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GUIDELINES FOR THE NOMINATION OF FELLOWS AND MEMBERS

Criteria for Nomination and Election

A candidate has to satisfy **all of the minimum requirements** under each of the following four major criteria, including all of the respective **minimum scores** as specified under Section 2.8, to be eligible for nomination and election:

- a) Scholarly publications; or, if this is not applicable to the nature of the candidate's field, meritorious professional contributions;
- b) Contribution to the growth of one's field of specialization;
- c) International stature as a scholar or professional;
- d) Contribution outside one's field of specialization.
- e) Have obtained a PhD or equivalent qualification no less than 10 years before the date of application for membership/Fellowship.
- f) Non- African Candidates – must demonstrate the contributions that they have made to Africa. Candidates for Associate Fellowship must, in addition, demonstrate supervision of several African masters and doctoral students and published papers based on research in Africa with a substantial number of the African research papers having African first authors.

The specific requirements to be met by the candidate under each of these criteria are the following:

2.1. Publications

2.1.1 A proposed candidate should have a **minimum of 20 peer-reviewed scholarly publications**, out of which at least 10 should be fully-fledged articles published in reputable journals while the other 10 could be a combination of book(s), book chapter(s), or paper(s) in peer-reviewed conference proceedings. He/she should have attained a minimum **H-index of 10 for members** and **H-index of 20 for Fellows**.

2.1.2 A candidate has to be the sole and/or first author in at least 30% of the minimum required publications (that is, 10 out of the 20 publications).

2.1.3 Reputability of journals publishing articles to be considered in the election of members/Fellows:

A journal is considered as reputable if:

- a) It has a standard policy of peer review in the assessment of all articles;
- b) The journal has been published uninterruptedly for at least 10 years prior to the publication of the article/s to be considered for nomination; and
- c) The journal is published by a recognized academic institution, research institution or learned society, or is regularly indexed in a reputable international database of journals.

2.1.4 Eligibility of academic book/s, book chapter/s, and conference papers to be considered for election to fellowship:

Academic books, book chapters and conference papers are considered for eligibility of Fellowship if they are original works of research published following a peer review process and their publishers are recognized academic and/or research institutions, or in the case of other publishers, these are registered in reputable international indexing databases.

2.1.5 Equivalence of publications considered for election to fellowship:

- a) A sole-authored book based on one's original research and published by a reputable publisher can be taken as equivalent to four fully-fledged journal articles.
- b) If a book is authored by two researchers, one of which is a candidate, the contribution will be considered equivalent to two scholarly journal articles.
- c) A fully-fledged book chapter based on one's original research and published by a reputable publisher can be taken as equivalent to one journal article.
- d) Two peer-reviewed conference papers based on one's original research and published in proceedings by a recognized academic or research institution can be taken as equivalent to one journal article.
- e) Two peer-reviewed journal articles or book chapters jointly published as second or third author can be counted as **one** first-author publication for the purpose of fulfilling the publication requirement of 2.1.2; likewise, three peer-reviewed journal articles or book chapters jointly published as fourth or other level of joint authorship can be counted as **one** first-author publication for the purpose of fulfilling the same publication requirement.

2.1.6 Verifying the reputability status, including peer review practice, of the publications of a candidate shall be the responsibility of each Specialist Committee processing the nomination.

2.2. Professional Contribution

This is applicable to fields where contribution to knowledge, art or culture or society is not necessarily measured by the **number** of scholarly publications.

2.2.1. Criteria for professional contribution/s

Depending on the field, the contribution to be considered can be any one, or a combination, of the following:

- a) Intellectual property (granted as patents, or other forms of intellectual property

- registered by a designated authority), and/or
- b) Applied research outputs and/or innovations, and/or discoveries or inventions such as: new materials; software packages; computer hardware and other technologies, images, devices and processes, new varieties of seeds, etc., and/or
 - c) Outstanding creative works and performances, musical compositions, and visual arts products that expand the scope of the existing creative space and inspire generations of followers, and/or
 - d) Original grammars and language dictionaries as well as dictionaries of technical terminology effectively filling a clearly recognizable gap and felt need in the field, and/or
 - e) Unique sculpture/s and/or architectural design/s that either constitute a modern national heritage embodying universal values or overcome significantly challenging architectural hurdles, or provide long-lasting and transformational economic benefits to diverse communities, and/or
 - f) Ground-breaking film productions, videos and other types of media presentation whose innovativeness and trend-setting characteristics are demonstrated by significant followers and acknowledged by recognized authorities in the field.

