

# CAP Fellows Award Process

## Introduction

The CAP Board will accept nominations from CAP members for individuals eligible to receive the award of “Fellow of CAP” (FCAP). This honour recognizes an active member of the CAP who has made outstanding contributions to Canadian Physics through:

- service to the CAP.
- a demonstrated body of work showing an outstanding contribution to physics research and development while working in Canada.
- a demonstrated body of work showing an outstanding contribution to professional practice.
- educational activities or mentorship, particularly regarding education and training of Physics HQP.

Members awarded this distinction will use the designation of **FCAP**. The appropriate name and designation in French will be determined in advance of the first call for nominations in fall of 2019.

The process of soliciting nominations, evaluating and recommending CAP members for the FCAP Award is carried out by the FCAP Awards Sub-Committee. This diverse sub-committee reports to the Awards and Nominations Committee chaired by the CAP Past President. The Chair of the FCAP Awards Sub-Committee is appointed by the CAP Board, for a term of 3 years from among CAP members who, in steady state, hold the FCAP Award (or similar recognition). The FCAP Award Sub-Committee Chair will invite a diverse group of CAP members (of whom at least two should ideally hold an FCAP, again in steady state) to serve on the Sub-Committee.

## Eligibility for FCAP Award

The CAP Board may confer the FCAP Award on any CAP member (in good standing) who has made an **outstanding contribution to at least two of the four categories** identified above. The nominee shall also have

- A minimum of 10 years of experience in the field of Physics.
- A minimum of 5 **consecutive** years out of the previous 5 as a member of the CAP and be a full member in good standing **at the time of the nomination**; or a minimum of 8 of the previous 10 years as a member of the CAP and be a full member in good standing **at the time of the nomination**.

## Criteria

Candidates meeting the above eligibility requirements who are nominated for the FCAP will be evaluated by the FCAP Awards Sub-Committee according to the following four categories. No individual is expected to meet all the criteria listed under each category but must have outstanding contributions in at **least two** of the categories **to be eligible** for the award.

### 1) Service to the CAP

Candidates will be evaluated on their service to the CAP. Contributions will **include but are not limited to** roles and activities such as:

- a) Serving on the CAP Board, or as a Committee Chair or Member, on the CAP Council or the Executive of a CAP Division.
- b) Chair or Co-Chair of the Scientific or Local Organising Committee of the CAP Congress, Member of the Scientific or Local Organising Committee of the CAP Congress, Judge, Session/Section Chair.
- c) PiC Editor or Associate Editor.

### 2) Physics related Research and Development

Candidates will be evaluated on their outstanding scientific and technical contributions in physics research and development that sets them apart from their peers. The basis for this evaluation will be the candidate's contributions **including but not limited to** the following:

- a) Evidence of outstanding scientific and technical accomplishments in research and development.
- b) Letters from CAP members and others who are familiar with the candidate's work, which support their outstanding accomplishments, technical contributions, and impact on the field of physics.
- c) Publication record, including journal and proceedings papers, books, technical reports, patent disclosures.
- d) Invited conference presentations and invited colloquia and seminars.
- e) Honours, citations, certificates, awards and other recognition for research excellence.

### 3) Contribution to professional practice

Candidates will be evaluated for their service and contributions to the professional practice of physics through accomplishments in areas **such as, but not limited to**, the following:

- a) Activities in support of professional certification
- b) Evidence of outstanding clinical, entrepreneurial or scientific management in the field of physics
- c) Voluntary work that promotes the physics profession
- d) Evidence of service to the physics community as an editor, manuscript or grant reviewer
- e) Outstanding contributions to the international physics community
- f) Service to other societies in related fields
- g) Membership on national and international physics-related committees, such Fellowship or Prize selection committees, or Standards or Technology Assessment
- h) Participation in activities to raise visibility and support for physics within governments
- i) Honours, citations, certificates, awards and other recognition for professional excellence

### 4) Contributions to physics educational activities or mentorship

Candidates will be evaluated for their service and contributions to the education of physicists and related professions by activities **such as, but not limited to**, the following:

- a) Evidence of outstanding contributions to physics (or physics related) education
- b) Outstanding service as a teacher (professor/lecturer) of Physics, (or Physics related) subjects.
- c) Leadership roles in the development and/or management of a Physics graduate or undergraduate program.
- d) Supervision of students at all levels of their education (undergraduate, graduate and post-doctoral fellows) as well as residents, particularly where such students/residents have won awards or excelled in their careers as physicists.
- e) Mentoring of Junior Members of Staff.

