



INSTITUTION OF PROFESSIONAL ENGINEERS NEW ZEALAND (INC)

GUIDELINES FOR ADJUDICATING FELLOWSHIP AND THE CLASS OF COMPANION

A. RELEVANT RULES OF THE INSTITUTION (extracted from Rules passed 3 Dec. 2002)

2.1 Definitions

- (b) "Member" means a person who holds any current class of membership as defined in Rule 6, unless a contrary interpretation is specified.
- (c) "Fellow" means a person elected or transferred to the class of Fellow in terms of Rules 6 and 8 and wherever these rules provide rights or privileges for a Fellow, these shall also apply to any duly elected Honorary Fellow or Distinguished Fellow.

6.1 Honorary Fellow

An Honorary Fellow is a person who is distinguished by his or her eminent contribution in engineering, technology, science, or otherwise whom the Institution desires to honour.

6.2 Distinguished Fellow

A Distinguished Fellow is a Fellow who is distinguished by his or her eminent contribution in engineering, technology, science, or otherwise whom the Institution desires to honour.

6.3 Fellow

A Fellow is a Member who is recognised for his or her significant contribution in one or more of the following areas:

- (a) advancement of engineering knowledge;
- (b) advancement of engineering practice;
- (c) application of engineering or technology in the community;
- (d) advancement of technological education;
- (e) innovation in creation of engineering works;
- (f) innovation in creation of technological products;
- (g) leadership in the profession of engineering;
- (h) development of the Institution; or
- (i) such other area as may be specified by the Board.

6.8 Companion

A Companion is a Member who has not been educated in engineering or technology, but who has attained a position of responsibility related to engineering or technology.

8.1 Election to Honorary Fellow

- 8.1.1 The Board shall specify procedures for making nominations for Honorary Fellow and for peer review or other assessment of such nominations prior to their consideration by the Board.
- 8.1.2 An Honorary Fellow shall be elected by at least a 75% majority vote of a meeting of the Board at which not less than two-thirds of the members of the Board are present.

8.2 Election or Transfer to Distinguished Fellow

8.2.1 The Board shall specify procedures for making nominations for Distinguished Fellow and for peer review or other assessment of such nominations prior to their consideration by the Board.

8.2.2 A Distinguished Fellow shall be elected by at least a 75% majority vote of a meeting of the Board at which not less than two-thirds of the members of the Board are present.

8.3 Election or Transfer to Fellow

8.3.1 The Board shall specify procedures for making nominations or applications for Fellow and peer review or other assessment of such nominations or applications prior to their consideration by the Board, provided that unless the Board otherwise decides in a particular case, each candidate shall:

- (a) have been a Member of the Institution for at least three years;
- (b) have been engaged in an important position of responsibility in the profession of engineering (which may include management associated with engineering);
- (c) have given service to the profession or to the Institution, or have contributed to the Object of the Institution;
- (d) have demonstrated competence in engineering and technology to a level the Board considers satisfactory for entry into the class of Fellow; and
- (e) have been nominated by two Members (of whom at least one is a Fellow) and be supported by two other Members (of whom at least one is a Fellow) as referees; subject to the provision that where an applicant has difficulty in naming supporters, the Board may permit the substitution of the names of equivalent members of such other institutions or societies as the Board may recognise for this purpose from time to time.

8.3.2 Notwithstanding the provisions of Rule 8.3.1 the Board may decide to issue invitations to Members or to persons who are not Members to be elected as Fellows, if it is satisfied that such Members or persons have met the definition of Fellow in Rule 6.3.

8.3.3 Notwithstanding the provisions of Rules 8.3.1 and 8.3.2, in the case of a candidate who has applied for election to the class of Professional Member, the Board may choose to elect that person to the class of Fellow if it considers that the candidate has met the criteria for Fellow, and in such cases the Board may choose to not enforce the requirements for nominators and supporters specified in Rule 8.3.1.

8.3.4 A Fellow shall be elected by at least a 75% majority vote of a meeting of the Board, at which not less than two-thirds of the members of the Board are present.

