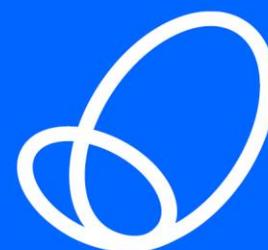


FELLOWSHIP GUIDELINES.

March 2019



engineering
new zealand
Institute of Engineering Professionals

OVERVIEW

Engineering New Zealand recognises people who make a significant or eminent contribution to the engineering profession, or New Zealand’s engineering reputation, through its Fellowship programme. The Fellowship programme recognises the profession’s leaders and forms part of a clear pathway for member recognition.

The objectives of the Fellowship programme include to:

- maintain a consistent and high standard for Fellowship;
- recognise and reward diversity in the practise of engineering and the wide range of contributions different engineers make to the profession, including across local and central government, academia, and across borders;
- recognise contributions made to the engineering profession by people who are ineligible to be members of Engineering New Zealand;
- be accessible, objective, transparent, fair, and consistent; and
- be flexible enough to respond to disruptive technologies and global mobility.

FELLOWSHIP STRUCTURE

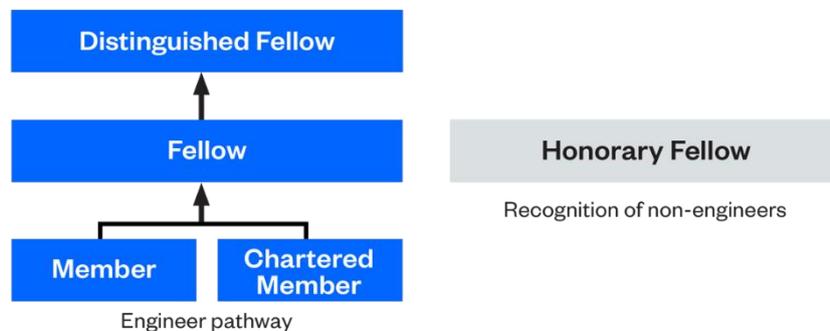
The Fellowship programme allows Engineering New Zealand to recognise contributions to the engineering profession in New Zealand or to New Zealand’s engineering reputation by its members and others.

Members of Engineering New Zealand may have their contribution to the profession recognised through being elected to the class of Fellow or Distinguished Fellow. These are Engineering New Zealand’s highest membership classes. They carry substantial prestige and are reserved for the profession’s highest achievers. They form part of a member pathway that offers clear, visible and simple membership progression and career path planning.

Honorary Fellowships recognise contributions to the engineering profession by non-engineers or engineers not practising in New Zealand whose contribution has been through an affiliation with an equivalent overseas body.¹

These Guidelines apply to applications for the class of Fellow and nominations to the class of Honorary Fellow. For nominations to the class of Distinguished Fellow, please see the separate Distinguished Fellowship Guidelines.

Figure 1: Fellowship structure



¹ Engineers in New Zealand who have made a significant contribution to the engineering profession and are not Engineering New Zealand members, but who are eligible for membership, may be approached by the Chief Executive and invited to apply for membership first, and then for Fellowship under the member pathway.

APPLICATION AND DECISION-MAKING PROCESSES :: FELLOW

Fellows are Engineering New Zealand members who are recognised for their significant contribution to the engineering profession. The standard for Fellowship is very high. It is reserved for top-performing members.

APPLICATION PROCESS

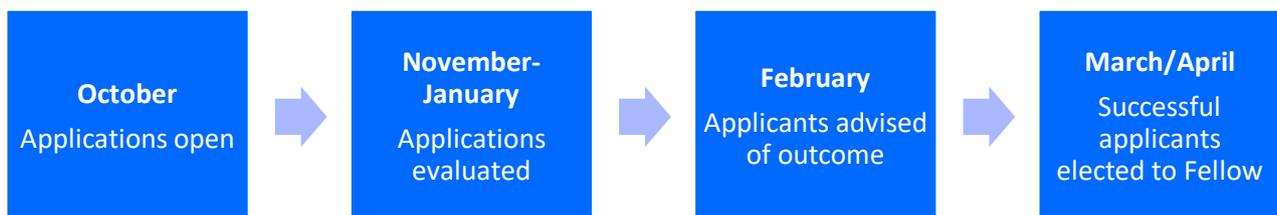
Applications are considered annually with applications called for in October. Applications “out of cycle” can be made by a third party on the applicant’s behalf in exceptional circumstances² and are considered at the Board’s discretion.