- f) Contributions to training workshops or educational symposia.
- g) Development of courses
- h) Honours, citations, certificates, awards and other recognition for educational excellence

### FCAP Targets and Restrictions:

The yearly target for new FCAP appointments is 1% of the full membership of the CAP, with a steady state to target for total FCAP appointments among the full membership at 9.

All living recipients of the CAP Lifetime Achievement Prize will be automatically offered an FCAP. In addition, each new CAP Lifetime Achievement Prize winner is automatically awarded an FCAP unless she or he has already received one.

Each living CAP member who has been awarded part of a Nobel Prize will retroactively be awarded a FCAP. CAP members who are awarded parts of Nobel Prizes in the future are automatically awarded an FCAP within the next available cohort.

The CAP Presidential line (Vice-President Elect through to Past President) are ineligible for nomination as an FCAP while they are serving on the CAP Presidential line.

### FCAP Nomination Process:

Any CAP member in good standing may nominate an individual for the FCAP Award. At least one (and no more than two) letters of support are required in addition to the letter from the nominator. Ideally, either the nominator or one of the supporting letters should be from a member who holds a FCAP. In addition to the following information.

For the sub-committee to evaluate an individual's nomination, the nominator should provide the following information:

- 1) The FCAP Nomination letter is written in 12 pt font and is limited to no more than two pages. This letter makes it clear that the nominee possesses an outstanding record of contributions in at least two of the four FCAP selection criteria:
  - a) the nominee's Service to the CAP
  - b) Contributions to Research and Development
  - c) Contributions to Professional Practice and
  - d) Contributions to Education and Mentorship.

The nominator is also responsible for making sure that the nominee qualifies for consideration as an FCAP (with regard to CAP membership record etc,) and is asked to explicitly state so in the FCAP nomination letter.

- 2) An informal Curriculum Vitae of the nominee that is in 12 pt font and is limited to 8 pages in total. It includes information on the nominee's:
  - a) Educational history

- b) Work experience
- c) Key Publications and Presentations
- d) Awards & Honors
- e) Patents

3) A minimum of one, and a maximum of two, Letters of Support and Recommendation. These letters are to be written in 12 pt font and must not exceed two pages in total. These letters make the technical arguments as to why the nominee merits consideration as an FCAP under two or more of the FCAP selection criteria.

The CAP will notify all nominators by email, of the acceptance or other action being taken regarding their nominee.

Each nomination file is valid for three years.

After evaluation, the FCAP Sub-Committee will present a written recommendation to the Chair: CAP Awards and Nominations Committee (Past President) with a copy to the Executive Director of the CAP. Nominations are confidential to CAP. If a nominee is slated to receive the FCAP Award, both the nominator and the nominee will be notified by the CAP. The nominee will be asked to confirm their willingness to accept the Award and will be asked to provide a short Bio and a recent photograph. If the nominee is not awarded, only the nominator will be notified.

The Chair of the FCAP Sub-Committee should solicit input from appropriate divisions, committees and directors to ensure that as many nominations as possible are received for nominees which reflect the full diversity of the CAP membership.

The deadline for nominations will be determined by the Chair of the Awards and Nominations Committee and the Executive Director each year. All material should be submitted electronically by the nominator to the CAP office as PDF attachments to an email.

## Evaluation Process

Nominations received by the deadline will be checked by the CAP office staff to ensure that the nominee has met the CAP Membership requirements and that all the required documents have been received. The FCAP Awards sub-committee will evaluate whether the requirement for ten years physics experience has been met.

If the nominees meet the above criteria, they will be evaluated by a diverse five-person committee made up of CAP members (of which at least two members should be FCAP holders or CAP members of similar status).

As it is normally expected that 8 new FCAPs will be recommended for Fellowship each year, if more than 16 eligible nominations are received in a given competition, the FCAP Awards Subcommittee will score all the eligible nominations so as to result in a short list for consideration of 16 or fewer files. If 16 or fewer eligible nominations are received, they will all be considered to have made the shortlist.

