Acadamh Ríoga na hÉireann
Royal Irish Academy

Independent review of Membership processes

Briefing document

May 2021

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1 - Governance

Mission statement:
The Royal Irish Academy/Acadamh Ríoga na hÉireann champions research. We identify and recognise Ireland's world class researchers. We support scholarship and promote awareness of how science and the humanities enrich our lives and benefit society. We believe that good research needs to be promoted, sustained and communicated. The Academy is run by a Council of its members. Membership is by election and considered the highest academic honour in Ireland.

Background:
The Royal Irish Academy is an all-island, independent forum founded by Royal Charter in 1785 as Ireland's academy for the sciences and the humanities. It aims to promote high levels of scholarship, to act as a national and international body for the various academic disciplines to advise government in the fields of science, research and education and to promote collaboration between scholars and different learned institutions at home and abroad. It employs approximately 80 members of staff.

The Royal Charter sets out the overarching governance structures that remain in place today, while the By-laws provide the rules and regulations under which the Academy operates.

There are two annual business meetings of the Academy, known as Stated General Meetings (SGM). These take place on 16 March and 30 November each year. At the March SGM, Members are elected in two of the Membership schemes – 'ordinary' and Council Recommended Membership. Honorary Members are elected at the November SGM. Currently there are 637 Members across all three categories, 19% of whom are women.

Governance:
Council is responsible to the Academy for its general government and regulation, and is composed of eleven Members representing the Scientific disciplines and ten representing the Humanities (known within the Academy as Polite Literature and Antiquities, or PL&A). Leading this Council is the President. The presidency rotates between the Sciences and PL&A on a three-yearly basis. Council is elected on an annual basis at the March SGM.

The current Council is as follows:

President: Mary Canning

Committee of Science:
Paul Giller
Catherine Godson
Michael Jones
Mary Kelly
Noel Lowndes
P. Gerald McKenna
Helene McNulty
Anita Maguire
Eucharia Meehan
Brian Norton
Shane O'Mara

Committee of PL&A:
Daniel Carey
Clare Connolly
Jane Conroy
Anne Fuchs
Patrick Honohan
David Livingstone
Martin Mansergh
Mary O'Dowd
Eunan O'Halpin
Geraldine Sheridan

Two more members may be co-opted by the President:
Liam Barry (Science)
Lorraine Byrne-Bodley (PL&A)

From this Council, a number of Officerships are filled:

Secretary: Mary O'Dowd
Treasurer: Patrick Honohan
Secretary for Science: Catherine Godson
Secretary for PL&A: Dan Carey
Secretary for Policy and International Relations: Brian Norton

The President also nominates four Vice-Presidents, including one Senior Vice-President:
P. Gerald McKenna (Senior Vice-President)
Jane Conroy
Anita Maguire
Eucharia Meehan

A Governance Pack is prepared annually for Council Members and will be supplied alongside this briefing document.

2 - Membership Processes

The Academy elects Members under three strands:

- Membership, which is often referred to as 'Ordinary Membership', elects c.20 per year;
- Council Recommended Membership (CRM), which is sometimes referred to as November Membership because those members were previously elected at that SGM, elects c.4 per year;
- Honorary Membership, for those living overseas, elects c.4 per year.

Each strand of Membership has its own criteria, assessment committee, and set of processes.

3 - 'Ordinary' Membership

Background:
Proposals are sought for Membership over the summer months, closing on 30 September each year. Proposals must be made by two existing Members from different institutions. Up to 20 Members are elected at the SGM in March up to ten in each Section, Science or PL&A.

Criteria:
The criteria for 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

Proposals:
Included with the proposal form (the Certificate of Candidature, Appendix 2a) must be a supporting statement from the Proposer and Seconder, a list of the candidate's three most important publications with brief statements on their importance, a two page CV, a list of publications, and two lists of referees. A 'Directions for Proposers' document contains instructions regarding these submissions (Appendix 2b).

We also provide a Data Protection Information document for candidates, and they are required to return a consent form in relation to this (Appendices 2c and d). Candidates are asked, but not required, to complete a diversity and inclusion monitoring form which is submitted separately from their proposal and not connected. It is used for statistical purposes only (Appendix 2e).