8.8 Election or Transfer to Companion

The Board shall specify procedures for making nominations or applications for Companion and assessment of such nominations or applications prior to their consideration by the Board, provided that unless the Board decides otherwise in a particular case, each candidate shall:

- (a) have demonstrated that they meet the criteria of Rule 6.8; and
- (b) have been supported by two Associate Members, Technical Members, Professional Members or Fellows as referees; subject to the provision that where an applicant has difficulty in naming supporters, the Board may permit the substitution of the names of equivalent members of such other institutions or societies as the Board may recognise for this purpose from time to time.

8.11 Election or Transfer by Invitation of the Board

Notwithstanding the provisions of Rules 8.4 to 8.10, the Board may issue an invitation to any person to become a Member of the Institution in any class considered by the Board to be appropriate. The decision to issue such an invitation must be taken by the unanimous

vote of a meeting of the Board, at which not less than two-thirds of the members of the Board are present.

B. GUIDELINES FOR INTERPRETATION OF THE CRITERIA IN THE RULES

1. Introduction

These guidelines are intended for use by those empowered by IPENZ for making rulings on eligibility or otherwise of candidates for the membership class of Companion, Fellow, Distinguished Fellow or Honorary Fellow.

All classes of Fellowship carry substantial prestige, and exist to recognise those who have contributed more than the “norm” in a professional engineering career developed from initial education in engineering. Fellowship must not be seen as a long service reward, or to be awarded for advancement in seniority with one’s employer. Rather it is the Institution recognising outstanding individuals, with a degree of exclusivity (whilst retaining reasonable accessibility), and thereby building the standing of Fellowship. The class of Companion may be used to recognise outstanding individuals, who are not engineers, and who are not deemed appropriate to be elected as Honorary Fellows.

The number of non-retired Fellows is expected to be no more than 10% of the number of non-retired Professional Members. Distinguished Fellowship is then expected to be no more than 10% of the total Fellowship of the Institution. Honorary Fellowships are given as suitable candidates are identified and so there is no specific guideline for their number. However, their number is likely to be no more than half the number of Distinguished Fellows.

Distinguished Fellowship, Honorary Fellowship and Fellowship are awarded only by resolution of the Board, based on recommendations by the relevant Panel. The adjudication process for Distinguished Fellowship or Honorary Fellowship may be initiated by nominations from the Membership at large or by the Panel itself.

Members may apply or be nominated to become Fellows. The relevant panel does not normally make nominations of its own but may report to the Board if it considers that worthy individuals have not been nominated and suggest that they be invited to be elected. This Panel also seeks to identify non-engineers who the Board might consider inviting to be elected as Companions. (Note: the election process for Companions is managed by the Chief Executive through a delegated authority).

Fellowships are normally processed on an annualised basis, although the Board retains the right to invite candidates to election at other times.

2. Honorary Fellowship

This class of membership is intended to recognise those persons who are not Members of the Institution but who are distinguished by work in engineering, technology, science or otherwise. To qualify for invitation to this class of Fellow candidates are expected to meet at least one of the following characteristics:

- to be recognised by their national and/or international peers as having contributed substantively over an extended period of time to the advancement of engineering/technological knowledge (e.g. through research), or practice (e.g. through development of widely used techniques) of significant demonstrable value to New Zealand, and not necessarily be a New Zealander or resident in New Zealand
- to be a New Zealander overseas and be recognised by one’s international peers as having contributed substantively over an extended period of time to the advancement of

engineering/ technological knowledge or practice of significant demonstrable value beyond New Zealand,

- to be recognised by the engineering profession as having reached a position of eminence in respect of their understanding of the practice of engineering and its inter-relationship with the needs of the wider community and have had major positive impact on the way in which the wider community of New Zealand benefits from the practice of engineering (e.g. through legislation or rulings, policy initiatives, political or community leadership)
- to be recognised by their national and/or international peers as have been a leading innovator, creator or designer of engineering or technological works or products that have had substantial positive impact in the wider community

Candidates who have demonstrated a contribution of other kinds in relation to technology and engineering may still be considered, but this would be unusual. An “extended period of time” would normally be interpreted as a significant proportion of one’s professional lifetime.

