NATIONAL COUNCIL ON FAMILY RELATIONS
FELLOW STATUS PROCEDURES AND POLICIES

The following guidelines and policies for awarding **FELLOW STATUS IN THE NATIONAL COUNCIL ON FAMILY RELATIONS (NCFR)** were approved by the Board of Directors on April, 1996. Revisions to the NCFR Fellow Status Procedures and Policies were approved by the NCFR membership in March 1, 2007. Revisions to the NCFR Fellow Status Procedures and Policies were approved by the Board November 2009, January 2010, May 2011, January 2012, January 2013, and June 2013, November 2015

1. **What is Fellow Status in NCFR?**
   Fellow Status in NCFR is an honor awarded to living members on the basis of their outstanding contributions to family science. Nominations of all family professionals who have made contributions to the family field are encouraged. Among the recognized areas of contribution are scholarship, teaching, outreach, practice, and professional service, including service to NCFR. By definition, outstanding contributions are those which have broad impact on the field and are enduring over time.

2. **What are the criteria for Fellow Status?**
   A. Nominees must have made outstanding contributions to the field. Satisfying a combination of these criteria is required. Examples of outstanding contributions include:
      1) Published, refereed scholarship that has shaped or reshaped the field of Family Science.
      2) A history of innovation in practice or outreach that has transformed the field, such as the development and implementation of novel or significant interventions or programs designed to promote healthy family relations.
      3) Recognition of teaching excellence through awards and mentoring.
      4) The development and implementation of innovative curricula for training professionals in the area of family science.
      5) The development and implementation of innovative social policy relevant to families.
      6) A history of innovation and publication about the methods and measurement strategies used in related family science arenas.
      7) Superior contributions to NCFR as an organization.
   B. Nominees must have at least 10 years of professional experience after the receipt of the appropriate graduate or professional degree.
   C. Nominees must have held NCFR membership continuously for the past five years at the time of nomination.

3. **What is the procedure for nominations?**
   A. Nominees must be nominated by another NCFR member.
   B. Nominees must have the endorsement of two individuals, one of whom must be an NCFR member, describing the outstanding nature of the nominee's contributions.
   C. In general, nominees should not be aware that they are being considered for Fellow Status. For this reason, the NCFR office will not contact candidates for Fellow status at the time of their nominations.

4. **What are the policies pertaining to NCFR Fellows Status?**
   A. Fellow Status is maintained in perpetuity. Deceased NCFR Fellows will be listed as NCFR Fellows, with a notation that they no longer are living.
   B. The total number of Fellows will be limited to no more than 3% of current membership.

C. Deceased Fellows and Fellows who have emeritus/emeriti membership in NCFR will not be counted in the annual calculation of Fellows as a proportion of NCFR members.

5. **What are the policies of the Fellows Committee**?
The committee is elected by the full NCFR membership to recommend to the Board the names of individuals to receive the honorary title of "NCFR Fellow." The Board then bestows the title on NCFR members who are distinguished by their record of outstanding contributions to the family field.
   A. **Membership:** The Fellows Committee shall consist of five members elected by the membership serving staggered terms of three years. Where possible, the Fellows Committee will include two NCFR Fellows, with one rotating on and one rotating off each year. The Fellows Committee shall determine its own process for selecting its Chair (Co-Chair or Chair-Elect) at each annual meeting. Members of the Fellows Committee shall not be considered for Fellow Status while serving on the committee. Committee members may be re-elected.
   B. **Responsibilities:** The Fellows Committee reviews and acts on applications for honorary Fellow Status in NCFR. Following the Fellows Committee's meeting at the Annual Conference, the Committee will submit a report to the Board of Directors, including a list of names approved for Fellow status and any suggestions or concerns regarding the Fellow selection process.
   C. **Removal from office:** Each member of the Fellows Committee is expected to fulfill responsibilities as assigned, review NCFR Fellow candidate nominations, participate in conference calls as necessary, attend agreed upon meeting(s) during the NCFR Annual Conference, and refrain from conflicts of interest in the selection of NCFR Fellows. Any member may be removed at any time prior to the expiration of the member's term by affirmative vote of three-fourths of the other members of the Fellows Committee. Cause for removal includes unsatisfactorily fulfilling the duties of the Fellows Committee as stated above.
   D. **Vacancies:** If a vacancy occurs on the Fellows Committee, the committee will seek a replacement that helps maintain balance in representing the diverse membership of NCFR. The vacant position may be filled using two approaches respectively: (a) the runner-up to the vacant position may be asked to fill the position or (b) a committee member completing a three-year term on the committee may be asked to serve for an additional year.