Each proposal is valid for three years and may be updated each year by the Proposer. If a candidate is not successful after three years, they are ineligible for the following two years. They may then be proposed again, with a new certificate of candidature. This pattern (3+2) may be repeated indefinitely.

Assessment committee:
Membership proposals are assessed by the Advisory Committee on the Assessment of Candidates for Membership (ACACM), of which there are two sub-committees, Science and PL&A. The Terms of Reference for ACACM are at Appendix 4. A call for expressions of interest for Members to join this committee is sent out each year in the Notices for Members (monthly newsletter). If insufficient Members volunteer, or spaces remain in particular disciplines, the President will invite individuals to join.

Members serve on ACACM for three years on a rolling basis, so approximately one-third of the committee is replaced each year. Places are filled on the committee primarily on a disciplinary basis, to ensure that there is

sufficient expertise within the panel to assess the proposals; within the cohort of members in the relevant discipline, location, institution and gender are then taken into consideration.

The composition of ACACM (2020/21) is below. On the Science committee six out of 17 were women and 11 were men (35%/65%) and on the PL&A committee, seven out of 16 were women (44%/66%), with an overall breakdown of 45% women and 55% men.

ACACM Science Sub-Committee		Institution	Discipline	Serving on Committee
Mary	Canning (Chair)	RIA	n/a	*Ex officio*
Paul	Giller	UCC	Ecology	Existing
Alan	Smeaton	DCU	Computing	Existing
Seamus	Martin	TCD	Immunology	Existing
Frederic	Dias	UCD	Mathematics/statistics	Existing
Geraldine	Butler	UCD	Computational biology	Existing
Henry	Curran	NUI Galway	Chemical engineering	Existing
Eugene	Kennedy	DCU	Physics	Existing
Marie	O'Neill	QUB	Electronic Engineering	Existing
William	Spillane	NUI Galway	Chemistry	Existing
Marina	Lynch	TCD	Life Sciences	Academy ask
Frank	McDermott	UCD	Geochemistry	Academy ask
Yvonne	Buckley	TCD	Ecology/Zoology	Academy ask
Marty	Gregg	QUB	Physics	Academy ask
Catherine	Stanton	UCC/Teagasc	Food science	Academy ask
Malachy	McCann	MU	Chemistry	Academy ask
Peter	Flatt	UU	Biology	Academy ask
Mike	Jones	TCD	Botany/Climate Change	Academy ask

ACACM PL&A Sub-Committee		Institution	Discipline	Serving on Committee
Gerry	McKenna (Chair)	RIA	n/a	*Ex officio*
Karen	Till	MU	Geography	Academy ask
Fran	Brearton	QUB	Literature	Existing
Eunan	O'Halpin	TCD	History	Existing
Caroline	Fennell	UCC	Law	Existing
David	Livingstone	QUB	Geography	Existing
Christopher	Whelan	UCD	Sociology	Existing
Jane	Conroy	NUI Galway	Linguistics/Generalist	Existing
Roger	Stalley	TCD	Art History	Existing
Ruth	Byrne	TCD	Cognitive Science	Academy ask
Greg	Toner	QUB	Irish	Existing
Alan	Titley	UCC	Modern Irish	Existing
Iseult	Honohan	UCD	Politics	Academy ask
Mary	Clayton	UCD	Literature	Academy ask
Mairead	NicCraith	Heriot Watt	Celtic Studies	Academy ask

Alison	Forrestal	NUIG	History	Academy ask
Raghnall	O'Floinn	NMI	Archaeology	Academy ask

Assessment process:
Before beginning any assessments, members of ACACM are asked to declare any conflicts of interest with the alphabetical list of candidates who have been proposed (Appendix 4a). They also sign a confidentiality agreement (Appendix 4b). A detailed document setting out the assessment process is circulated (Appendix 4c), and this is discussed during the first meeting of the committee, which takes place in mid-October. At this meeting, an unconscious bias awareness session takes place. (In 2020, this was replaced with the mandatory viewing of the Royal Society video, 'Understanding Unconscious Bias', due to the constraints of meeting remotely.)

The two panels of ACACM meet three times, in October, December and January. The first meeting is largely administrative and assessment process takes place during the second and third meetings.

Each candidate is assigned a primary and two secondary readers. The primary reader will be the committee member who has the closest disciplinary connection with the candidate, unless there is a conflict of interest. The primary reader will suggest external reviewers, and will present the candidate at the assessment meetings.