The eligibility of engineers who chose not to join IPENZ during their career is to be judged by the Panel. If the career stage when the person might have applied for competence assessment (MIPENZ) is some time on the past, and the person’s practice area is no longer one in which MIPENZ could be considered a useful quality mark for presenting themselves then they would be considered eligible. The criteria for Honorary Fellowship require personal qualities that are markedly different to MIPENZ and in making their decisions the Panel are expected to take a flexible approach. The ultimate test the Panel must apply is whether it could be argued that the person would be unreasonably short-cutting the normal pathway to recognition in the profession, or whether, leaving aside their past career history, their contribution is eminent and deserving of recognition, irrespective of their career path.

3. Distinguished Fellowship

This class of membership is intended to recognise those persons who are already Fellows of IPENZ and whose contribution since they were elected Fellow has been ongoing, so that the totality of their contribution has been both substantive and eminent. To qualify for invitation to this class of Fellow candidates are expected to meet at least one of the following characteristics:

- to be recognised by their national and/or international peers as having contributed substantively over an extended period of time to the advancement of engineering/technological knowledge (e.g. through research), or practice (e.g. through development of widely used techniques) of significant demonstrable value to either New Zealand or internationally
- to be recognised by the profession as having contributed substantively and over an extended period of time in an engineering leadership role for developing and enhancing the operating environment in which the practice of engineering is conducted (e.g. through leadership during establishment of codes of practice, new regulatory or legislative frameworks)
- to be recognised by the fraternity of past-Presidents of the Institution as having provided leadership over an extended period of time with far-reaching effect on the long term development of the Institution, its Branches or Technical Groups
- to be recognised by one’s national and international peers in engineering and technology education as having contributed substantively over an extended period of time to the development of educational programmes, at any level, building the technological and engineering literacy of New Zealanders
- to be recognised by the profession as having made a substantive contribution over an extended period of time to lifting the profile and standing of the profession in the wider community, including its ethical standards

- to be recognised by their national and/or international peers as a leading innovator, creator or designer of engineering or technological works or products that have had substantial positive impact in the wider community.

Candidates who have demonstrated a contribution of other kinds in relation to technology and engineering may still be considered, but this would be unusual. An “extended period of time” would normally be interpreted as a significant proportion of one’s professional lifetime.

4. Fellow

This class of Membership is intended to recognise those persons who are already Members of IPENZ (normally for a minimum of three years, but shorter periods at the discretion of the Board), but whose contribution since they joined the Institution has been significant and meritorious. To qualify for this class of Fellow candidates are expected to meet at least one of the following characteristics:

- to be recognised by their national peers as having contributed significantly to the advancement of engineering/technological knowledge (e.g. through research), or practice (e.g. through development of widely used techniques) of demonstrable value to either New Zealand or internationally
- to be recognised by the profession as having contributed significantly in an engineering leadership role for developing and enhancing the operating environment in which the practice of engineering is conducted (e.g. through leadership during establishment of codes of practice, new regulatory or legislative frameworks)
- to be recognised as having provided leadership over a significant period of time with worthwhile effect on the long term development of the Institution, (which may take into account leadership in the subsidiary organisations – Branches, Technical and Special Interest Groups)
- to be recognised by one’s national peers in engineering and technology education as having contributed significantly to the development of educational programmes, at any level, building the technological and engineering literacy of New Zealanders
- to be recognised by the profession as having made a significant contribution to lifting the profile and standing of the profession in the wider community, including its ethical standards
- to be recognised by their national peers as have been a leading innovator, creator or designer of engineering or technological works or products that have had significant positive impact in the wider community.

Additionally, each candidate is expected to:

- have contributed outside their primary employment to some aspect of the Institution’s work or the work of an organisation with similar objectives to the Institution, or to the Object of the Institution over a minimum period of one to two years, and
- demonstrate that they have a stable work history in which they have undertaken roles with significant responsibility including seeing to completion projects with a significant impact on the stakeholders in them.
- demonstrate that, throughout their career, they have been regarded by their professional engineering peers as being a practitioner of more than normal competence

It is not necessary for a candidate to be a Professional Member (MIPENZ) to meet the last requirement. A person who holds a tertiary-level qualification in engineering, technology or a relevant applied science of broadly the same academic standard as an accredited degree, or have such experiential learning to have reached a similar standard of engineering knowledge, and have applied an engineering ethos in their activities over an extended period of time may be considered.