2.2.2. Quality indicators of the above contribution/s

Based on the concrete evidence provided, the contribution is deemed to be:

- a) Instrumental in developing new thinking, theory, practices, paradigms and methods, policies or audiences, and/or
- b) A major influence on sectoral processes, production, or management system/s, and/or
- c) A primary or essential point of reference in its field or sub-field, for educational and/or research purposes, and/or
- d) Outstandingly novel, innovative, or trend-setting, and/or
- e) Exemplary in the level of creative power as recognized through prestigious international awards won, highly coveted inter/national citations received, generational followers, etc.

2.2.3. *Impact of the above contributions*

Based on the concrete evidence provided and the type of field, the value and significance of the contribution/s can be clearly demonstrated by any one, or a combination, of the following impact:

- a) Creating, inspiring and supporting new forms of artistic, literary, linguistic, social, technological and other expression, and triggering new trends, and/or
- b) Generating innovation and entrepreneurial activity through the design and delivery of new products or services, or through patents obtained from nationally and/or internationally accredited agencies, and/or
- c) Registering a wholesome and tangible improvement in the livelihood of a significant community of people, or enhanced productivity, efficiency and

- economic return in an industry or economic sector, and/or
- d) Contributing to economic prosperity via the creative sector including publishing, music, theatre, museums and galleries, film and television, tourism, and computer games, and/or
 - e) Informing or influencing national practice or policy through research output, and/or
 - f) Creating, preserving, conserving, and presenting cultural heritage and/or
 - g) Markedly influencing the knowledge systems, philosophies, methods, ideas or ethics of any profession.

The contributions of a candidate whose eligibility for Fellowship is to be based on the criteria under 2.2.1 shall be assessed in terms of the applicable quality indicators under 2.2.2 and impact indicators under 2.2.3, with due consideration of the nature of both the contribution as well as the specific field.

2.3. Contribution to the Growth of One's Field of Specialization

This can be measured by the type of contribution and its impact on the development of the particular field as demonstrated by any combination of the following:

- 2.3.1. Development and/or strengthening of academic departments or laboratories;
- 2.3.2. Effective leadership and institution building as demonstrated by tangible outcome;
- 2.3.3. Successful supervision of graduate students; or mentorship of emerging researchers or professionals;
- 2.3.4. Active role in the establishment or transformation of a professional society to ensure its contribution to the advancement of its field of mandate;
- 2.3.5. Initiation and/or launch of a research journal of proven success in one's field;
- 2.3.6. Development and effective leadership of a successful research project;
- 2.3.7. Development and/or revision of the curriculum of an educational program, and/or
- 2.3.8. Initiation and implementation of new field/s of research or study program/s.

2.4. International Stature as a Scholar or Professional

This would be demonstrated by any combination of the following:

- 2.4.1. The number of participations the candidate has made as an invited keynote speaker in international gatherings, and/or
- 2.4.2. The number of professional papers presented by the candidate in international gatherings or conferences, and/or
- 2.4.3. The number of international journals for which the candidate has served as peer reviewer, and/or
- 2.4.4. The candidate's involvement as a visiting professor, external examiner, or fellowship of other academies, and/or
- 2.4.5. The number and amount of research grants the candidate has managed to secure, and/or

2.4.6. Membership of editorial committee of a reputable journal in the candidate's respective field, and/or

2.4.7. International prizes won or honours received in recognition of one's contribution, and/or

2.4.8. Leadership positions held at the international level.

2.5. Contribution outside One's Field of Specialization

This includes any combination of the following types of contribution made outside one's field for the good of society:

2.5.1. Tangible service to the community, industry, or profession;

2.5.2. Contributions through the media (articles, column slots, insightful interviews, broadcast program inputs, etc.);

2.5.3 Public lectures;

2.5.4. Initiating social movements for the good of society and the nation;

2.5.5. Advocacy of reforms and policies for the good of the society;

2.5.6. Publications outside one's field;

2.5.7. Government advisory services; and

2.5.8. Services in local, regional, national committees, etc.

2.6. Application of the Criteria to Fellows and Associate Fellows

The nomination criteria equally apply to both Fellows and Associate Fellows. The emphasis in both cases, irrespective of the nationality and residency of the candidates, shall be on the significance of their contributions to the advancement of science in Ethiopia and/or the mission and objectives of the Academy.

2.7. Weighted Criteria

The following weighted values are assigned based on the relative importance of each criterion:

A) Publications 60 pts

B) Professional contribution (for disciplines where **A** is not applicable) 60 pts*

C) Contribution to the growth of one's field of specialization 20 pts

D) International stature as a scholar or professional 10 pts

E) Contribution outside one's field of specialization 10 pts

Total Score: 100 pts

* Either **A** or **B** is selected for computing the total percentage score.