References:
Staff seek references for all candidates. Three proposer-nominated referees are provided with the certificate of candidature. The Proposer also suggests approx. 10 names for 'external' referees; these are suitable experts in the disciplinary area who have not been approached by the candidate or proposer to provide a reference. The primary reader may use this list of names to compile their list of reviewers, or they may compile an alternative list. Staff request references from as many people as is necessary or practical, aiming to receive all three proposer nominated references and at least three 'external' references for each candidate. Proposers and primary readers are asked for a diverse list of referees. The letter sent to referees and the reference form are at Appendices 5a and b.

First assessment meeting:
In advance of the first assessment meeting in December, members of ACACM submit scores for the candidates assigned to them directly to the committee administrator who compiles a scoring sheet for discussion at the meeting. The scores are as follows:

A: Progress to second meeting
B: Further discussion required
C: Do not progress

These scores are produced without any discussion with other members of the committee. Discussion takes place at the committee meeting, and disparities in scoring are identified and reviewed. A list of those who have scored above an agreed level is compiled, and a fourth reader is assigned to these candidates.

Final assessment meeting:
In advance of this meeting in January, members of ACACM will supply staff with scores for the candidates assigned to them. Each candidate is discussed further, and a list of up to ten candidates recommended for election in each section is prepared for presentation to Council of the Academy.

Council's role:
This list is presented to Council for its approval at its meeting in February of each year.

The Stated General Meeting:
The election of Members takes place at the Stated General Meeting in March each year. Members are presented with a list of recommended candidates. They may approve the list in its entirety, or strike out individual candidates. If they wish to substitute a name on the ballot they may choose from any name on the alphabetical

list of all candidates that were proposed in that year. A sample ballot (2020/21) is at Appendix 6. This ballot always contains the candidates for Membership and the candidates for Council Recommended Membership, with no distinction made between the two.

4 - Council Recommended Membership

Background:
The Academy By-laws (Chapter IV, 5) state:

"In addition to the Members elected under Sections 1 to 4 of this Chapter, the Council may recommend for election into the Academy each year a number, not exceeding four, of persons of distinction who have made a significant contribution to Irish society and whose election would, in the opinion of the Council, be of benefit to the Academy"

Criteria:
The criteria are derived from this By-law, and are that the candidate

- Has made a significant contribution to Irish society;
- Their election would, in the opinion of Council, be of benefit to the Academy

Normally, nominees should be resident in Ireland.

Proposals:
Proposals are submitted on an online form (Appendix 7a) by one Member and supported by a second Member. A data processing information sheet is provided, and candidates are required to sign a consent form (7b and c).

Each proposal is valid for three years and may be updated each year by the Proposer. If a candidate is not successful after three years, they are ineligible for the following two years. They may then be proposed again, with a new certificate of candidature. This pattern (3+2) may be repeated indefinitely.

Assessment Committee:
The Standing Committee for Council Recommended Membership (SCCRM) comprises:
The President (Chair)
The Secretary
The Secretary for PL&A
The Secretary for Science
Two Science Members to be filled by open call (normally for a 3 year term)
Two PL&A Members to be filled by open call (normally for a 3 year term).

Following the open call for membership of SCCRM, The President and Secretary, in consultation with existing members of the Standing Committee, will select members, based on diversity criteria. Diversity criteria to take cognisance of:

- Discipline
- Gender
- Institution
- Stage of Career
- Ethnicity

The Terms of Reference for the SCCRM is at Appendix 8. This document also outlines the assessment process.

The SCCRM for 2020 was:

Standing Committee for Council Recommended Membership		
*Mary	Canning	President (Chair)
Patrick	Shannon	Secretary
Mary	O'Dowd	PL&A Secretary
Catherine	Godson	Science Secretary
Noel	Dorr	PL&A Member
Claire	Connolly	PL&A Member
Martin	Curley	Science Member
Mary	Kelly	Science Member

* The President did not attend the assessment meeting in 2020 due to a conflict of interest with one of the candidates. The meeting was chaired by the Senior Vice-President, Gerry McKenna.

The initial composition of the committee was 63% female, but as it sat on the day, it was 50% female, 50% male.