Invitations to this class of Membership by the Board will be made to recognise those persons who are not Members of IPENZ, but whose contribution is both relevant to the Institution and, in itself, significant and meritorious.

C. EVALUATION PANELS

1. Honorary Fellowship Panel

The Honorary Fellowships Review Panel consists of four Distinguished Fellows or Fellows of high standing within the Institution. Each Panel member is appointed for a term of 4 years, one retiring each year. The convening role shall rotate so that each Panel member serves one year as convenor in their last year before retiring from the Panel. The Board will make a new appointment, and fill any casual vacancies at a Board meeting as soon after the AGM as reasonably possible. Where casual vacancies occur for only the third or fourth year of a four year term these shall normally be filled from those with previous experience on the panel.

2. Distinguished Fellowship Panel

The Distinguished Fellowships Review Panel consists of four Distinguished Fellows or other Fellows of high standing within the Institution. Each Panel member is appointed for a term of 4 years, one retiring each year. The convening role shall rotate so that each Panel member serves one year as convenor in their last year before retiring from the Panel. The Board will make a new appointment, and fill any casual vacancies at a Board meeting as soon after the AGM as reasonably possible. Where casual vacancies occur for only the third or fourth year of a four year term these shall normally be filled from those with previous experience on the Panel.

3. Fellowship Panel

The Fellowships Assessment Panel shall be convened by the Chief Executive Officer, and include also four Fellows chosen to collectively represent the range of disciplines relevant to the Institution. Each Panel member is appointed for a term of 4 years, one retiring each year. The Board will make a new appointment, and fill any casual vacancies at a Board meeting as soon after the AGM as reasonably possible. Where casual vacancies occur for only the third or fourth year of a four year term these shall normally be filled from those with previous experience on the Panel. The Board shall endeavour to ensure that at least one Panel Member is a Past-President.

D. CALL FOR NOMINATIONS AND TIMETABLE

The operating timetable is as follows:

April/June	Board updates membership of the three Fellowship Panels
August/September:	Call for nominations for Fellowship(s) in <i>engineering dimension</i> with reminders in <i>engineering direct</i>
October commences	Nominations close, referee's reports sought, background research
end of January	Fellowship panels finalise recommendations before this date
February	Board approves recommendations
March	Presentation at Awards event of IPENZ

Nominations for Honorary or Distinguished Fellow would normally include a supporting statement of about 500 words describing the contribution prepared by at least two Fellows acting as

nominators, a curriculum vitae, and the names of at least two independent referees able to judge the contribution.

Nominations or applications to the class of Fellow are made on the requisite nomination/application form. The nominators/supporters must provide a 200-500 word supporting statement demonstrating how the most appropriate criterion for Fellowship was met. They must also provide their opinion as to how well the candidate meets the three underpinning criteria set out in section B, part 4. The names of two independent referees who have the knowledge to provide informed comment must be provided. At least one nominator/supporter and one referee must be a Fellow, but the other nominator/supporter and referee may be any class of Member. Fellows of equivalent Institutions to IPENZ are also admissible as referees.

Where a member chooses to apply directly for Fellow, they may supply the supporting statement, and take responsibility for finding two nominators who confirm their agreement with the integrity of the supporting statement. The two referees names must be supplied by the nominators and not the candidate. The nominators must ensure that the referees are proficient and knowledgeable to comment on the areas on which the application is made. They must also provide their opinion as to how well the candidate meets the three underpinning criteria set out in section B, part 4.

At its discretion, and in the absence of a nomination, and not only within the normal annual cycle of Fellowship considerations, the Board may request that the Chief Executive place before the Fellowships Assessment Panel possible candidates, with supporting cases prepared as would be a case nominated by a group of Members.

E. EVALUATION PROCEDURES AND REPORT TO THE BOARD

1. Honorary and Distinguished Fellowship

The steps undertaken by the Honorary and Distinguished Fellowship Panels are as follows:

- a. Consolidate a list of possible candidates from nominations, the list of candidates considered in previous years, and candidates that Panel members wish to bring forward
- b. Research each candidate by obtaining a CV, statement of contribution and referees statements as considered appropriate. The panel may seek advice from a relevant subject expert if it so wishes.
- c. Develop a set of recommendations for each candidate (approve, hold, decline, transfer to ordinary Fellows Panel)
- d. For each recommended candidate select the areas(s) of contribution, develop a 200-400 word citation and check this citation with referees and other knowledgeable persons for accuracy
- e. For not-recommended candidates, prepare any guidance notes for future Panels.

