Acadamh Ríoga na hÉireann
Royal Irish Academy

Directions for the proposal of Candidates for Membership

The Royal Irish Academy values diversity and strives for a culture of equality and inclusion in all of its activities. As outlined in its Strategic Plan 2019-2023, the Academy is committed to ensuring greater gender, disciplinary, institutional and overall diversity in every area of the Academy and its work throughout the island of Ireland. It particularly welcomes nominations from under-represented groups and communities.

Please also note that the RIA has signed the **San Francisco Declaration on Research Assessment**, commonly known as DORA, which in essence involves two main commitments:

1 - Evaluate the research, not the publication venue or platform. In particular the Journal Impact Factor should not be used as a proxy for the quality of an article published in that journal.
2 - Recognise a wider range of contributions to research and not just the traditional journal article or monograph. This could include (but is not limited to) open source software, registered protocols and reports, prototypes, curated data, digital media, research-based film, exhibitions, original musical composition or other research outputs and activities

Who can be considered for Membership?

The Membership process is highly competitive. The criteria for election to Academy Membership are as follows:

- *Achievements in research outputs (publications and other), showing significant evidence of originality and scholarship; at least some of the Candidate's publications/research outputs must have attracted global scholarly interest outside of Ireland*
- *Other academic achievements, reflected in the scholarly standing of the Candidate, impact of the Candidate's research and their contributions to the discipline.*
- *Residency in Ireland.*

Candidates for Membership must be resident and working on the island of Ireland at the time that they are proposed. A Candidate is regarded as resident in Ireland if they are currently resident on the island of Ireland, and has been resident on the island of Ireland for at least six months in each year of the three years preceding nomination; we determine the usual place of residence on the basis of one or more of the following:

- The main affiliation address of the Candidate as listed in the publications of the two years preceding nomination.
- Where a Candidate has an Irish academic affiliation, it would normally be expected that the preponderance of publications presented for consideration would be credited to the Candidate's particular institution from commencement of residency.
- The main employment of the Candidate in the current and preceding three years.
- The main home address of the Candidate in the current and preceding three years.

Any change in residency status should be communicated by the Proposer as soon as they become aware of it.

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Submission

All nominations must be signed by two Members of the Academy, who have agreed to act as the Candidate's Proposer and Seconder. <u>The Proposer and Seconder must be from different institutions from each other.</u>

Signatures can be sent electronically, with electronic signatures.
All the documentation for proposing a Candidate is available on the Members' section of the Academy website (ria.ie) In the event of any difficulty, you may request the electronic template as an email attachment by emailing candidates@ria.ie

Completed nominations should be forwarded by email in pdf format, as a single attachment, to candidates@ria.ie, by no later than the 30 September each year.

List of Required Documentation
A complete, valid nomination must contain the following:

Proposal and supporting statement:
- A Certificate of Candidature signed by the Proposer and Seconder in hard copy or electronically with electronic signatures.
- A single supporting statement (up to 500 words) prepared by the Proposer and Seconder, providing a clearly articulated and evidence-based supporting case, highlighting the Candidate's most significant contributions and placing them within national and international contexts. The statement should include reference to the first two criteria for Membership, as above.

Publications/research outputs:
- A list of the Candidate's three (3) most significant publications/research outputs, accompanied by brief statements (maximum 300 words for each) on their importance. Proposers should provide links to the relevant Digital Object Identifier (DOI) or a pdf of the three publications/research outputs. Where one or more of the three publications is a monograph, the Proposer may submit a pdf of the table of contents and two chapters from each book. Please indicate at the end of each statement whether the publication/research output is submitted as a DOI or PDF. Proposers should check with Candidates that they have copyright permission to reproduce the text. In the case of multi-authored publications, the Proposers should state the specific role(s) of the Candidate in devising and planning the research programme, its execution and analysis, and the write-up for publication/research output.
    - For non-text research outputs or practice-based outputs proposers should submit a PDF upload of photographic/visual record of output, or details of how it can be freely accessed (e.g., URL, DOI). If the research dimensions are not evident within the output/representation of the output itself, a written description should be provided (maximum 500 words). <u>The material submitted should provide sufficient information to allow the panel to assess the research process, insights and quality.</u>
    - In the case of practice-based research, proposers should offer a neutrally phrased description (no longer than 500 words) that points assessors towards the research inherent in the creative output. This might include: the findings of the output; underpinning historical or archival research; a description of cultural lineages or influences; an account of formal strategies; awards achieved.
- An additional list of up to twenty (20) of the Candidate's most significant publications/research outputs, arranged in reverse chronological order and in accordance

with one of the sets of guidelines detailed below. In the case of multi-authored publications/research outputs, the Candidate's contribution must be detailed precisely. Publication/research output lists that do not meet the guidelines will be returned to the Proposer.