Assessment Process:
A call for nominations for election as CRMs is issued in early autumn each year, with a closing date of last Friday in October.

Members of the SCCRM sign and return confidentiality agreements and conflict of interest forms and The SCCRM meets once or twice, in December and early January (if necessary).

Formal references are not supplied, but letters of support may be sought.

A list of no more than four names is sent to the Executive Committee in January, and then to Council in February for their approval. This list is then brought to the Stated General Meeting in March, on the same ballot as the 'Ordinary' Membership recommendations.

5 - Honorary Membership

Background:
A small number of Honorary Members are elected annually. This distinction is usually reserved for academics who have made a major international contribution to their discipline, but who are not normally resident in Ireland. Honorary Membership of the Academy is capped at 50 in each Section (Science/PL&A). Currently there are approximately 45 Hon. Members in each Section. In theory, five members from each side could be elected, but in practice 3-5 Hon. Members are elected in total each year.

Criteria:
The criteria for Honorary Membership are:

- Academic excellence in the humanities or sciences, based on first-class world standards;
- A strong personal or disciplinary connection to Ireland (but not normally being resident in Ireland)
- The candidate's potential contribution or benefit to the Academy following Membership.

Proposals:
Proposals are submitted on Certificate of Candidature for Honorary Membership (Appendix 9a) by one Member and supported by a second Member. A data processing information sheet is provided, and candidates are required to sign a consent form (9b and c).

Proposers are asked to provide a one-page CV and the names and full contact details of at least three referees, at least one from outside Ireland, who have agreed to provide a reference.

Each proposal is valid for three years and may be updated each year by the Proposer. If a candidate is not successful after three years, they are ineligible for the following two years. They may then be proposed again, with a new certificate of candidature. This pattern (3+2) may be repeated indefinitely.

Assessment Committee:
Honorary Membership is assessed by the Review Committee on Honorary Membership (RCHM). The committee comprises:

- The President (Chair)
- The Secretary
- The Treasurer
- The Secretary for PL&A
- The Secretary for Science
- The three most recent past Presidents
- One Member from PL&A
- One Member from Science

The Terms of Reference for RCHM is at Appendix 10.

The committee for 2020 was:

Review Committee on Honorary Membership		Institution	Discipline	Serving on Committee
Mary	Canning (Chair)	RIA	n/a	*Ex officio*
Stephen	Gardiner	UCD	Mathematics	*Ex officio*
Pat	Shannon	UCD	Geosciences	*Ex officio*
Mary	O'Dowd	QUB	History	*Ex officio*
Catherine	Godson	UCD	Life Sciences	*Ex officio*
Mary	Daly	UCD	History	Past President
Luke	Drury	DIAS	Physics	Past President
Peter	Kennedy	UCD	Engineering	Past President
Dervilla	Donnelly	UCD	Chemistry	Membership rep (Sci)
Anne	Fuchs	UCD	German	Membership rep (PL&A)

This committee was 60% women, 40% men.

Assessment Process:
A call for proposals for Honorary Members is issued in April, with a deadline of 30 June. Following this date, staff will seek references for new proposals.

RCHM meets in late August and October to consider candidates, and a list of recommended candidates is provided to Council for approval in November. This list, once approved, is supplied to the November Stated General Meeting to be voted on by all Members.

6 - Summary of key national policy data sources

Republic of Ireland

The Higher Education Authority (HEA)'s Centre of Excellence for Gender Equality has published widely in this area, including the National Review of Gender Equality in Irish Higher Education Institutions referenced previously in this document. Their Higher Education Authority - Gender Taskforce Plan 2018-2020 (hea.ie) is also useful but does not contain specific reference to the RIA.

General statistics on gender in HEIs in the Republic of Ireland are available on https://hea.ie/policy/gender/statistics/

Northern Ireland

No central organisation or government department collects equality data for HEIs in Northern Ireland. The following data are available for the three Universities operating there:

University of Ulster:
Key equality data - People and Culture (ulster.ac.uk), including the most recent and also historical data in relation to gender pay gap analysis, staff and student equality data, etc.