The Panel must make recommendations on each nomination to the Board but need not present other candidates unless it so wishes. The Board shall either accept each recommendation or request that it be reconsidered stating its reasons. It shall not over-rule the recommendation of the Panel. Two-thirds of Board members must be present, and voting must be unanimous for a Honorary or Distinguished Fellowship to be granted.

The Chief Executive will ascertain each person's willingness to accept the invitation to election as Distinguished or Honorary Fellowship.

2. Fellow

The steps undertaken by the Fellowship Panel are as follows:

- a. Consolidate a list of possible candidates from nominations, applications and the list of candidates carried over from the previous years
- b. Obtain referee's statements for each candidate - the referees shall be supplied the supporting statement and CV of the nominee prior to making their statement, or in the case of candidates carried over seek further information from the nominees and/or an update of the nomination/ application as the Panel decides is most appropriate to each case.
- c. Evaluate each candidate and decide whether to recommend election as a Fellow, recommend declining of the candidate, or holding over the candidate for further consideration in subsequent years. (The panel may seek advice from a relevant subject expert if it so wishes. In general, candidates who are not proposed for election to Fellowship, but whom are seen as potentially able to demonstrate achievement of the criteria will be held over for a maximum of five years from the date of initial application or nomination. At the end of the five years their nomination or application will lapse to a declined status. Candidates who are considered unlikely to meet the criteria within a five year period, even with feedback to improve the application should be declined immediately.)
- d. Develop reasons for each candidate recommended to be declined, and provide feedback to the nominators for applicant in the case of each candidate recommended to be held over for further consideration. (Note: Nominations can be held over for up to four consecutive years after the first nomination.)
- e. For each recommended candidate select an area(s) of contribution, develop a 100 word citation and check this citation with referees and other knowledgeable persons for accuracy
- f. Identify those candidates who are to be transferred to Fellow, and those who are to be invited to the class of Fellow from outside the Membership.

The Panel will make recommendations on each nomination to the Board. The Board shall either accept each recommendation or request that it be reconsidered stating its reasons. It shall not over-rule the recommendation of the panel. Two-thirds of Board members must be present, and voting must be unanimous for a Fellowship to be granted.

In respect of cases that fall outside normal guidelines but in the view of the Panel are worthwhile for consideration (e.g. failing to meet the three year criterion in the Rules), the Board has sole discretion for waiving normal requirements. Such discretion is exercised when it is convinced that the strict application of the three year criterion or other guideline is either counter to or would cause undue delay in the fair and just recognition of a person's contribution. Such circumstances are more likely to arise where the grounds for award of the Fellowship are based on specific activity rather than long-term contribution. The ability to waive the three year requirement may only be exercised by the Board by formal resolution at its meeting.

The Chief Executive will ascertain each person's willingness to accept an invitation to election as Fellow as soon as possible after the Board makes its approvals of the recommendations.

3. Companion

In parallel with its consideration of candidates for Fellow, the Fellowships Panel will also seek to identify a list of candidates who the Board might consider to be invited to be elected as a Companion. The criteria for election as Companion are over-ruled by Rule 8.11 in such cases. The Fellowship Panel should give reasons for its proposals.

Candidates identified by the Panel will be expected to meet most or all of the following criteria:

- Be working or have worked recently in an organisation in which engineering activities (to at least technician level) are regularly carried out or such activities are purchased as a service to the organisation (normally for a period of at least 2 years, and preferably longer)
- Be conversant with the language of engineering and demonstrate understanding of the processes of professional self-regulation
- Be managing or be indirectly involved in the supervision of engineering technicians, technologists or professional engineers
- Be managing or indirectly involved in the professional development activities of engineering staff
- Be taking responsibility for the work of engineering technicians, technologists or professional engineers, although the quality of the work is affirmed through quality assurance processes rather than personal knowledge
- Be a senior manager taking responsibility for a major part of the organisation's activities that relate to engineering, and having served in that role for a significant period of time (normally at least two years).