2.8. Minimum Eligibility Score

The minimum total score required for selection as a Fellow is **70 points out of 100**, which are to be distributed across all the minimum scores of Criteria A/B-E as follows:

Criteria A: Minimum score of 50 pts: earned with 20 publications (including article-equivalents); the remaining 10 pts are distributed in such a way that 1 pt is allotted to each extra eligible publication;

Criteria B (alternative to A): Minimum score of 50 pts: of which 40 pts are earned with any one relevant criteria fulfilled under 2.2.1 and an additional 10 pts are earned with two relevant factors each of which is drawn from 2.2.2 and 2.2.3, respectively (thus bringing the total of the minimum required score to 50 pts); the remaining 10 pts are distributed in such a way that 4 pts are allotted to any relevant additional contribution drawn from 2.2.1 while the remaining 6 pts are equally divided between two relevant factors each of which is drawn from 2.2.2 and 2.2.3;

Criteria C: Minimum score of 10 pts: earned with any four of the enumerated factors in such a way that each factor is allotted 2.5 pts; the remaining 10 pts are distributed by allotting 2.5 pts to each of any two additional factors;

Criteria D: Minimum score of 5 pts: earned with two selected factors; the remaining 5 pts are distributed by giving 2.5 pts to each of any two additional factors;

Criteria E: Minimum score of 5 pts: earned with two selected factors; the remaining 5 pts are distributed by giving 2.5 pts to each of any two additional factors.

2.9. Proposal of Candidates

2.9.1 Candidates for membership of the Academy shall be proposed by two Fellows (whether Fellow or Associate Fellow) in good standing (i.e., with respect to regular and timely payment of their membership dues). One of the fellows makes the proposal while the other one seconds it. Such proposals have to be supported by a complete and up-to-date CV, a short professional profile of the candidate, and a brief statement highlighting the merits of the candidate's contributions warranting recognition as a Fellow/Honorary Fellow. A proposal of a candidate whose performance cannot be measured by the total number of peer-reviewed publications has to be supported by documented evidence of outstanding professional contributions. In all cases, at least one of the proposers needs to be from the same discipline as the candidate. It is the responsibility of the principal proposer to get the proposal seconded by another Fellow in good standing. It is also the responsibility of the principal proposer to prepare a short profile of the candidate/s' scholarly or professional contributions and a statement highlighting their significance and submit these to the KNAS Secretariat.

2.9.2 Nominations for Honorary Fellows shall be made by the Governing Council, but the election has to be finally approved by the KNAS General Assembly.

2.9.3 In the event that a former Kenyan Honorary Fellow changes his/her permanent residence to Kenya and wants his/her status to be changed to Fellow, he/she should submit a formal application to the Secretariat to this effect. The Secretariat will record the case and forward the application to the particular Specialist Committee that made the nomination in the first place. The Committee will access the application and recommend to the Council that the Fellow's status be accordingly adjusted. This shift in status shall take effect as of the date the Council approves it. The same process shall apply in the event of a Fellow's shift in status to that of an Associate Fellow due to

permanent change of residence. Changes in Fellowship status in the latter case have to be reported immediately to the Council by the respective Specialist Committee through the KNAS Secretariat.

2.9.4 In the event that a candidate's research outputs appear to be multi-disciplinary, the SC identified by the candidate's proposer can recommend that the candidate's nomination be handled by another SC, based on the category of the subject area/s in which the candidate has earned graduate degrees. Any claim to the contrary shall be settled at the annual joint meeting of the SC Chairs and the Executive Committee.

3.0. Number of Fellows to Be Nominated Annually

The total number of 6 Fellows and 18 members may be nominated annually. Each SC can nominate a maximum of six nominees. Nominees from respective SCs who are not prioritized for nomination in the current year, due to a higher number of eligible candidates, should be considered for nomination in the following year. However, their nomination can only be re-considered for a period of three successive years, and if they cannot be elected within this period, their case will be dropped.

A maximum of 18 Members (a maximum of six per SC) may be elected every year. Even though each SC may nominate a maximum of six members annually, in the event that a SC is unable to fill the allotted six slots, the chance will not be given to other SC that have potentially a higher number of nominees. This embargo on SC has been instituted to avoid disciplinary imbalance.

The shift in the status of a former Honorary Fellow to that of a Fellow or vice versa shall not have any bearing on the total number of Fellows that his/her SC is entitled to nominate.