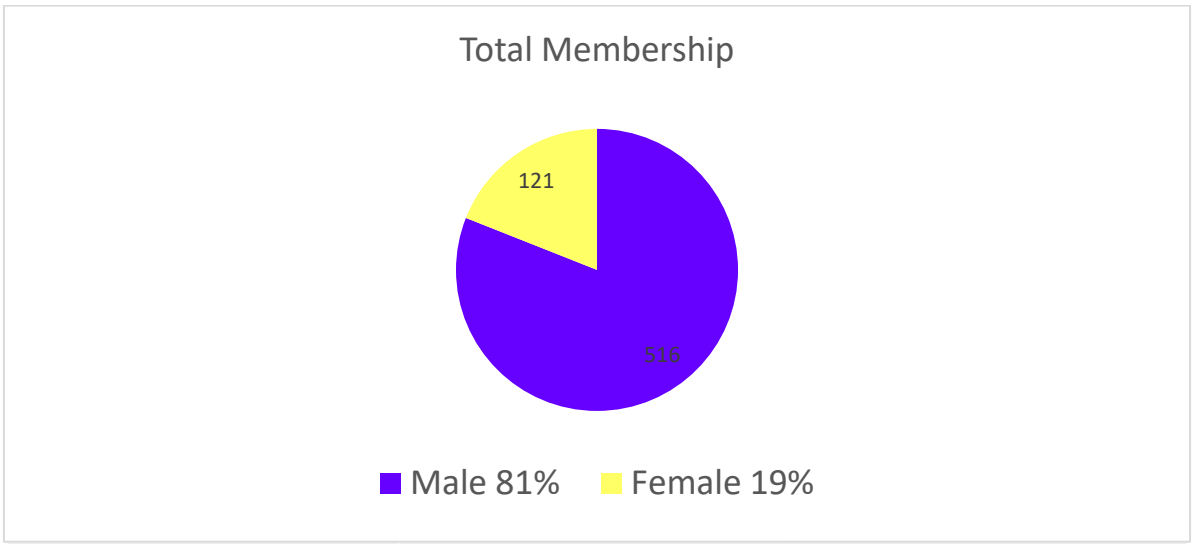
Queen's University Belfast:
The 2019 QUB Athena Swan application for silver award is here: https://www.qub.ac.uk/sites/QueensGenderInitiative/FileStore/Filetoupload,949869,en.pdf . Extensive data on diversity in the QUB staff is also available Diversity and Inclusion | People and Culture I Queen's University Belfast (qub.ac.uk)

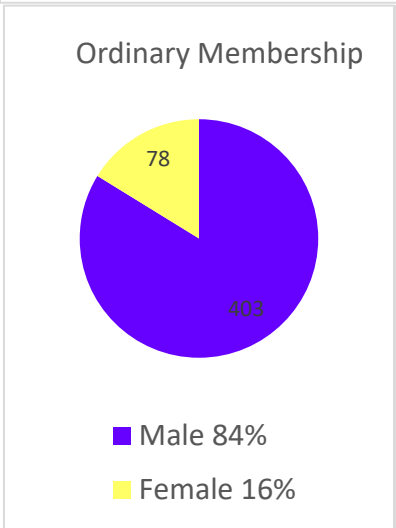
The Open University:
Comprehensive information on equality and diversity is available here: The Open University Equality and Diversity |

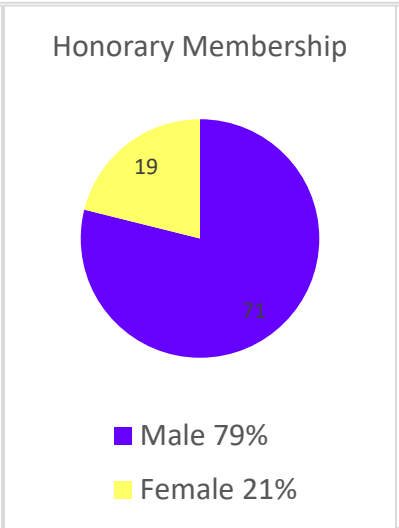
7 - Relevant Royal Irish Academy Statistics