In addition when a candidate is being considered for invitation to election to Companion:

- Be in a demonstrable leadership role in an organisation that is strategically important to the engineering profession within New Zealand
- Be respected by members of the engineering profession for understanding and commitment to solutions that include good engineering practices.

PROPOSED PROCEDURES

Applications for Companion

1. Consideration shall be undertaken as and when applications are received. Each application must conform to Rule 8.8
2. The Chief Executive shall consider each case against the criteria and shall, if he considers it necessary, seek advice from the Fellowship Panel about specific candidates.
3. The Chief Executive is delegated authority to decide whether each candidate meets the criteria and to approve election to the class of Companion in the case of candidates who meet the criteria.
4. Candidates so elected shall be immediately due to pay their subscription including any part-year payment.

Invitations to Companion

1. Consideration shall be on an annual basis, undertaken at the same time as candidates for Fellowship are considered.
2. The Chief Executive shall develop a list of candidates for consideration by the Fellowship Panel, and in doing so may at his discretion advertise for candidates to be suggested or nominated by Members. Candidates need not be formally nominated in accordance with Rule 8.8 for them to be considered.
3. The Fellowship Panel or the governing Board may also identify cases for consideration.
4. The Fellowship Panel shall consider the cases against the criteria and shall recommend to the governing Board candidates to be invited to be elected, and in cases where formal nominations have not been received shall act as the nominators of the candidate to satisfy Rule 8.8.
5. Candidates so invited shall have their subscription waived for the balance of the subscription year.

F. PRESENTATION CEREMONY AND PUBLICITY

1. Honorary and Distinguished Fellowships

Normally the award will be announced and the presentation of certificate made at the Annual Awards Function (or equivalent). A (framed) A3-sized certificate including the words “for an eminent contribution to” one or sometimes two of:

Honorary Fellow:

- advancement of engineering knowledge
- advancement of engineering practice
- application of engineering or technology for the community
- innovation in creation of engineering works
- innovation in creation of technological products
- other words that are appropriate that the Board specifically approves

Distinguished Fellow:

- advancement of engineering knowledge
- advancement of engineering practice
- application of engineering or technology for the community
- advancement of technological education
- innovation in creation of engineering works
- innovation in creation of technological products
- leadership in the profession of engineering
- development of the Institution
- other words that are appropriate that the Board specifically approves

will be presented. A member of the appropriate Fellowships Review Panel will read an abridged copy of the citation. The full citation will be presented in written form over the President’s and Chief Executive’s signatures to the new Fellow and reproduced in the April issue of *engineering dimension*.

The Institution will pay the cost of the Awards dinner for the individual and their partner, and will act as a funder of last resort for the Fellow’s travel (but not their partner’s). Any grant for travel is to be according to IPENZ standard policies. One night’s accommodation and breakfast may be paid for by IPENZ where necessary. IPENZ will pay for the similar costs for the member of the Panel who is presenting the citations at the Awards Dinner.

The Institution will seek to publicise the achievements of the new Honorary or Distinguished Fellow both within the engineering profession (e.g. by an article in *e.nz* magazine), but also in the media for the wider community.

2. Fellow

Normally the award will be announced and the presentation of certificate made at the Annual Awards Function (or equivalent). An (unframed) A4-sized certificate including the words “for his/her contribution to” one or sometimes two of:

- advancement of engineering knowledge
- advancement of engineering practice
- application of engineering or technology for the community
- advancement of technological education

- innovation in creation of engineering works
- innovation in creation of technological products
- leadership in the profession of engineering
- development of the Institution
- other words that are appropriate that the Board specifically approves

will be presented to the new Fellow. The Chief Executive will read an abridged copy of the citation. The full citation will be presented in written form over the President's and Chief Executive's signatures to the new Fellow and reproduced in the April issue of *engineering dimension*.

The dinner ticket for attendance at the presentation function will be complimentary. Candidates who cannot attend the national ceremony will be presented their certificate by a senior office bearer of the Institution, or Board member at the first convenient occasion such as a Branch event.