Applications must be submitted using the Fellowship Application Form. Applicants need to:

1. demonstrate they satisfy three of the criteria outlined in [Appendix Two](#) to the high level of contribution to the profession expected of a Fellow of Engineering New Zealand; and
2. be supported in their application by three sponsors made up of:
 - two current Engineering New Zealand Fellows or Distinguished Fellows (one of whom will be the Lead Sponsor), and
 - a current employer (or recent employer or equivalent in the case of a self-employed applicant), or a Technical or Special Interest Group.

The sponsors should not all be from the same institution or organisation. The sponsor’s role is to validate the information provided by the applicant and to comment on the applicant’s suitability for Fellowship. After the receipt of an application, each sponsor will be contacted by Engineering New Zealand and asked to complete a sponsor form. It is the responsibility of the applicant to ensure sponsor forms are completed and returned before the closing date. Sponsor forms are confidential to Engineering New Zealand.

TIMELINE



² Exceptional circumstances include, for example, serious health reasons.

DECISION-MAKING PROCESS

Every application is evaluated by the Fellowship Panel. The Panel is made up of up to five Fellows appointed by the Board to collectively represent a range of engineering disciplines.³ The Fellowship Panel:

1. evaluates each application (including the sponsor statements) against the criteria, giving consideration to the objectives of the Fellowship programme and to the high level of contribution to the profession expected of a Fellow;
2. may approach, in confidence, any other person it deems appropriate in order to obtain their opinion on the applicant being considered for Fellowship; and
3. will be objective, fair, transparent and consistent in its evaluation process.

The Panel will recommend to the Board, with clear reasons, that it either approve or decline to elect the applicant to the class of Fellow.

The Board will consider the recommendations of the Panel.⁴ Where the Board disagrees with the Panel's recommendation, it will give its written reasons to the Panel and ask the Panel to reconsider. If the Board and Panel cannot agree, the Senior Office Holders will work with the Panel to reach an agreed solution.

Applicants will be advised of the outcome of their application in February of the year following their application. Successful applicants are awarded their Fellowship at an Engineering New Zealand event in March/April.

The Panel provides feedback to unsuccessful applicants and guidance on what further steps they need to take to meet the high threshold for an award of Fellowship in the future. Unsuccessful applicants can resubmit their application when they feel they have met any additional requirements. Applications will not be held over to the next round.

MUTUAL RECOGNITION

A process of mutual recognition for Fellows from overseas jurisdictions supports the programme's objective of being flexible to meet global mobility. While an outstanding contribution to the engineering profession overseas is recognised, this does not in itself provide a passport to become a Fellow of Engineering New Zealand. Mutual recognition with overseas jurisdictions is taken into consideration as part of any application for Fellowship

All applications, including those based on mutual recognition, will be assessed around the applicant's contribution to engineering in New Zealand, or New Zealand's engineering reputation.

Applicants must meet the Engineering New Zealand membership criteria first before having their application for Fellowship considered. Applicants should contact Engineering New Zealand's National Office for further information about membership. Once the applicant has satisfied the conditions for membership, they may submit a Fellowship application in accordance with these guidelines.

³ Each Panel member is appointed for a term of up to six years and at the Board's discretion, with one member retiring each year. New appointments are made in March/April of each year. The Panel Chair role shall rotate so that each Panel member serves one year as Chair in their last year before retiring from the Panel. If a conflict of interest exists, a panel member will withdraw themselves from considering that particular application.

⁴ For voting on Panel recommendations, two thirds of the Board must be present and voting among those present must be 75% in favour for a Fellowship to be granted.

NOMINATION AND DECISION-MAKING PROCESSES :: HONORARY FELLOW

Honorary Fellowships are designed to recognise contributions to the engineering profession by non-engineers or engineers not practising in New Zealand whose contribution has been through an affiliation with an equivalent overseas body.⁵

NOMINATION PROCESS

Awards of Honorary Fellow are considered by nomination only. Nominations can be made by the Board or current Engineering New Zealand members. Nominations are considered annually, in line with the Fellowship timeline.