References:
- Names and full contact details of at least three appropriate referees (at least one from outside Ireland) who have agreed to act. Nominated referees will be asked in what capacity they know the Candidate.
- An additional list of ten suggested independent referees of international distinction to be provided by the Proposer without consultation with the Candidate. These will be considered together with referees nominated by the ACACM. Proposers are encouraged to consider EDI principles when compiling this list.

CV and statement from Candidate:
- A four page narrative CV compiled by the Candidate (where this limit is exceeded, only the first four pages will be considered.) The form can be downloaded from the RIA website.
- A personal statement from the Candidate (300 words) identifying how they would contribute to the objectives of the Academy.
- A Data Processing Consent Form signed by the Candidate.

The Candidate is encouraged to complete the [Diversity and Inclusion Monitoring form](#). This is not essential but assists the Academy with the provision of its services. Responses are anonymous and aggregated and are not connected in any way with the Candidate's assessment for Membership. It is used by the Academy for statistical purposes, to monitor progress towards greater diversity.

Please Note: All communications on the subject of the candidature shall take place with either the Proposer or the Seconder. **In no circumstances** should a Candidate correspond with or contact the Academy on any matter relating to their candidature.

Deadline

The deadline for the receipt of valid proposals is 30 September each year. **Please ensure that all files are submitted in pdf format by email to: candidates@ria.ie by that date.**

How will this proposal be assessed?

All nominations received are subject to rigorous international peer-review by the Advisory Committee on the Assessment of Candidates for Membership (ACACM), whose role is to select those who best meet the criteria for election, benchmarked to global standards. The ACACM will have members from a range of disciplines and the documents for nomination should be completed with this in mind. The views of each Candidate's nominated referees, as well as those of independent expert referees of international distinction, are also sought as part of this process.

A list of recommended Candidates is prepared for Council, and then voted on by the Membership of the Academy at the March Stated General Meeting. Successful Candidates will be contacted following this meeting. Proposers of unsuccessful Candidates will be informed of the status of their Candidacy.

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What happens if a Candidate is unsuccessful?

Each Certificate of Candidature is valid for three years and may be updated each year. If a Candidate is not successful during this three year period, they are ineligible for the following two years. They may then be proposed again, with a new Certificate of Candidature. This pattern (a three-year Certificate followed by two 'fallow' years) may be repeated indefinitely.

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Guidelines for Candidates in Preparing a Narrative CV

The aim of the Narrative CV format is to enable Candidates to present their varied contributions to research in a consistent way and across a wide range of personal circumstances and career paths. It also encourages assessors to consider a more extensive account of research contributions and not to over-rely on a narrow set of indicators such as publications, grants and citation indexes. Most major research grant bodies, nationally and internationally, are increasingly recommending the use of Narrative CVs as a more equitable format for assessing research-based careers.

Five Sections

The five sections in the Narrative CV Form provide Candidates with the opportunity to outline their academic careers to date and to identify how their research has:
- contributed to the generation of new ideas and to note the formats through which they have communicated their research results and ideas.
- enabled them to exercise research leadership and assist in the development of individuals either in a research team or through mentoring research students or colleagues in their research projects.
- enabled them to engage with the wider research community in their discipline, nationally and internationally.
- impacted broader society.

Word Limit

There is no word limit for the individual sections of the CV. Academic career patterns differ and Candidates are free to vary the length of their entries for each Section. For example, some independent scholars may not have had the opportunity to be involved in activities outlined in Section 3. Please keep in mind, however, that there is an overall **page limit of four pages**. If a CV exceeds four pages, only the first four pages will be read by the Assessors.

The Personal Statement (300 words) and Additional Information on circumstances that might have affected the Candidate's progression as a researcher are not included in the four page limit.

