



## **Fellow Nomination Manual**

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### Definition of Fellow

A CSTD Fellow is one of four levels of membership in the Society (Student, Regular, Certified and Fellow). The rank of Fellow is the highest which CSTD can bestow upon a member. Fellows are members who have attained such eminence in the field of training and development that the CSTD board, by a two-thirds vote of all board members, deems their achievements and contributions significant in both the Society and the profession.

The rank of Fellow is bestowed upon a member only once and is decided during the fall meeting of the board of directors.

Fellows retain their prestigious rank as long as they remain a member in good standing of CSTD.



### Recommending Candidates for Nomination

#### Fellow Nominee Eligibility Criteria:

- Must hold CTDP designation
- Must be a member in continuous good standing for a minimum of 10 years, 2 years of which they held the CTDP designation
- Must be nominated by two current certified members of CSTD

Members who hold the CTDP designation who meet the eligibility requirements for elevation to Fellow must be nominated by at least two current certified members of CSTD. As part of the nomination process, candidates for Fellow of CSTD are required to submit all relevant supporting documentation in accordance with the application criteria. Board members may only be nominated two years post-term. As well, conflict of interest disclosure must be made by all nominators. Fellows cannot self-nominate.



### **Guidelines for the CSTD Fellows Nomination Process**

The nominating process for CSTD Fellows is outlined in the following guidelines in order to assist members in understanding how to participate and to provide transparency of the process carried out by the CSTD Fellows Nominating Committee. Any changes to these guidelines are submitted by the appointed Fellows Nominating Committee to the board for final approval.

The CSTD Fellows Selection Committee is a committee that receives nominations of qualified members and makes recommendation(s) to the board for the category of Fellow. The head of the Fellows Selection Committee is called the chair – until the committee is self-sufficient, and a critical mass of fellows is reached, the vice chair of the board takes on this role. The Fellows selection committee is made up of four additional members that are appointed by the Chair of the committee, subject to board approval. Ideally, all members of this committee are Fellows themselves, and serve rotating terms. The President of the Society serves as an ex-officio member of this committee.



### Criteria and Evaluation

The Fellows Nominating Committee's evaluations are based on the information provided in the detailed application provided by nominators. In their deliberations, the committee considers each candidate's career-long accomplishments—not just what the candidate has done over the past few years—in all five categories. An ongoing contribution since becoming a member is an important overall factor.

CSTD Fellow nomination application should come with three references, separate from the nominators, who can attest to some facet of the candidate's professional career.

Nominators are to submit a complete application in order for their candidate to be considered for fellow status. This application is to be captured in a document centered around a statement on the candidate's impact on the workplace learning and development field, and supported by examples of the criteria below. The total size of the complete application should be 7 pages maximum (including resume and the publications and presentations list).

#### Criteria categories include:

- Professional qualifications
- CSTD activities and contributions
- Publications and presentations
- Other notable achievements
- Volunteer mentoring and community service in training and development

The application begins with a written impact statement describing the significance and relevance of a candidate's impact on the field. The remaining criteria categories should support this impact statement within the written application.

#### Questions which should be considered when writing impact statement:

- The breadth of the impact on training and development. How far-reaching is it?
- Where does the candidate's work rank in the field?
- What insight has been gained as a result of the candidate's work?
- How has the candidate's work contributed to the field overall and/or in the growth of the field?
- What impact does the work have on current and future training practices?



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- In what other ways has the candidate contributed to the training and development community?

**Rating method:** Each category of criteria is rated on a scale of 1-10 for an overall rating out of 50. In order to be considered for fellow status, you must have a rating of 40 or higher. However, the rating scale is merely a guideline and the committee is not obligated to refute or recommend a candidate based on their rating.



### Categories of Criteria:

**1. Professional qualifications (academic and other) and experience**– Candidates must demonstrate significant contributions and/or impact in the advancement of Training and Development highlighting exceptional qualifications, as well as significant career and academic accomplishments. Candidates are also asked to submit a CV which lists all academic and professional training. This includes courses, degrees, certificates, diplomas, etc. Category Rating: 1-10

#### Considered Activities:

- Degree in a related field
- Master's in a related field
- Doctorate in a related field
- Other professional designation
- 10+ years in a learning and development leadership position
- Full-time tenured academic position in the field
- Clear record of Designing workplace learning/ training and development curriculum
- Session or Part Time instructor in Adult Ed, Ed Tech or Curriculum Development

