



Acadamh Ríoga na hÉireann Royal Irish Academy

Directions for the proposal of Candidates for Membership

Proposals from Members of the Royal Irish Academy, for suitable candidates for election to Academy Membership at the March 2018 Stated General Meeting, are now being invited. The deadline for the receipt of valid proposals is 30 September 2017.

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 international standards.

The ACACM will have Members from a range of disciplines and the documents for nomination should be completed with this mind. The views of each candidate's nominated referees, as well as that of independent expert international referees, are also sought as part of this process.

The criteria for election to Academy Membership are as follows:

- Achievements in publication, showing significant evidence of originality and scholarship; at least some of the candidate's publications must have attracted scholarly interest outside of Ireland.
- Other academic achievements, reflected in the scholarly standing of the candidate and his or her contributions to the discipline.
- Resident in Ireland.

All nominations must be signed by **two Members** of the Academy, who have agreed to act as the candidates Proposer and Seconder.¹

A complete, valid nomination must contain the following:

- A Certificate of Candidature, signed by the Proposer and the Seconder.
- A supporting statement prepared by the Proposer and the Seconder.
 - Election to membership is a highly competitive process and nominators are advised to provide a clearly articulated and evidence-based supporting statement, highlighting the candidate's most significant contributions and placing them within national and international contexts. A list of his/her three most important publications should be included, accompanied by brief statements on their importance.
- The candidate's *curriculum vitae* (CV) (normally not exceeding two pages).
- A list of the candidate's publications, arranged in reverse chronological order (most recent first) and in accordance with one of the sets of guidelines detailed below.
- The names and full contact details of at least three referees (at least one of whom is based outside Ireland), who are familiar with the candidate's area(s) of expertise, and who have agreed to act on his or her behalf.

¹ Please note that Council has decided that with effect from 2011 new Certificates should not be signed by Officers of the Academy or by Members of the ACACM. This does not affect existing Certificates that are under continuing consideration.

- Nominated referees will be asked in what capacity they know the candidate.

It should be noted that the Assessment Committee will also contact additional independently selected external referees. It is possible to list the names of individuals who, for whatever reason, the candidate would prefer the Committee not to approach.

Residency Criteria

A candidate is regarded as resident in Ireland if he or she 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 preceding three years.
- The main home address of the candidate in the preceding three years.

Submission Procedure

- Members who wish to nominate can access all relevant documentation from 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 from the Administration Office (contact details below).
- Completed nominations should be forwarded by email, as a single attachment, to candidates@ria.ie no later than the **30 September 2017**.
- Signatures from the Proposer and the Seconder are required for the certificate, and can be sent in hard copy or electronically with electronic signatures.

Any queries can be directed to candidates@ria.ie Hard copies can be sent to the following address:

The Secretary,
Royal Irish Academy,
19 Dawson Street,
Dublin, D02 HH58

Tasks for the Proposer and the Seconder:

- Certificate of Candidature signed by the Proposer and Seconder in hard copy or electronically with electronic signatures.
- A single supporting statement 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. This should include a list of the candidate's three most significant publications, accompanied by brief statements on their importance.
- 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.

Tasks for the Candidate:

The candidate should provide the Proposer and Seconder with the following:

- A *curriculum vitae* (CV), normally not exceeding two pages in length.
- List of publications, arranged in accordance with one of the sets of guidelines detailed in this Directions for the Proposal of Candidates for Membership. The list of publications must be arranged in reverse chronological order (most recent first), giving details as to the publisher, whether peer-reviewed and including page numbers. In the case of multi-authored publications, the candidate's contribution must be detailed.

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 his/her candidature.

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| Checklist |
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- Certificate of Candidature signed in hard copy or electronically with electronic signatures.
- A single supporting statement prepared by the Proposer and Seconder, identifying the candidate's most significant contributions. This should include a list of the candidate's three most significant publications, accompanied by a brief statement on their importance.
- Names and full contact details of at least three appropriate referees (at least one from outside Ireland) who have agreed to act.
- The Candidate's *curriculum vitae* (CV), not exceeding two pages in length.
- List of publications, arranged in accordance with one of the sets of guidelines detailed in this Directions for the Proposal of Candidates for Membership.

