

#### **C455 CSSA FELLOW COMMITTEE**

- A. Status: Standing Committee
- B. Composition: The committee shall be composed of thirteen active CSSA members, including the Chair. Appointees to the committee must be approved by the CSSA Executive Committee. The CSSA Past President serves as Chair.
- C. Tenure: The term of service is two years for committee members. The Chair serves a one-year term.
- D. Functions:
1. Holds a meeting at each year's Annual Meetings.
  2. With the aid of the Headquarters staff, solicits nominations for the award, including distribution of a written brochure.
  3. Selects the best qualified nominee in accordance with the Award Guidelines. The procedures followed are focused through the committee Chair, whose duties are as follows:
    - a. Serves as a voting member of the committee.
    - b. Receives, at the appropriate time, all nominations for this award from the Headquarters Office. Each committee member also will receive a set of nominations directly from the Headquarters Office.
    - c. Advises all committee members of the scoring or ranking procedure to be followed, as well as any other special instructions.
    - d. Conducts the voting, tabulates the returns, and informs committee members of the results.
    - e. Submits the recommendations from the committee's selection process to the General Awards Committee Chair, who is the CSSA Past President.
    - f. Delegates to Headquarters Office responsibility for collecting biographical information on the award recipient, inclusive of two 3 x 5 inch glossy prints of a recent black-and-white photograph. This material is used by the Headquarters Office for publicity on the award recipient.
    - g. Presents the awards at the awards presentation function.
    - h. Activates and works with the committee on any special charges sent to the committee by the CSSA Board of Directors or by the CSSA Executive Committee.
    - i. Submits an annual summary report of the committee activities to the CSSA Board of Directors and to the CSSA Executive Committee, via the Headquarters Office.
    - j. Serves as a member of the General Awards Committee.
  4. May recommend changes or revisions relative to criteria, description, selection process of recipients, etc. All recommendations must be approved by the CSSA Board of Directors before said recommendations may be implemented. Recommendations shall be submitted through the General Awards Committee.

E President's Responsibilities to the Committee:

Shall advise, in writing, the individuals who have been selected as the award recipients, as well as the individuals who submitted the nomination. The Past President shall advise, in writing, those individuals who made nominations that were not successful.

F. Award Guidelines:

1. **DESCRIPTION OF AWARD:** The honor or Fellow is the highest award that the Crop Science Society of America bestows on its members. Fellows are active members of the Crop Science Society of America who have been nominated to receive the honor of Fellowship by other active members, recommended by the CSSA Fellow Committee, and elected by the CSSA Executive Committee on behalf of the CSSA Board of Directors. Up to 0.3 percent of the active members may be elected to Fellowship in a given year. The Executive Vice President will inform the committee Chair of the maximum number of CSSA Fellows that can be awarded in a given year. The award consists of a certificate and a complimentary ticket to the awards presentation.
2. **AWARD CRITERIA:** The primary criteria for selecting recipients for this honor are based on the nominee's personal achievements, recognition, and service; and their professional achievements in the areas of teaching, extension education, research, service to crop science, and administration. It is the most prestigious honor CSSA can bestow on its members. The committee need not recommend a maximum compliment of award recipients if some nominees fail to meet the award criteria.
3. **FORMAT FOR NOMINATIONS:** A format guide, approved by the CSSA Board of Directors, is issued each year. The Chair and committee members shall receive a copy of this guide at the time it is mailed from Headquarters.
4. **ELIGIBILITY OF NOMINATIONS:** Nominations for this award are accepted only from individual active members of the Crop Science Society of America. Members of the CSSA Executive Committee and members of this committee are not eligible to make nominations or to write supporting letters for nominees.
5. **ELIGIBILITY OF NOMINEES:** Nominees must be active members of the Crop Science Society of America at the time of their nomination and must have been active members for a total of at least 10 years. Members of the CSSA Executive Committee and this committee are not eligible for this award.
6. **TEAM NOMINATIONS:** Nominations of teams are not accepted for the CSSA Fellow award.
7. **SCORING OR RANKING PROCEDURE:** The scoring procedure is to allot a maximum of 15 points to a nominee's personal achievements, a maximum of 60 points to the nominee's professional achievements, and a maximum of 15 points to achievements as evidenced by the nominator's letter and the nominee's professional publications, and a maximum of 10 points for the letters of support. Each committee member totals the score for each nominee and submits them to the Chair ranked in numerical order. All those nominee rankings with a higher number than twice the maximum number ( $2n$ ) that can be elected in a given year shall be designated an equal ranking of  $2n + 1$ . Final ranking by the Chair shall be through the mean-rank method of nominees over all committee members. Whenever a tie involving three or more nominees occurs for the  $n-1$  mean rank, the nominees that are in the tie will be reranked. A similar procedure will be used whenever a tie of two or more nominees occurs for the mean rank. All rankings and recommendations of the committee shall be kept confidential by the committee members.
8. **TIES AND A DEADLOCKED COMMITTEE:**
  - A. The Award Committee is expected to make every effort to break tie votes.
  - B. If the Award Committee cannot break the tie vote, the Award Committee Chair shall notify Headquarters. Headquarters will reproduce and send copies of the nominations of the individuals involved in the tie to the members of the General Awards Committee.
  - C. The General Awards Committee will review the nominations and vote. The Chair of the Award Committee in question will also vote but the vote will not be counted unless there is a tie in the vote of the General Awards Committee.