Nominations for a candidate for Honorary Fellowship can be made by writing to the Chief Executive. The Chief Executive will put any nomination to the Fellowship Panel for consideration.

The nominator is responsible for providing information supporting the nomination.⁶ Nominations will be considered for persons who meet the criteria set out in [Appendix Two](#) to the high level of contribution to the engineering profession expected of an Honorary Fellow. Nominations must include the names of two independent referees who have the knowledge to provide informed comment on the candidate's work history and suitability for an award of Honorary Fellow. Referees must not all be from the same institution or organisation. One of the referees must be a Fellow or Distinguished Fellow of Engineering New Zealand.

DECISION-MAKING PROCESS

The nomination is evaluated by the Fellowship Panel (see above). The Fellowship Panel:

1. evaluates the nomination against the criteria giving consideration to the objectives of the Fellowship programme, and the high level of contribution to the profession, or New Zealand's engineering reputation, expected of an Honorary Fellow;
2. may approach, in confidence, any other person it deems appropriate to obtain their opinion on the candidate being considered for Honorary Fellowship; and
3. will be objective, fair, transparent and consistent in its evaluation process.

The Panel will recommend to the Board that it either approve or decline to elect the nominee to the class of Honorary Fellow.

The Board will consider the recommendations of the Panel.⁷ Where the Board disagrees with the Panel's recommendation, it will give its written reasons to the Panel and ask the Panel to reconsider. If the Board and Panel cannot agree, the Senior Office Holders will work with the Panel to reach an agreed solution.

Successful candidates are contacted by the Chief Executive who will ascertain their willingness to accept the award of Honorary Fellow. Successful applicants are awarded their Honorary Fellowship at an Engineering New Zealand event in March/April.

⁵ People who have made a significant contribution to the engineering profession and are not Engineering New Zealand members, but who are eligible for membership, may be approached by the Chief Executive and invited to apply for membership first, and then for Fellowship under the member pathway.

⁶ The nominator may make the nomination with or without the nominee's knowledge.

⁷ For voting on Panel recommendations, two thirds of the Board must be present and voting among those present must be 75% in favour for an Honorary Fellowship to be granted.

APPENDIX ONE

FELLOW APPLICATION GUIDE

WHAT YOU NEED TO APPLY

To apply for a Fellowship, you need to prepare a range of documents for your application as well as provide contact details for three sponsors. Only the information requested in the application will be provided to the Fellowship Panel. Please don't supply extra information, unless supporting Mutual Recognition – if the Panel need more information they will ask for it.

CV

Your CV should include:

- details of your roles and responsibilities;
- the size of your team and what sort of operations you were part of;
- details of major projects that you've managed or been a significant part of; and
- areas where you have or have had responsibility.

Please be as specific as possible when giving these details, but keep in mind that the CV should not be more than five pages long.

PHOTO

Please supply a high-resolution head and shoulders photo of yourself for publication. Photos should be full colour, high quality (300dpi and minimum of 1MB at original size) and supplied as JPEG or TIFF format.

ORGANISATION CHART

This needs to show your position within the organisation you work for, who you report to, and who you are responsible for. Please also let us know if it is your own business.

SPONSORS

Your three sponsors are essential to your application, and may determine its success. They must know you professionally and think that you have what it takes to become an Engineering New Zealand Fellow.

You will need as your three sponsors:

- two current Engineering New Zealand Fellows or Distinguished Fellows (one of whom will be the Lead Sponsor), and
- a current employer (or recent employer or equivalent in the case of a self-employed applicant), or a Technical or Special Interest Group.

Tip for selecting your sponsors

The best sponsors will be from various backgrounds, and will know you and your current work well. You should use sponsors from different organisations. This is so we can get a broad indication of your standing across your career (not just in your current employment) and across the profession.

After your application has been received, we will send your sponsors an email with the sponsorship form for them to complete.