*\*Related fields include: Organizational Development /Adult Education/Educational Technology, Human resource mgmt, Educational / Organizational psychology*

**Provide a copy of the candidates resume which clearly outlines any of the above qualifications.**



### Categories of Criteria:

**2. CSTD activities and contributions** – A Candidate must be a certified professional member, who has made noted and distinguished contributions to CSTD which make an impact and serve the advancement of the profession through the various activities of the organization. Category Rating: 1-10

#### Considered Activities:

- Developed a new program such as the awards program
- Significantly contributed to or changed the direction of an existing program
- Skill Demonstration Assessor for the certification program
- Wrote a proposal for funding that resulted in a new activity for CSTD
- Significantly contributed to setting an industry standard

For each significant activity or contribution, provide a description of its impact, significance and relevance to the organization and the profession to be included in your final application document. The described activities should be exclusive to those listed for consideration and relate to the overall impact statement.



### Categories of Criteria:

**3. Publications and presentations** – Candidates must provide examples of publications, and presentations which they have created or contributed to which serve to benefit the industry. Category Rating: 1-10

#### Considered Activities:

- Keynote Speaker at major industry conference
- Presenter at a major industry conference
- Author of publication(s) distributed by well known and reputable sources
- Author of book(s) with ISBN number – self-published titles not included
- Author of a peer-reviewed article(s)
- Primary presenter of webinar(s)

Provide a list organized by category of the publications and presentations of which you were the author or presenter. Focus on things other than those routinely published in connection with your employment, starting with the most recent:

#### Publications:

Title	Contributing Authors (if applicable)	Date published	Publisher / Media Source	Type of Media	Approx. Distribution
<i>Example</i>	<i>Example Example, PhD</i>	<i>01/01/2010</i>	<i>Canadian Learning Journal / CSTD</i>	<i>Print &amp; Online - Magazine</i>	<i>3000</i>

#### Presentations:

Topic	Date	Event	Venue	Hosting Company / Organization	Approx. size of audience / participants
<i>Example</i>	<i>01/01/2010</i>	<i>CSTD National Conference</i>	<i>Sheraton Centre</i>	<i>CSTD</i>	<i>300</i>

Additionally, provide a statement for which focuses on the caliber and significance of these contributions.



### Categories of Criteria:

**4. Other Notable Achievements**– Candidates should provide any information on any other notable achievements which they have received and are relevant to their work and contribution to training and development. Category Rating: 1-10

#### Considered Examples:

- Awards & Honours:
  - Recipient of the President’s Award or Lifetime Achievement Award
  - Recipient of the ASTD Excellence in Practice Award
  - ISPI Award of excellence
  - CATE Award winner – key contributor
  - Other Industry Related Recognition Award which acknowledges impact on the field
- Head of Research Project with reputable institution
- Other

Outline any other notable achievements in a statement. Be sure to describe the significance and impact to the field of training and development. Make this as long as necessary, but as short as possible.



### Categories of Criteria:

**5. Volunteer mentoring and community service in training and development** - Show significant contributions, through volunteer/pro bono work, to assist others by using training skills and to advance technical communication inside and outside of the profession. Category Rating: 1-10

#### Considered Activities:

- Made impact at the local, national or international level
- Had an influence the future of the industry
- Other

#### Examples:

- Coaching and mentoring for local/national non-profit or charitable organizations on training initiatives
- Participation of the creation/management of government activities of training or educational requirements
- “Think tank” activities that influence the development of the training/educational sector

Provide a description of the impact, significance and relevance to the industry of the candidate’s volunteer mentoring and community service activities. The described activities should meet the minimum requirements for consideration.



### Process & Timeline

#### The basic timeline for determining qualified fellows:

##### September

- A call is made for fellow nominations.

##### January/February

- Deadline for applications occurs in late January or early February.
- To be considered by the Fellows Nominating Committee, applications must be received at the CSTD office by the posted due date for the CSTD year.

##### July

- Once the board has made its decision on the nominees, the CSTD Fellows Nominating Committee notifies the new Fellows of their selection, however this will not be made public until early fall.

##### Late August/September

- Recipients will be announced in the Fall CLJ with a brief biography; as well they will have an online profile.
- Fellows are granted the title of: Fellow, CSTD.
- The CSTD Fellows Nominating Committee sends candidates who submitted but were not selected letters with appropriate feedback, and if applicable, suggestions for future courses of action.

##### October/November

- Fellows are invited to attend the President's Dinner at the CSTD annual conference to receive recognition