6. **How are nominees selected and applications for Fellows processed?**
   A. NCFR members will nominate other NCFR members for Fellow Status as part of an annual publicized nomination process. (The following sources may be used to publicize the process: NCFR REPORT, NCFR Listservs, NCFR Zippy News, NCFR Fellows, NCFR Section Chairs, Affiliated Council Presidents, department chairs of family programs and the NCFR Website). The nominator will send this nomination to the Fellow Status Department, NCFR Headquarters, 1201 West River Parkway, Suite #200, Minneapolis, MN 55454. Fax: 763-781-9348. Email: jeannestrand@ncfr.org. The NCFR office will (a) verify the eligibility of the candidate, and (b) send a nomination packet to the nominator. The nominator will prepare the required materials for the candidate's portfolio.
   B. In case of multiple nominations for the same candidate, the NCFR office will identify the first author of the received nomination as the primary nominator. The office will notify the other nominators and ask if they are willing to provide one of the letters of support. The office will forward this information to the primary nominator. The primary nominator will be responsible for preparing all the required documentation supporting the nominee including obtaining the letters of recommendation.
   C. When it has been determined that nominees meet the criteria, the nominator will complete the supporting materials sent from the NCFR office. These materials include: (a) letter from nominator addressing the impact and enduring contributions of the candidate to the family field, (b) nominator obtains two other supporting letters for the candidate. At least one letter of support must be from an NCFR member in addition to nominator letter. (c) letters of support should address the impact of the candidate's enduring contributions to the family field in one or more of the following areas: scholarship, teaching, outreach, professional service, (d) the nominees' complete curriculum vitae, which must not be more than five years old. Typical examples for inclusion in a curriculum vitae are research, scholarly and creative activities,

publications, presentations, grants and contracts, professional organization memberships, contributions to NCFR, awards, teaching and service.

D. The primary nominator returns the completed application materials for Fellow Status to the NCFR Headquarters electronically to Jeanne Strand at jeannestrand@ncfr.org **by September 15th.**
E. NCFR forwards to each member of the Fellows Committee all completed applications **by October 1st.**
F. At the NCFR Annual Conference in November, members of the Fellows Committee meet to discuss and to vote whether to approve each application. Only candidates approved by all five members of the committee will be forwarded to the NCFR office no later than December 1st, along with a brief descriptive paragraph from the committee chair describing the impact on the profession of each of the approved candidates.
G. The NCFR office will notify nominees awarded Fellow Status by email and letter by January 15th or after the January Board Meeting and the approval of the NCFR Board.
H. Candidates awarded the honor of Fellow Status will be invited to an induction ceremony the following year at the NCFR Annual Conference and will receive a Fellows pin and plaque declaring their Fellow Status. A list of Fellow Awardees will be published in the March issue of the REPORT.
I. In general, nominees should not be aware that they are being considered for Fellow Status. For this reason, the NCFR office will not contact candidates for Fellow Status at the time of their nominations. Nominators may contact nominees to obtain copies of their curriculum vitae and other supporting materials if these cannot be obtained otherwise.
J. The NCFR office will contact all nominators to inform them of the outcomes of their nominations. The NCFR office will not contact nominees who have been unsuccessful.