Please ensure that you have gathered all of the files required as a single attachment, before making your submission by email to: candidates@ria.ie by 30 September 2017.

Science: Guidelines for publications (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.

In assessing candidates for Membership the Academy pays particular attention to the publication record of each candidate and takes note of the level of citations, bearing in mind that this level varies widely between fields. Publications must be listed in reverse chronological order (most recent first).

In preparing your CV and your list of published work you should take into consideration the multidisciplinary membership of the Assessment Committee and make the case for your overall contribution in terms of national and/or international significance.

The views of nominated and independently selected external referees will also be sought.

A publication may be judged to show evidence of originality and scholarship through an assessment of all or some of the following factors:

- The contribution of the candidate to the publication.
- The number of citations received by the publication.
- The quality and impact factor of the journal in which the publication appears, relative to other journals in a similar field.
- Evidence presented showing how others have built upon the candidate's work.

The candidate is recommended to provide, where appropriate, bibliometric data from the ISI (e.g. citation numbers, H-index, i10-index) or equivalent to demonstrate the impact of his/her contributions. It is appreciated that citation statistics vary greatly between fields, and in some cases may not be appropriate indicators.

In the case of multi-author works a clear statement as to the role of the candidate is required. It should be borne in mind that the assessment committee has Members from different disciplines and therefore specialist terms should have brief explanations [in square brackets] as required.

The following is the preferred method of listing a Science candidate's publications. *NB all publications listed should contain page numbers 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 (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 (Co-main author, minor contributor, team leader, etc.).
- (c) Books edited and the candidate's contribution.
- (d) Chapters contributed to books and the candidate's contribution.

(3) 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.

(4) Other (please specify)

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 his/her candidature.

PL&A: Guidelines for publications (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 Academy pays particular attention to the publication record of candidates in assessing them for election as Members. Publications must be listed in reverse chronological order (most recent first) and as per the guidelines below. Publications considered include peer-reviewed monographs, chapters in edited peer-reviewed books, articles in scholarly journals, and, where relevant, editions of documents and texts. There is no agreed hierarchy of publications. In some disciplines the monograph is regarded as the premier output, while others regard internationally-recognised peer-reviewed journals as the most significant outlets.

In preparing your CV and your list of published work you should take into consideration the multidisciplinary membership of the Assessment Committee and make the case for your overall contribution in terms of national and/or international significance.

The views of nominated and independently selected external referees will also be sought.

In assessing a candidate's publications some or all of the following (where relevant) may be taken into consideration

- The contribution of the candidate to the publication.
- The number of citations received by the publication.
- Opinions by peers in the field (e.g. through reviews).
- The quality and impact factor of the journal in which the publication appears relative to other journals in a similar field.
- Evidence presented showing how others have built upon the candidates' work.

The candidate is recommended to provide, where appropriate, bibliometric data from the ISI (e.g. citation numbers, H-index, i10-index) or equivalent to demonstrate the impact of his/her contributions. It is appreciated that citation statistics vary greatly between fields, and in some cases may not be appropriate indicators.

In the case of multi-author works a clear statement as to the role of the candidate is required.

It should be borne in mind that the assessment committee has Members from different disciplines and therefore specialist terms should have brief explanations [in square brackets] as required.

The following is the preferred method of listing a PL&A candidate's publications. *NB all publications listed should contain page numbers where applicable.*

(1) Books

- (a) Books written as sole author.
- (b) Books written as co-author: (Indicate for each book the contribution of the candidate Co-main author, minor contributor, team leader, etc.).
- (c) Books edited and the candidate's contribution.
- (d) Chapters contributed to books and the candidate's contribution.

(2) Journal publications

- (a) Articles written as sole author.
- (b) Articles written as co-author: for each paper indicate the contribution of the candidate (e.g. Co-main author, minor contributor, etc.).
- (c) Primary texts edited.
- (d) Articles translated.

(3) Conference proceedings not listed above

- (a) Papers in international conference proceedings and the relevance of 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.

(4) Other (please specify)

Please Note: All communications on the subject of the candidature shall take place with either the Proposer or the Secunder. **In no circumstances** should a candidate correspond with or contact the Academy on any matter relating to his/her candidature.