

ACADEMIA EUROPAEA

Membership election procedure¹

A.) Criteria for membership

The Academia Europaea, wishes to elect into membership scientists and scholars of international distinction, irrespective of nationality, citizenship, gender, location or discipline. The primary criterion for membership is “sustained academic excellence in the candidate’s field” (2009 Regulations, Section 2 etc).

The Council is also willing to consider candidates who have made distinguished intellectual contributions in the past, but who are now making an important contribution to the management of European science and scholarship. Candidature of scholars working at the interface of disciplines or in non-traditional fields are especially welcome.

Persons normally resident and working in Europe are elected as Ordinary Members. Persons “not normally resident in Europe but possessing in outstanding measure the qualities and attributes ordinarily necessary for membership” (Section 2) may be elected as Foreign Members. Turkey, Russia and the former Soviet republics west of the Urals and Israel are regarded as part of Europe. At this time North African states and other states in the Middle East are not regarded as part of Europe for the purpose of defining the category of membership.

B.) Age of candidates

There is no age restriction. All candidates will be considered, but in the case of candidates past formal retirement age, evidence must be provided that individuals are still active in either scholarship and/or other academically relevant activity, or where their individual international distinction merits particular consideration. Proposers must provide evidence of the year that the candidate became research active (or ended if appropriate) and include in the evidence, references to publications produced in the immediate past period of 3 – 5 years.

C.) The Nomination process

All members can nominate new candidates for membership to any section and in any field. Nominations for Membership must be made by **two members** of the Academia. One of the two nominators **must** be resident in a different country from that of the candidate. It is important that both nominators have personal and professional knowledge of the distinction of the candidate.

Wherever possible, candidates should have been approached by the proposers, and should have given their permission to have a nomination submitted, on a clear understanding that any nomination is without guarantee or prejudice. Nominators can ask the candidate to complete relevant parts of the form. The Nominator **MUST** however complete the case for election section.

¹ Revised September 2007, Revised April 2008; Revised May 2009; Revised January 2011; Revised January 2015, January 2017

Nominations should be made on the electronic form. This can be downloaded from the webpage. **PLEASE NOTE:** The form must be fully completed and has to be submitted electronically to the specific nominations email address given on the form. Nominations must be made following the rules described. Any additional information (*curriculum vitae*, publications lists, etc.) or other formats may not be considered by the Nominations Sub Committee. Only applications submitted on the pdf form and as instructed will be considered.

It is the responsibility of the first nominator, to ensure that the “case for election” is fully and correctly completed. Both of the nominators must support the nomination. The completed dossier should be submitted using the procedures described. Nominators should where possible consult candidates and make sure they wish to be nominated before a dossier is finally submitted.

The Board are themselves able to make nominations. These will be examined by the appropriate Section Committee, in the usual way.

The following guidance on completion of the nomination form should also be noted:

□ *Case for election to the Academia (all categories)*

This section of the nomination is critical. The Nominations Subcommittee and the Council will base their decisions **mainly** on this account. It must express clearly and in detail the distinctions which led to the candidate being proposed. An entry to a national or international “Who’s Who” may be helpful, but is not sufficient on its own. The candidate’s personal contribution to original research is a particularly important component. Any major contribution to European collaboration or academic policy should also be clearly stated.

□ *Foreign Membership (Additional criteria for Foreign Membership)*

At their meeting of 5 April 2003, Council accepted that eminent scholars from outside of Europe who are invited into membership, enhance the status and reputation of the Academia. Council decided that election as a Foreign member was a distinction and therefore any nominations to this category should be subjected to additional eligibility requirements. Therefore, and in addition to the general criteria set out in the ‘case for election’ above, all candidates for election as Foreign members should present clear evidence of a strong and sustained collaboration and working links with European institutions and centres of scholarship. The award of honours by European institutions and periods of residence at European centres will provide additional evidence of such links.

□ *Books and Major Publications*

Not more than ten of the candidate’s most significant contributions should be listed. There should be a clear indication of authorship role (sole, principal, co-author or editor of any book). Any significant recent work may be included. Wherever possible, citation figures and evidence of impact should be included.

□ *Honours and awards*

These should be substantial national and international prizes, or other honours. For example; medals recognising sustained academia distinction; election to national Academies. The awarding of research grants and project funds are not in themselves of significant enough recognition.

D.) Assessment by the Section Committee

After the closing date for submission, the nomination forms are made available to Section chairs and committee members. The chair will arrange for the individual section committee members to assess and rank the candidates. Members of the committee will be expected to place the candidates in order of preference using an unambiguous marking system. **The recommended method** is to use numerical marks in which a committee member gives **Grades- as follows. 1: Should be elected now; 2: Strong candidate; 3: Future contender; 4: Not electable.** The summation and averaging of these marks gives a clear measure of the level of support as well as priority order.

The Section Chairperson will manage their individual committee assessments, and will make sure that a separate summary sheet is available, that contains the following:

- the total number of candidates that were: (a) considered and (b) proposed;
- the number of Section Committee members who voted;
- the results of the vote, including both average marks and an indication of the “spread” of marks received by each candidate. The individual marking given by each committee member to each candidate is not needed.
- a clear description of the voting method used, so that the Class chair and group is aware, for example, of the relative value of high and low marks.

E.) Subsequent parts of the election

The Section Chairs submit their individual Section ranking lists and reports to their respective Class Chair. Each Class chair then convenes a meeting, where Section chairs of each class collectively discuss the individual Section lists and a moderated, consolidated single class list of candidates is recommended to Council, for election to the Academy. There will be one list per class.

Council reviews the Class lists and recommendations and carries out a due diligence and QA process. A final list is submitted to the Board of Trustees for formal election.

Elected Candidates then receive an invitation from the President to join the Academia, and are placed on the membership list but only after they respond positively to this invitation and have paid an establishment fee.

The Section Chairperson and also the head of the new member’s employing institution are informed after invitation has been accepted and confirmed. It is hoped that new members will attend the following Annual Meeting of the Academia, at which they will be personally recognised and welcomed.

Candidates are invited to choose which Section they wish to be listed under.

Acceptance of membership is considered an honour. Members should want to play an active part in the life of the Academy and therefore, scholars accepting the invitation into membership are expected [in normal circumstances] to make an annual payment to help the work of the Academy as far as personal

circumstances allow. Continued membership is not dependant on an ability to pay and flexibility for individual circumstances is always available.

Candidates designated as “**not elected this year**” can be re-nominated, as new. Any re-submissions will be considered alongside all other candidates for that year, in competition. If the specific reasons for a rejection (for example a lack of information) have been given, the candidate should only be re-nominated when any issues have been satisfactorily addressed.