

S495 SOIL SCIENCE SOCIETY OF AMERICA FELLOWS COMMITTEE

A. Status: Special Committee

B. Composition and Tenure:

Appointees to the Fellows Committee must be approved by the SSSA Executive Committee. The committee is composed of 13 persons including the Chair. Term of service is two years for committee members. The Chair serves a one-year term. The Past President of the Society serves as Chair of the Fellows Committee.

C. Functions:

1. To encourage nominations for this award.
2. To become familiar with the guidelines and procedures for this award and to be responsible for seeing that all nominations fulfill the required criteria of eligibility for the award.
3. To evaluate nominations and to select from among those nominated the most outstanding nominees for the award.

D. Procedures:

1. The program is conducted electronically. The Chair transmits any special instructions to the members.
2. The Chair advises all committee members of the scoring or ranking procedure to be followed and relays any other special instructions to the committee.
3. The Chair reports the results of the committee's selection process to the President of the Society.
4. The Chair presents the award at the awards presentation function.
5. The Chair activates and works with the committee on any special charges sent to the committee by the Board of Directors or the Executive Committee.
6. The Chair prepares the annual report of the Committee.

E. Presidential Responsibilities:

The SSSA President:

1. With approval of the Executive Committee, the President appoints new members to the committee, usually 6 per year.
2. Cooperates with the committee in its activities, as appropriate or in response to need.
3. Notifies the committee directly of all deadlines on award selection, annual report, etc.
4. Receives and takes action directly, or by referring to the SSSA Executive Committee and/or Board of Directors, as appropriate, all suggestions and/or recommendations for action from the committee.

F. Description of Award:

Fellows are active members of the Society who have been nominated to receive the honor of Fellowship by other active members, recommended by the Fellows Committee, and elected by the SSSA Executive Committee on behalf

of the Board of Directors. Up to 0.3 percent of the active members may be elected to Fellowship in a given year. The award consists of a certificate and a complimentary ticket to the awards presentation.

G. Award Criteria:

The primary criteria for selecting recipients for this honor are based on the nominees' personal achievements, recognition and service, and their professional achievements in the areas of teaching, extension education, research, service to soil science, and administration.

H. Format for Nominations:

A format guide, approved by the Board of Directors or Executive Committee, is issued each year and is available on the SSSA awards webpage at www.soils.org/awards.

I. Eligibility of Nominations:

Nominations may be made by any active member of the Society, except members of the Fellows Committee and Executive Committee. Likewise, members of the Fellows Committee and Executive Committee may not provide support letters for nominees. A given member may nominate no more than two persons for Fellow in a given year.

J. Eligibility of Nominees:

Nominees must be active members of the Society at the time of their nomination and must have been active members for a total of at least 10 years.

K. Team Nominations:

Not applicable.

L. Scoring or Ranking Procedure:

The scoring procedure is to allot a maximum of 15 points to a nominee's personal achievements, a maximum of 50 points to the nominee's professional achievements, a maximum of 15 points to achievements as evidenced by the nominator's letter and the nominee's professional publications, a maximum of 10 points for the letters of support, and a maximum of 10 points for service to SSSA. Ranking shall be through the mean-rank method of nominees over all judges.

All candidates will be ranked up to a number that is twice the number of Fellows to be elected. All other candidates will be given a ranking of one higher than that. For example, if 15 Fellows are to be elected, the top 30 candidates will be ranked and all others will be given a rank of 31.

M. Revising Guidelines or Procedures:

The award committee may recommend changes or revisions relative to criteria, description, selection process of recipients, etc. All recommendations must be approved by the SSSA Board of Directors or Executive Committee before said recommendations may be implemented.

N. Ties and a Deadlocked Committee:

1. The Award Committee is expected to make every effort to break tie votes.
2. If the Award Committee cannot break the tie vote, the Award Committee Chair shall vote to break the tie.