Your sponsors will be asked to comment on your criteria statements including how they think you meet the criteria and how you have achieved them – ideally you will have a sponsor support each of the criteria you have selected – for example: if you have selected technical expertise as one of your criteria then at least one of your sponsors should be able to speak to your technical expertise; if you have selected organisational/business management as one of your criteria, at least one of your sponsors should be your employer or former employer who can speak to your role as an organisational or business leader. We recommend that you talk to your sponsors and let them know about the specific criteria you want them to talk to us about.

Your sponsors will be asked to comment on your standing in the profession, including if, in their view, your standing is at the level expected of an Engineering New Zealand Fellow. They will also be asked to comment on your approach to ethics and professionalism and to provide details of how these have been demonstrated.

The information your sponsors provide will be confidential to Engineering New Zealand and the Panel. Please ensure that your sponsors complete their forms promptly as it is your responsibility to ensure they submit their sponsorship statements on time. We will not be able to progress your application without them.

CRITERIA STATEMENT

In this statement, you must show how you meet **three** of the criteria to the high standard expected of an Engineering New Zealand Fellow.

Your criteria statement will be provided to your sponsors and they will be asked to comment on why they agree or disagree with what you have said, and what else they think the Panel should know about how you meet the criteria.

Tip for completing the criteria statements

Select the three criteria that most readily identify your contribution to the engineering profession in New Zealand or to New Zealand's engineering reputation.

It is important that you show not just that you meet the criteria, but that you meet it to the level expected of an Engineering New Zealand Fellow. You also need to show what your contribution has been, and that is above and beyond doing your job – what sets you apart from the rest.

Applicants who demonstrate how they meet the criteria but who do not demonstrate that they reach the high threshold expected of an Engineering New Zealand Fellow will be unsuccessful in their application.

You have 500 words per criterion so please be as concise as possible.

ETHICS

Engineering New Zealand Fellows need to respect the ethics of the profession and hold them to a high standard. For this reason, you are asked to complete a section on your approach to ethics. There is no right or wrong answer. Your statement should be around 200 words.

In this section, include examples on things such as:

- your comprehension of the Code of Ethical Conduct;
- how you exercise sound professional engineering judgement; and
- how you approach problems in accordance with good engineering practice.

CHARACTER

You are asked to complete a section on any past criminal convictions and whether or not you have had proceedings taken against you before a professional disciplinary committee in New Zealand or another country. We ask that you make us aware of this information because Fellows must demonstrate the highest standards of professional behaviour. This won't automatically discount you, but if you answer yes to any of these questions, the Fellowship Panel will likely wish to discuss the details with you before proceeding further. Any answers to these questions will be kept in strictest confidence by Engineering New Zealand and the Panel.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

You'll need to include details within the application form of any CPD you have done during the last two-three years that is relevant to your application.

You will need to provide:

- dates;
- details e.g. course name and what was covered; and
- how it impacted or contributed to your career development/what you learned.

Tip for completing the CPD section

Please do not provide a copy of your CPD record as an alternative to completing this section on the application form. One of the key things the panel will be looking at with your CPD is how you feel it has contributed to your career development.

CITATION

Every successful Fellowship applicant will be invited to attend an Engineering New Zealand event held in March/April, so we can present them with their Fellowship. Please provide a brief statement about your professional career in the event you are successful.

AFTER YOUR APPLICATION HAS BEEN SUBMITTED

Once we have received your application and completed sponsor forms, your application will be provided to the Fellowship Panel for consideration.

The possible outcomes are:

- you have been successful – we'll contact you advising this;
- we need some more information from you – we may need you to clarify a few aspects of your application. in this case, we will contact you by email;
- you have been unsuccessful – again, we will contact you via email with full feedback and how to improve your application for next time.

If you have any questions about the Fellowship application process please email board.secretary@engineeringnz.org.

APPENDIX TWO

APPLICATION CRITERIA

Fellowship is one of Engineering New Zealand’s highest membership class. It carries substantial prestige and is reserved for the engineering profession’s highest achievers. Applicants must demonstrate that they:

- have the highest standards of professional and ethical behaviour;
- meet the high levels of contribution expected of a Fellow to industry, the engineering profession and to the wider community; and
- have contributed to engineering in New Zealand or New Zealand’s engineering reputation.

Applicants for Fellowship demonstrate the above by providing evidence for three of the criteria set out in [Table 1](#) that reflect their greatest strengths. The criteria are in no particular order or ranking.

