

NATIONAL COUNCIL ON FAMILY RELATIONS FELLOW STATUS PROCEDURES AND POLICIES

Fellow Status

The following guidelines and policies for awarding **FELLOW STATUS IN THE NATIONAL COUNCIL ON FAMILY RELATIONS (NCFR)** were approved by the Board of Directors in April 1996. Revisions to the NCFR Fellow Status Procedures and Policies were approved by the NCFR membership on March 1, 2007. Revisions to the NCFR Fellow Status Procedures and Policies were approved by the Board in November 2009, January 2010, May 2011, January 2012, January 2013, June 2013, November 2015, April 2018, January 2020, and May 2022. Revised May 2022.

1. Fellow Status in NCFR

Fellow Status in NCFR is an honor awarded to living members on the basis of their outstanding contributions to the understanding and strengthening of families. Nominations of all family scholars and professionals who have made outstanding contributions 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 and are enduring over time.

2. Criteria for Fellow Status

- A. Nominees must have made outstanding contributions to the understanding and strengthening of families and to NCFR as an organization. Satisfying a combination of these criteria is required. Examples of outstanding contributions include:
- 1) Published, refereed scholarship that has shaped or reshaped the study of families.
 - 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 family scholars and professionals.
 - 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 research and practice arenas.
 - 7) Outstanding contributions to NCFR as an organization may include a history of organizing conference symposia, editing/guest editing NCFR journals, or developing nationally distributed products/curricula that bridge family research and practice.

- 8) Individuals who were previously nominated for Fellow status, but not recommended by the Fellows Committee, are eligible to be nominated again after a three-year waiting period.
 - 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. 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.

*Nominations from NCFR members involved in the nominee's academic preparation (e.g., major advisor, administrative head of the program from which the nominee graduated or who have possible conflicts of interest (e.g., partner or family member) will not be accepted.

†Endorsements from NCFR members with a potential conflict of interest may be included with the nomination packet but cannot be used to satisfy the requirements for endorsement by an NCFR member.

4. 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/emerita membership in NCFR will not be counted in the annual calculation of Fellows as a proportion of NCFR members.

5. How nominees are selected and applications for Fellows are 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 online discussion groups, NCFR Zippy News, NCFR Fellows, NCFR Section Chairs, Affiliated Council Presidents, department chairs of family programs, and the NCFR Website. Committee co-chairs may reach out to other NCFR entities). The nominator will send this nomination by mail to the Fellow Status Department, NCFR Headquarters, 661 LaSalle, Suite 200, St. Paul, MN 55114 and/or by email to aliciajaworski@ncfr.org. The NCFR office will (a) verify the eligibility of the

- candidate, and (b) send the nomination materials 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 understanding and/or strengthening of families, (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 understanding and/or strengthening of families 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 Alicia Jaworski at aliciajaworski@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 or co-chairs describing the impact on the profession of each of the approved candidates.
 - G. The NCFR office will notify nominees awarded Fellow Status by email 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 *NCFR 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.

Fellows Committee

1. 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 understanding and strengthening of families.

- A. **Membership:** The Fellows Committee shall consist of five members elected by the NCFR 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 committee members shall serve as chair or co-chairs in their third year. This will be determined at the annual meeting in November of each year. Outgoing chairs will meet with incoming chairs before the conference to discuss the expectations of the role. 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 NCFR Annual Conference, the co-chairs will submit a report to the Board of Directors on behalf of the committee, 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.