

# SAF Fellows Review Process

## Deadlines

---

February 28:	Nominations due to SAF National Office
March 7:	Nominations made available to District Fellows Committees (DFC)
March 8-April 15:	DFCs review nominations
April 16:	Forward qualify nominees to the Committee on Professional Recognition (CPR) through the SAF National Office
April 16-May 3:	Review by CPR to ensure that the packets are complete and the DFCs practiced due diligence in the evaluation process
May 10:	CPR submits recommendations to the SAF National Office for Council
Early June:	Council reviews CPR recommends during its meeting

## District Fellow Committee

---

The DFC will be responsible for the following:

1. Evaluate candidates against the criteria for Fellow and forward qualified nominees to the CPR via the SAF National Office.
2. The DFC's nonvoting Council representative may submit an additional endorsement of nominees to the CPR.
3. Inform candidates if the DFC decided NOT to forward the nomination to the CPR

The DFC will be organized as follows:

1. Consist of at least five Fellows representing each state society within the Council District. Individual Council members will serve as a nonvoting member of the DFC.
2. Appointments to the DFC will be by the District Council Representative by January 1 and names forwarded to the national office.
3. DFC shall include at least one Fellow elected in each of the preceding three decades and at least one woman Fellow if possible.
4. DFC members serve for a five year term for a calendar year and serve no more than one consecutive five-year term without a break in service.
5. If the DFC is less than five members, members from the CPR can temporarily serve on the DFC. The DFC can make the request directly to the chair of the CPR.

## Committee on Professional Recognition

---

1. The CPR will be responsible for ensuring that the DFCs:
  - a. Meet via conference call, face-to-face, or online
  - b. Include the nonvoting Council member's endorsement, if any, with the DFCs nominations to the CPR
  - c. All members of the DFC must participate in the evaluation process
  - d. The current criteria were used in the evaluation process. This can be demonstrated through a check list or copy of rubric
  - e. A completed nomination packet was reviewed
2. The Committee on Professional Recognition **WILL NOT** reevaluate a candidate's qualifications.
3. The CPR **WILL** recommend all candidates, to Council, if the above items (a-d) are followed by the DFC. The CPR's recommendation to Council **WILL NOT** include the entire nomination material.

The CPR will notify the District Council Representative and the DFC only if nominations will not be recommended to Council.

4. The CPR can assist the DFC by temporarily filling vacancies for the review process and providing discussion tools to the DFC. The discussion tools are optional for DFC and DFC may develop their own discussion tools; however, tools must follow the Fellow's criteria.

*Approved by SAF Council on December 1, 2012. The Committee on Professional Recognition can recommend changes to the SAF Fellow Review Process for approval.*