommendation only has to be approved the Council of the Society.



10. Notification of Results and Feedback

10.1. Applicants will be advised of progress at each stage of the process and portfolios which are not recommended for consideration by the Board, will be returned to the applicant.

10.2. The decisions of the Board will be circulated for information by the Distinctions Department to the relevant Specialist category members.

10.3. Feedback on not recommended submissions is the responsibility of the Chair of the Board who will advise the Distinctions Manager of the response to be given to the applicant. If considered appropriate any feedback and advice to the candidate will be managed by members of the Fellowship Board to ensure continuity.

10.4. The Society will provide an opportunity for members to view successful submissions and will aim to provide one-to-one feedback on failed submissions when this is feasible.

Appendix 1

Statement of Confidentiality

The deliberations of this board / committee / panel are confidential and by being part of that group its membership of the day, be they observer or serving member, both individually and collectively, agree to that confidentiality. It is acknowledged that while part of the process can be in public, other parts of the process are private and confidential and should remain so.