3.1. KNAS Secretariat's Facilitation of Candidates' Nomination and Election Process

The Secretariat shall:

- a) Announce the opening and closing dates for the submission of proposal of candidates, Fellows' comments on the candidacies, as well as Specialist Committee's nominations to the Secretariat.
- b) Make available the templates for nomination, minutes, profile of candidates' contributions and other essential data to be provided to ensure consistency in formats used by various actors involved in the nomination process.
- c) Receive proposals together with the CVs, short profiles of the candidates and statement on the significance of the candidates' contributions, together with the names of the proposing and seconding Fellows.
- d) Pre-check the completeness of all proposals and supporting documents submitted to the Secretariat and refer back immediately to the Proposer if they are found to be incomplete in any way.
- e) Organize the list of candidates by disciplinary category in accordance with the disciplinary clusters of the Specialist Committee and forward the list and short profiles to the Constituent Members/Fellows affiliated to the respective Specialist Committee for their comment. The whole purpose of involving the constituency of the respective SC in the nomination process is to ensure its transparency.

- f) Upon receipt of the comments of Fellows, forward to the respective SC the comments received along with the list of candidates within their disciplinary cluster, their complete CVs, short profiles and other supporting documents for review and consideration of their nomination.

3.2. Nomination by Specialist Committees (SC)

The SCs have the following responsibilities in the nomination process of Members and Fellows.

3.2.1 Encourage Members/Fellows within their disciplinary constituency to propose eligible candidates and forward their names and supporting documents to the Secretariat in accordance with the deadlines.

3.2.2 Upon receipt of the list of candidates, their CVs, other supporting documents and Constituent Fellows' comments from the Secretariat, the SC chairperson forwards the same to SC members and calls a meeting to review and decide on the nomination of eligible candidates. The Chairperson of the SC will take the initiative to contact the Proposer and Secunder of each candidate for additional information and clarification if necessary.

3.2.3 Taking cognizance of the comments of the Constituent Fellows, the SC members determine if the candidates' specialization fall within their SCs disciplinary mandate, review the significance of the contributions of the candidates in accordance with the SC nomination criteria and decide on the list of nominees to be recommended to the Executive Committee and the Governing Council.

3.2.4 Prepare the final list of a maximum of 6 candidates (under Membership category) and 2 candidates (Fellowship, if applicable) who fit within their disciplinary mandate, meet the criteria set and rank the candidates **in decreasing order** of merit.

3.2.5 Submit to the Secretariat the recommended list of nominees for consideration by the Executive committee and the Council. This list has to be accompanied by the following documents:

- a) Signed minutes of the meeting of the SC;
- b) A complete list of all current candidates considered for nomination;
- c) Detailed Curriculum itaes of the candidates;
- d) Brief profile of each of the candidates organized in accordance with the standard template;
- e) Names of the principal proposer and seunder, including self-application/s by candidate/s if any;
- f) List of scientific publications, organized by category, with full bibliographic details.
- g) Evidence of artistic or other professional contributions if nomination is not based on the total number of scholarly publications.
- h) Recommendation of a candidate with multi-disciplinary orientation to another SC that they deem best fits his/her area of specialization, provided there is such a candidate.

3.3. Endorsement of Nomination by KNAS Council

The KNAS Council is mainly responsible for verifying the application of the criteria, and the fairness and transparency of the nomination process. Its specific responsibilities include:

- 3.3.1 Reviewing the final list of nominees for Members and Fellows
- 3.3.2 Overseeing the compilation and presentation of the final list and citations of nominees recommended for election by the KNAS Annual General Assembly.

3.4. Election by the Annual General Assembly of KNAS Council

- 3.4.1 The final decision on membership will be made by the Annual General Assembly of the Academy.
- 3.4.2 The final list of Membership/Fellowship candidates, plus any Associate Fellows, nominated by the respective SC and endorsed by the Board, including the latter's proposed Honorary Fellows, shall be voted on by Fellows attending the General Assembly.
- 3.4.3 Candidates are elected when they get the majority of the votes casted.
The newly elected Fellows shall be introduced at the next Annual General Assembly of KNAS provided they accept their election, commit to abide by the rules and regulations of the Academy and agree to contribute to the attainment of the mission and objectives of the Academy.
- 3.4.4
- 3.4.5 All candidates not elected in this process can be reconsidered subsequently during each of the next three years as candidates and the assessment of their contributions shall pass through the formal process starting with the SC.

3.5. Newly Elected KNAS Members/Fellows

For all purposes and intents, a nominee of KNAS who has been elected by the General Assembly is recognized as a Member/Fellow or Honorary Fellow as of the date of the nominee's formal acceptance of his/her election by signing and submitting the Fellowship Acceptance Form and taking an **oath of allegiance**.