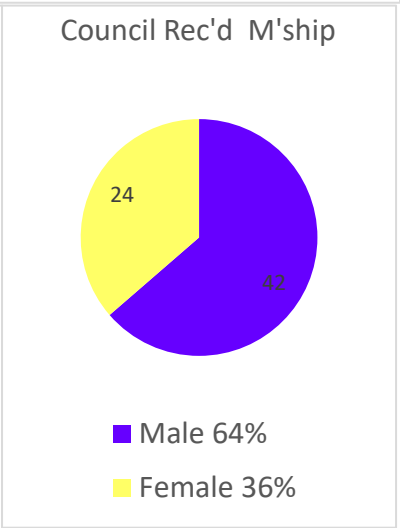
N.B. All gender data used by the RIA, and throughout this document, is the product of assumed or perceived gender. The RIA does not have a complete record of self-declared data of all its Members. No data is available on any other measure of diversity because this is not currently collected and has not been surveyed. The only self-reported data held by the RIA that relates to the protected grounds for discrimination in the Equal Status Acts 2000-2018 is date of birth.

Current Membership				
Category	**Male**	**Female**	**Total**	**% Female Membership**
Total Membership	**516**	**121**	**637**	**19%**
Ordinary	403	78	481	**16%**
Honorary	71	19	90	**21%**
CRM	42	24	66	**36%**



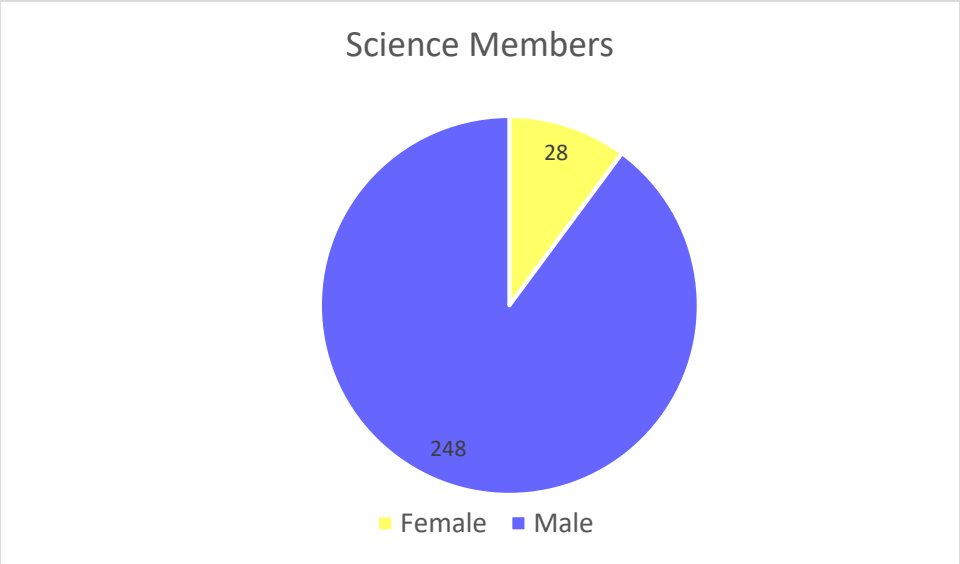


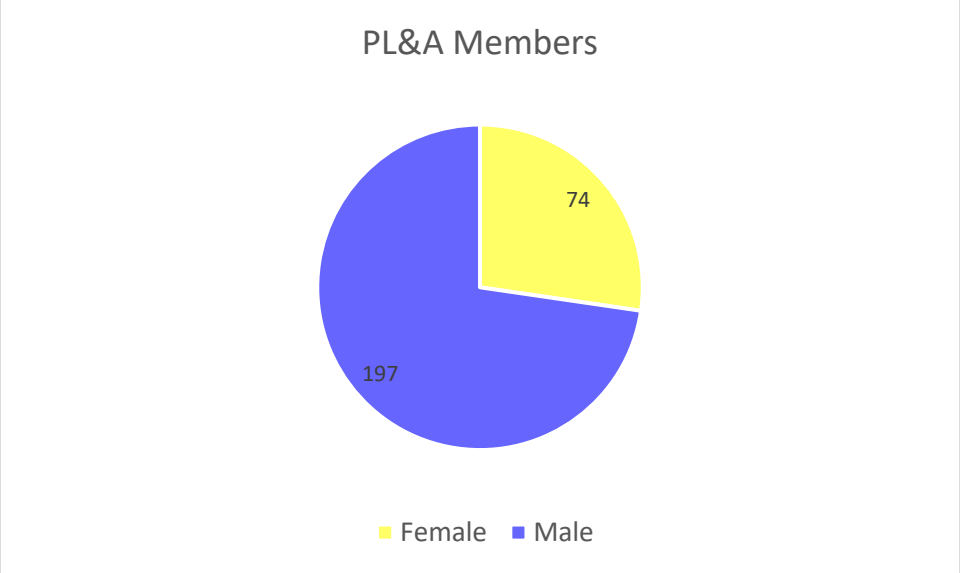




Gender of Resident Members by Section			
Section	**Male**	**Female**	**% Female**
Science	248	28	11%
PL&A	197	74	38%

