Fellowship in the Royal Society of Canada (RSC) – 2014 Nomination Guide

Deadline: by 8PM (EST) on Monday, December 1, 2014. It is advisable to begin work on the nomination documents by September and to secure nominator and referee support in October. The completed file must be submitted online through the MyReviewRoom system, located at: https://rsc-src.myreviewroom.com/

This document serves as a more comprehensive version of the program description found here: http://www.uwo.ca/research/_docs/Awards/rsc_program_description.pdf

The RSC has also published its own guide, of which this document is a digest, and which includes sample documents, templates, and tips for success. It can be found at: http://digital.turn-page.com/t/137882/13

Nominees must, at the time of their election, be Canadian citizens or have had Canadian permanent resident status for at least three years. Their exceptional intellectual achievements are evidenced by a body of publications, intellectual endeavours, or creative activities exhibiting original contributions in the arts, humanities, or sciences, as well as activities in public life.

Nominations for Fellowship must be made by either:
- A Fellow of the RSC, accompanied by two letters of co-nomination, one being from another Fellow of the RSC (this is the preferred nomination method); or
- The President of the university, accompanied by two letters of co-nomination, neither of which need be from a Fellow of the RSC.

A complete nomination package for election to Fellowship in the RSC includes:
1. A letter from the Primary Nominator (one page)
   - Written on an institutional letterhead
   - This is not an appraisal, but an introduction to the nomination – a cover letter
   - Indicates who the co-nominees are
   - Lists the referees, with a brief indication of why they have been selected
   - Should not repeat any information that will be found in the detailed appraisal

2. Letters from two co-nominators (one page each)
   - Written on an institutional letterhead
   - Very brief – indicates only support of the nominator. It is not an appraisal.

3. A short citation (max. 70 words)
   - Includes nominee’s full name, institution, and discipline or artistic field
   - Written for non-specialists
   - Summarizes the detailed appraisal
   - Prepared in both official languages, wherever possible

4. A detailed appraisal of achievements (max. 1000 words)
   - A third-person narrative of the candidate’s career, it indicates how the candidate meets the criteria for election and why s/he is deserving of election.
   - Explicitly notes how and why the candidate’s work is original and significant
Awards & Distinctions

- Only as technical as is necessary
- Adverts to the national and international impact of the candidate’s career and the reputation s/he has acquired

5. A list of 15 key scholarly/artistic contributions of the nominee (max. one page)
   - Where possible, include links to the works

6. The nominee’s CV (max. 50 pages)
   - Stripped of all material relating to teaching and administrative contributions, except where they could also be considered scholarly contributions
   - Complete listing of the candidate’s publications, key scholarly presentations, awards, distinctions, and honours

7. Referee assessments with a 250-word biography of each referee respectively appended (max. three pages each, including the biography)
   - Fact heavy, with quantifiable and verifiable assertions – qualitative or vague statements do not carry much weight with the Selection Committees
   - Nominators and co-nominators cannot act as referees
   - Arts and humanities (Academy I) nominations require two referees
   - Social science (Academy II) nominations require three referees
   - Science and engineering nominations (Academy III) require five referees: two from within Canada and three from outside Canada
   - All referees must disclose in their letter the nature/extent of their relationship with the candidate and any possible conflict of interest
     - Referees can have collaborated with the candidate in the past
   - A good letter of reference will address:
     - the referee’s knowledge of the candidate and his or her work
     - the originality, significance, and impact of the candidate’s career
     - the national and international reputation of the candidate
     - other indicia of the candidate’s contributions to his or her field

***Note that Fellows of the RSC who will sit on one of the Division Committees for the Selection of New Fellows are still eligible to act as nominators, co-nominators, or referees. They will simply have to absent themselves from any deliberations regarding candidates for whom they acted in such a capacity.

***The RSC states explicitly in its guide that nominations must follow the model outlined therein, and that those which do not will be rejected outright. Please take the time to look through that guide – especially the appendices, where sample nomination documents and letters are provided: http://digital.turn-page.com/t/137882/13