The scoring procedure to determine the shortlist is intended to ensure that contributions in all four categories are considered, and to provide background information for the FCAP Awards Subcommittee to use during their later deliberations of the short-listed files. For this reason, the Chair of the FCAP

Awards Subcommittee may choose to use this scoring procedure to inform the final deliberations, even if 16 or fewer nominations are received.

The FCAP short list will be assembled based on the highest mean scores over the 5 member FCAP Award Subcommittee members and all four categories. The FCAP Awards subcommittee will normally establish a shortlist of 16 files, but they may decide to consider less or slightly more, depending on natural breaks in the mean scoring.

Category
<b>Service to CAP</b>
<b>Contributions to Research and Development</b>
<b>Contributions to Professional Practice</b>
<b>Contributions to Education and Mentorship</b>

Each of the four (4) categories will be scored as follows:

Contribution (Ranking)	Score
<b>Negligible / Minor</b>	1
<b>Strong</b>	2
<b>Outstanding</b>	6
<b>Exceptional</b>	7

The shortlisted files then proceed to final selection by the FCAP Awards Subcommittee. Given that the criteria for FCAP selection requires outstanding contributions in only two of the four selection categories, the FCAP Awards Subcommittee will carefully consider and discuss the merits of the shortlisted files. Informed by this discussion, the FCAP Awards Subcommittee members will then produce individual ranked lists of the shortlisted nominations, and the rankings averaged over all 5 FCAP Awards Committee members will then be used to produce the overall ranked list of the short listed nominations, and thus the final list of nominated files to be recommended for FCAP awards.

It is within the purview of the FCAP Awards Subcommittee to suggest minor modifications in the ultimate ranked list of nomination files which their voting procedure produces to address EDI issues as well as to ensure appropriate geographic and subject area considerations. It is also within the purview of the FCAP Awards Subcommittee to define what constitutes a minor modification to the results of the ranked voting. However, the Chair of the FCAP Awards Subcommittee will report on what, if any, modifications were made to the result of the ranked voting by the members of the subcommittee, and the degree of consensus that was present within the subcommittee for these modifications. This will be included in the short report the FCAP Awards Subcommittee makes to the Chair: CAP Awards and Nominations Committee (Past President), and which is copied to the Executive Director of the CAP.

The FCAP Awards Subcommittee will adhere to standard CAP policies regarding conflict-of-interest and award deliberations.

#### [Approximate Schedule:](#)

The initial call for FCAP nominations will be made in the Fall of 2019, coincident with the call for the 2020 CAP prizes. These FCAP nominations will have the same deadline for submission as the CAP prizes, ~ January 15, 2020. The competition will take place in the fall of 2019 and the winter of 2020, such that

the FCAP Awards Subcommittee reports its recommendation in early April 2020, and the first class of FCAP recipients will be announced along with the 2020 CAP Medal recipients and presented at the CAP Recognition Event at the CAP Annual Congress.

The Chair of the CAP Awards and Nominations Committee (Past President) will appoint the Chair of the FCAP Awards Subcommittee by October 1, 2019. The Chair of the FCAP Awards Subcommittee will be drawn from previous CAP Medal of Lifetime Achievement Award recipients, and he or she will be appointed to a 3-year term. The Chair of the FCAP Awards Subcommittee will then appoint the remaining 4 committee members, in consultation with the Chair of the CAP Awards and Nominations Committee, taking into account area of expertise in physics, geography, and EDI issues. The other members will be appointed to terms ranging from 2 years to 4 years, to ensure an orderly evolution of the FCAP Awards Subcommittee membership.

### Addendum:

At present (2019) there are ~ 900 full CAP member, therefore 9 FCAPs should be awarded annually in order to meet the 1% of full membership quota. Given that each new CAP Lifetime Achievement Award recipient will automatically be offered an FCAP, that implies that the annual number of new FCAPs recommended by the FCAP Awards Subcommittee will be 8 for the time being. This number should be examined each year by the Chair of the CAP Awards and Nomination Committee, the CAP President and the CAP Executive Director, in light of up-to-date full membership numbers.

Note that with 8 new FCAPs awarded each year, this will roughly double the number of new CAP distinction recipients (Awards and Fellows) relative the period before the FCAP program.

Note also that at present there exist ~ 22 living CAP Medal of Achievement recipients, who would be offered FCAPs as part of the inaugural FCAP cohort.

Each new cohort of FCAP recipients will be introduced at the CAP Recognition Event at the Annual Congress.