*The resident Membership categories referred to here are 'Ordinary' and Council Recommended Membership

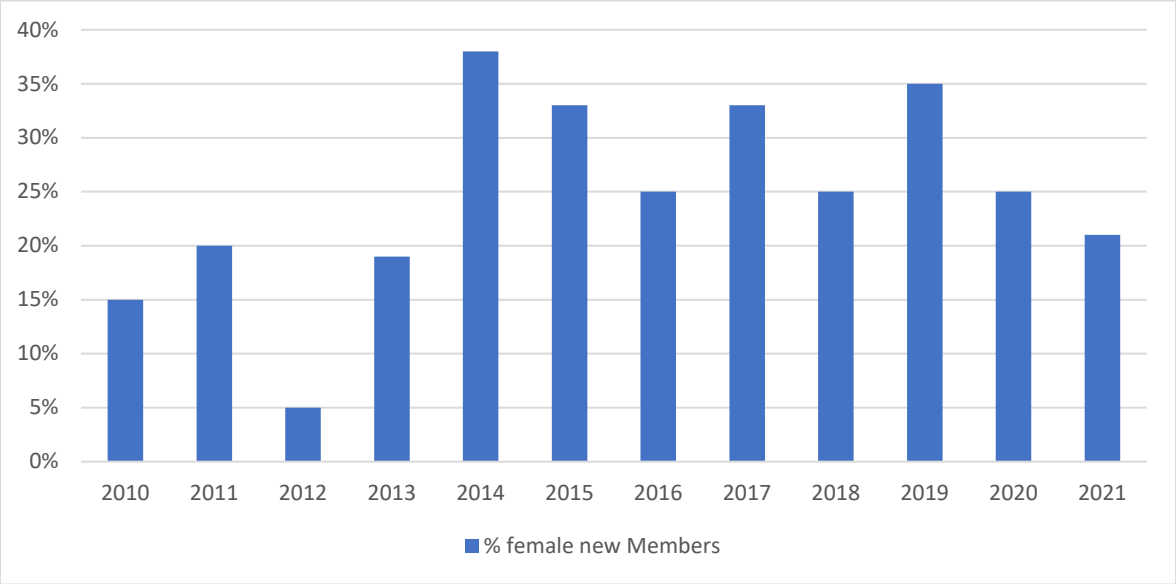




Trends in resident Membership categories ('Ordinary' and CRM)				
Year	**Total Resident Membership**	**Female Membership**	**Male Membership**	**% Female Membership**
2012	461	59	402	**13%**
2016	427	55	372	**13%**
2018	504	86	418	**17%**
2019	515	93	422	**18%**
2020	533	99	434	**19%**
2021	524	98	426	**19%**

2010-2021 Ordinary Members elected (by gender)					
Year	**Total**	**Male**	**Female**	**% male**	**% female**
2010	20	17	3	85%	15%
2011	20	16	4	80%	20%
2012	20	19	1	95%	5%
2013	16	13	3	81%	19%
2014	13	8	5	62%	38%
2015	12	8	4	67%	33%
2016	12	9	3	75%	25%
2017	12	8	4	67%	33%
2018	20	15	5	75%	25%
2019	20	13	7	65%	35%
2020	20	15	5	75%	25%
2021	19	16	4	79%	21%

