



Society of Wetland Scientists

Fellows

Nomination Procedures

Nominations are due every year on March 1st

Society of Wetland Scientists

SWS Secretariat
1313 Dolley Madison Boulevard
Suite 402
McLean, VA 22101 USA
SWS@BurkInc.com
Tel: 703-790-1745
Fax: 703-790-2672

SWS Awards Committee
Updated January 9, 2008

Fellows are active members of the Society who have been nominated by other active members to receive the honor, recommended by the Fellows Committee, and elected by the SWS Board of Directors. Fellow is the highest recognition of membership bestowed by the Society. Up to 0.3 percent of the Society's Active and Emeritus Members may be elected to Fellowship; up to 12 members may be elected Fellow in any given year.

Eligibility of Nominators

Nominations may be made by any active member of the Society *except members of the Fellows Committee and the SWS Board of Directors*. A given member may nominate no more than two persons for election to Fellowship in any year.

Eligibility of Nominees

Nominees must be active members of the Society at the time of their nomination and *must have been active members for a total of at least 10 years*. If there is any doubt about the eligibility of a prospective nominee, write or telephone the SWS Secretary or Society of Wetland Scientists to obtain verification.

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The nominee must have made outstanding contributions in an area of specialization whether in research, teaching, management, service, or administration and whether in public, commercial, or private service activities. The several categories of contributions to be documented are outlined in the format section. Nominations are based on personal and professional achievements, including academic degrees, involvement in scientific societies, honors, teaching, investigations, service, and leadership. Members of the Fellows Committee and the SWS Board of Directors are not eligible to write letters of support for nominees.

Nomination Procedures

Preparation. In order to ensure a fair evaluation by the Fellows Committee, the nomination must be prepared as instructed. Obtaining the assistance of the nominee in supplying accurate information is permissible and may make the document more complete. *It is important that the proper format be followed in preparing the nomination.* Clearly identifying and evaluating the nominee's contributions is the most important part of the nomination. The *relative weight* of the several categories of achievement and performance are given in the attached format.

Format. Please organize the nomination in the order shown on the format page. The body of the nomination (Title page and Sections I-III of the Basis of Nomination) **must not exceed 8 pages and must be prepared in 12-pt. type and have 1-inch margins on all 4 sides of the**

page. Nominations exceeding this length limitation or not following typing specifications will be disqualified.

Submission. Assemble ten (10) complete copies of the nomination and staple each copy once in the upper left corner. Each copy must contain the nomination proper and one copy of each of 3 one-page supporting letters. **Nominations with more than three supporting letters or more than eight pages of the body will not be accepted. The total nomination must not exceed 11 pages; this translates to 8 pages maximum for the body and 3 one-page letters of support. Mail the ten copies to SWS Secretariat, 1313 Dolley Madison Boulevard, Suite 402, McLean, VA 22101, USA. Nominations will not be returned.**

Deadline Date. **The deadline for receipt of the nominations is *March 1*** (every year, regardless of the day of the week it falls upon).

Basis of Evaluation

A maximum of 15 points is allotted to the nominee's personal achievements, a maximum of 60 points to the nominee's professional achievements, a maximum of 15 points to achievements as evidenced by the nominator's summary and the nominee's professional publications, and a maximum of 10 points for the three letters of support.

Fellows Committee

The SWS Governing Board selects members of the Fellows Committee. The Fellows Committee as well as past presidents of SWS can make up committee members. Persons who serve on the Fellows Committee *are not* eligible to prepare a nomination or to write a letter of support.

Processing of Nominations

The Fellows Committee evaluates the nominations and sends its recommended rankings to the SWS Awards Committee. The SWS Awards Committee receives the recommendations and makes the elections on behalf of the Board of Directors. Persons elected to Fellowship are informed promptly. *Nominations will not be returned to the nominators.* Each nominator is encouraged to keep a file copy of the nomination since it may be updated and resubmitted for consideration the following year. Persons who serve on the Fellows Committee *are not* eligible to prepare a nomination or to write a letter of support.

Format of Fellow Nominations Package Society of Wetland Scientists

TITLE: Entitle the document, "Nomination of _____ for Election to Fellowship by the Society of Wetland Scientists," inserting in the blank the name of the nominee.

NOMINEE: Include the name, mail address (with zip code), telephone number (with area code), and e-mail address.

NOMINATOR: Include the typewritten name, signature, mail address (with zip code), telephone number (with area code), and email address.

BASIS OF NOMINATION :

I. **Personal achievements, recognitions, and service** (15 points)

- A. *Degrees received.* Give field, date, and institution for each degree.
- B. *Professional positions held.* Give years, organizations, and locations.
- C. *Membership in honorary academic societies (e.g., Phi Beta Kappa)*
- D. *Membership in professional societies. (e.g., SSSA, ASLO,)*
- E. *Honors and awards received since baccalaureate degree. (e.g., research, teaching or management award). (Do not include service functions in honorary organizations.)*
- F. *Service to SWS.*
 - 1. *Appointed positions*
 - 2. *Elected positions*
- G. *Other service. (Significant committee work or service in other professional or honorary societies).*

II. **Professional achievements in wetland science** (60 points) **(This section must be limited to 2 pages.)**

Describe achievements, only in the areas listed below, in which the nominee has made significant contributions. Indicate the percentage of time spent in (or the percentage weight you want the evaluators to assign to) each of the activities on which the nomination is based. Assigning a "0" weight to one or more of them will not weaken your nomination. Percentages should total 100.

- A. *Teaching/Management/Industrial/ Education/Government*
(percentage of time or weight) Achievements in (1) communicating ideas clearly, (2) influencing attitudes or motivating favorable action, to a significant degree, with students or clients. Evaluate the quality and effectiveness of publications supporting the nominee's performance.
- B. *Investigative Competence*
(percentage of time or weight)

Significance and originality of basic and applied research contributions and evidence of creative reasoning and skill in obtaining significant data. Evaluate quality and effectiveness of research publications.

C. Service (Significant service to the profession in universities, foundations, associations, communities, commercial organizations, government etc. DO NOT repeat information listed in I.G.)

(percentage of time or weight) Development or improvement of significant program practices or products in wetland science or management. Significance, originality, and acceptance by the public. Evaluate the quality and effectiveness of publications to support the significance of the program practices or products.

D. Leadership

(percentage of time or weight) Evidence of creativeness and effectiveness of scientific or administrative activities within or outside of the USA.

III. Summary (15 points)

- A. Nominator's summary.* Summarize in a half page or less, the most significant personal and professional achievements that you believe qualify the nominee for election to Fellowship in the Society.
- B. Professional publications.* Give the total number (not the titles) of professional publications in each of the following categories: (a) books written; (b) books or other publications edited; (c) chapters of books written; (d) technical papers, refereed; (e) technical papers, non-refereed; (f) non-technical papers; (g) patents; (h) invited lectures, seminars, or symposia presentations; and (i) other related oral, written, visual presentations, or products. In addition, list *only* the twelve (12) most significant publications, patents, and presentations or products in literature citation form.

IV. Supporting letters (10 points)

A maximum of three (3) supporting letters, of one page each in length, will be considered. *It is important to keep letters to one page in length.* Supporting letters are solicited by, and addressed to, the nominator. Attach one copy of each of the three letters to each of the ten copies of the nomination. Members of the Fellows Committee and members of the SWS Board are not eligible to write supporting letters.

MAIL ALL NOMINATIONS TO:

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DEADLINE FOR RECEIPT:

March 1 (every year, regardless of the day of the week it falls upon).