The criteria are aligned with the following key attributes of a Fellow of Engineering New Zealand: leadership; technical expertise; research; innovation; commercial expertise; education; influence; and service (including community impact).

The criteria are used to evaluate applications by the Fellowship Panel.

Table 1: Assessment criteria and evidence applicants are expected to provide

1: Organisational/Business management		
Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • commercial business (including small companies) • government/councils • research institutes • military 	<ul style="list-style-type: none"> • Have demonstrated organisational responsibility for the performance of a portfolio of engineering projects, programmes, or activities (including process management, use of systems and processes for benchmarking and continuous quality improvement, and/or financial performance); or • Have demonstrated commercial responsibility for pricing, bidding and managing the profitability of work either for major projects or a significant portfolio of smaller works, in the field of engineering. 	<ul style="list-style-type: none"> • Level and position within organisation including personal responsibilities within the role and business • Number, type and professional status of staff reporting • Responsibility – including budget (influence and size) and number and type of staff reporting (direct and indirect) • Size and scale of engineering projects or objectives delivered (physical value/fees) • Funding source and turnover/profit • Markets and clients • Services and products

2: Governance

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • commercial business • government/councils • research institutes • military 	Have demonstrated governance responsibility for an organisation relevant to the field of engineering, including responsibility for setting long term strategy, financial performance, and legislative compliance.	<ul style="list-style-type: none"> • Governance role as a company director or member of an advisory board • Setting or changing strategic direction for the organisation • Managing risk • Direct outcomes of improved value achieved by the organisation

3. Technical expertise

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • research institutes 	Have demonstrated specialist engineering expertise in a technical subject area and achieved recognition at a national or international level.	<ul style="list-style-type: none"> • Publications as a principal author and citations/use by others • Invited speaker/Chair of a session for international conferences • Chairmanship/membership of organising committees for (international) conferences • Editorship/associate editorship of (international) journals • Expert evidence • Advisor to clients/government • Contributions to national and/or international standards or guides • Awards/Fellowships

4. Innovation

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • research institutes 	Have played a leading role in the conception and development of new systems, techniques, or products that have advanced the theory or practise of engineering.	<ul style="list-style-type: none"> • Outputs and significance of new system/technique/product • Patents • Prizes/awards • Publications and citations/use by others • Commercial successes

5. Design and construction

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • consultant • contractor 	Have made a major contribution to the design or construction of technically complex and innovative engineering works.	<ul style="list-style-type: none"> • Scale, size and significance to public • Complexity and innovation involved • Successful engineering solutions • Publications and citations/use by others • Peer recognition – National and International Awards received

6. Research

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • research institutes 	Have undertaken fundamental or applied research that has advanced the body of engineering knowledge.	<ul style="list-style-type: none"> • Patents • Publications as a principal author/citations/use by others • Chairmanship/membership of organising committees for (international) conferences • Editorship/associate editorship of (international) journals • Invited speaker/chair of a session for an international conference • Contributions to national and/or international standards or guides • Technical awards

7. Engineering education

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • research institutes 	Have achieved national or international recognition for the development or delivery of engineering education and training.	<ul style="list-style-type: none"> • New courses/teaching methods or techniques developed • Teaching Fellowship/Awards • Excellent teaching evaluations • Publications and professional success of supervised post-graduates

8. Leadership

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • commercial business • government/councils • research institutes • military 	Have demonstrated exceptional leadership skills in being able to select, motivate and inspire people in their organisation to maximise engineering performance, and through excellent communication skills have achieved recognition from business associates, clients, the media and the public.	<ul style="list-style-type: none"> • Inspirational leader within and outside the organisation • Major achievements of the teams being led • Recognition as a voice of the profession • Participation in debates of national interest • Peer recognition including awards

9. Service

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • commercial business • government/councils • research institutes • military 	Have made a major contribution to the promotion, management or administration of the engineering profession either through Engineering New Zealand, technical societies, voluntary bodies, or through community engagement and service.	<ul style="list-style-type: none"> • Role, responsibility and time scale of engagement • Outputs achieved • Significance and contribution • Engagement with community, including Māori and/or Pasifika • Mentoring and role modelling