Writing A Narrative CV

When writing their Narrative CV, Candidates should follow the guidelines provided in the headings for each Section. They should also aim to avoid just listing achievements. A Narrative CV provides an opportunity to be selective and to choose relevant examples of research outputs or activities that are appropriate for the Section. This will also prevent undue repetition from one Section to another and assist the Candidate in building an overall picture of their research contribution and its national and/or international significance.

Candidates should also bear in mind that:
- the Assessment Committees have Members from different disciplines and therefore specialist terms should have brief explanations [in square brackets] as required.
- In the case of multi-authored/participant outputs, the contribution of the Candidate to the publications/research outputs should be clearly delineated.

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Citation Indexes

While cognizant of limitations in overinterpreting bibliometrics, the Candidate may provide, where appropriate, bibliometric data from the ISI (e.g., citation numbers, H-index, i10-index) or equivalent to demonstrate the impact of their contributions. It is appreciated that citation statistics vary greatly between fields, and in some cases may not be appropriate indicators.

Online Resources

There is an increasing number of websites that offer guidance on how to write an Academic Narrative CV.

See University of Glasgow: https://www.youtube.com/watch?v=BCCIIiqXxhQ

https://www.gla.ac.uk/myglasgow/ris/researchculture/labforacademicculture/narrativecvs/

Royal Society: https://royalsociety.org/topics-policy/projects/research-culture/tools-for-support/resume-for-researchers/

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Science: Guidelines for publications/research outputs (to be prepared by the Candidate in the format below)

Note: It is important that the Candidate adheres to the guidelines below in as far as they are applicable. The correct format will assist the assessors in evaluating the Candidate's contribution.

The following is the preferred method of listing a Science Candidate's publications.

NB all publications listed should contain number of pages where applicable

(1) Journal publications
   a. Publications in internationally-recognised refereed journals in which the Candidate is the sole author
   b. Publications in such journals as co-author: indicate for each paper the contribution of the Candidate (e.g., co-main author, minor contributor, team leader, etc.)
   c. Invited review papers in such journals
   d. Publications in non-refereed journals

(2) Books
   a. Books written as sole author
   b. Books written as co-author: indicate for each book the contribution of the Candidate (e.g., co-main author, minor contributor, team leader, etc.)
   c. Books edited and the Candidate's contribution.

(3) Chapters contributed to books and the Candidate's contribution

(4) Conference proceedings not listed above
   a. Refereed papers in international conference proceedings, indicating the Candidate's contribution and the importance of these conferences in the Candidate's field
   b. Refereed papers in national conference proceedings
   c. Conference proceedings edited or co-edited and Candidate's contribution

(5) Other research outputs (including, but not limited to):
   a. Open Source Software
   b. Registered Protocols and Reports
   c. Prototypes
   d. Published Patent Applications
   e. Curated Data
   f. Digital Media

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<u>**Humanities and Social Sciences (PL&A): Guidelines for publications/research outputs**</u>

<u>**(to be prepared by the Candidate in the format below)**</u>

Note: It is important that the Candidate adheres to the guidelines below in as far as they are applicable. The correct format will assist the assessors in evaluating the Candidate's contribution.

The following is the preferred method of listing a Humanities and Social Sciences (PL&A) Candidate's publications.

NB all publications listed should contain number of pages where applicable.

(1) Books
   a. Books written as sole author
   b. Books written as co-author: for each book indicate the contribution of the Candidate
   c. (e.g., co-main author, minor contributor, team leader, etc.)
   d. Books edited and the Candidate's contribution

(2) Chapters contributed to books and the Candidate's contribution

(3) Journal publications
   a. Articles written as sole author
   b. Articles written as co-author: for each paper indicate the contribution of the
   c. Candidate (e.g., co-main author, minor contributor, etc.)
   d. Primary texts edited
   e. Articles translated for wider international dissemination

(4) Conference proceedings not listed above
   a. Papers in international conference proceedings and the relevance to the conference to the Candidate's field
   b. Papers in national conference proceedings
   c. Conference proceedings edited or co-edited and the Candidate's contribution

(5) Other research outputs and activities, including but not limited to:
   a. Exhibitions
   b. Original Music Composition
   c. Research-based film
   d. Curated Data
   e. Digital Media