% new Members who are women



Proposals for Membership by section						
Proposals in Science						
Year	**Male**	**Female**	**Total Candidates**	**Success rate**	**M Elected**	**F Elected**
2020/21	**34**	**8**	**42**	**24%**	**9**	**1**
2019/20	**38**	**9**	**47**	**21%**	**9**	**1**
2018/19	**45**	**8**	**53**	**19%**	**7**	**3**
2017/18	**45**	**10**	**55**	**18%**	**9**	**1**
2016/17	**39**	**9**	**48**	**13%**	**4**	**2**
2015/16	**30**	**8**	**38**	**16%**	**5**	**1**
2014/15	**30**	**6**	**36**	**17%**	**4**	**2**
2013/14	**26**	**7**	**33**	**24%**	**5**	**3**
2012/13	**29**	**7**	**36**	**25%**	**8**	**1**
2011/12	**33**	**6**	**39**	**26%**	**10**	**0**
2010/11	**33**	**7**	**40**	**25%**	**9**	**1**

Proposals in PL&A						
Year	**Male**	**Female**	**Total Candidates**	**Success rate**	**M Elected**	**F Elected**
2020/21	**20**	**13**	**33**	**27%**	**6**	**3**
2019/20	**21**	**15**	**36**	**28%**	**6**	**4**
2018/19	**21**	**12**	**33**	**30%**	**6**	**4**
2017/18	**31**	**12**	**43**	**23%**	**6**	**4**
2016/17	**34**	**12**	**46**	**13%**	**4**	**2**
2015/16	**36**	**13**	**49**	**12%**	**4**	**2**
2014/15	**32**	**14**	**46**	**13%**	**4**	**2**
2013/14	**16**	**12**	**28**	**18%**	**3**	**2**
2012/13	**17**	**14**	**31**	**26%**	**6**	**2**
2011/12	**35**	**3**	**38**	**26%**	**9**	**1**
2010/11	**34**	**6**	**40**	**25%**	**7**	**3**

Breakdown of proposals by institution and gender, 2010-2020					
Institution	**Number of proposals**	**Male**	**Female**	**Science**	**PL&A**
DIAS	2	1	1	0	2
UCD	74	50	24	30	44
MU	16	11	5	5	11
TCD	60	42	18	36	24
UU	17	13	4	9	8
UCC	33	27	6	17	16
QUB	46	33	13	24	22
NUIG	20	18	2	10	10
DCU	16	15	1	12	4
UL	16	11	5	8	8
ESRI	1	1	0	0	1
GOVERNMENT	0	0	0	0	0
RIA	1	1	0	0	1
INDEPENDENT	3	1	2	1	2
DIT	1	1	0	1	0
ITT	1	1	0	1	0
Tyndall	1	1	0	1	0
St Pat's	1	0	1	0	1
GMIT	1	0	1	0	1
RCSI	2	2	0	2	0
Teagasc	1	0	1	1	0

Who are the proposers?

Between 2016 and 2020, 155 Members made 216 individual proposals, including candidates being proposed for their first time and those being re-proposed for a second or subsequent consideration.

Of these 155 Members, 27 were female, or 17%. The majority of proposals for 'Ordinary' Membership come from 'Ordinary' Members, of whom women comprise 16%.

	Who proposes whom, by gender and section							
	PL&A				Science			
	Women by women	Women by men	Men by men	Men by women	Women by women	Women by men	Men by men	Men by women
2020/21	**4**	**2**	**5**	**0**	**0**	**2**	**8**	**1**
2019/20	**5**	**2**	**7**	**0**	**3**	**3**	**10**	**1**
2018/19	**2**	**4**	**6**	**0**	**0**	**1**	**10**	**3**
2017/18	**3**	**2**	**9**	**2**	**2**	**2**	**12**	**2**
2017/16	**1**	**3**	**8**	**0**	**0**	**2**	**16**	**2**

This table represents first proposals only.

Analysis of the assessment process scoring (by gender and section)

Science assessment scoring (2016/17 to 2020/21*)						
	Total candidates 2016/17 – 2020/21	**1st assessment scored A**	**1st assessment scored B**	**1st assessment scored C**	**Progressed to 2nd assessment**	**Elected**
Female	28	33%	46%	21%	54%	25%
Male	144	42%	46%	12%	55%	23%

PL&A assessment scoring (2016/7 to 2020/21*)						
	Total candidates 2016/17 – 2020/21	**1st assessment scored A**	**1st assessment scored B**	**1st assessment scored C**	**Progressed to 2nd assessment**	**Elected**
Female	52	46%	35%	19%	65%	29%
Male	83	47%	33%	20%	58%	29%

*The number of Members elected moved from 6 to 10 in 2016/7, so only comparative data from the years following this change have been aggregated here.

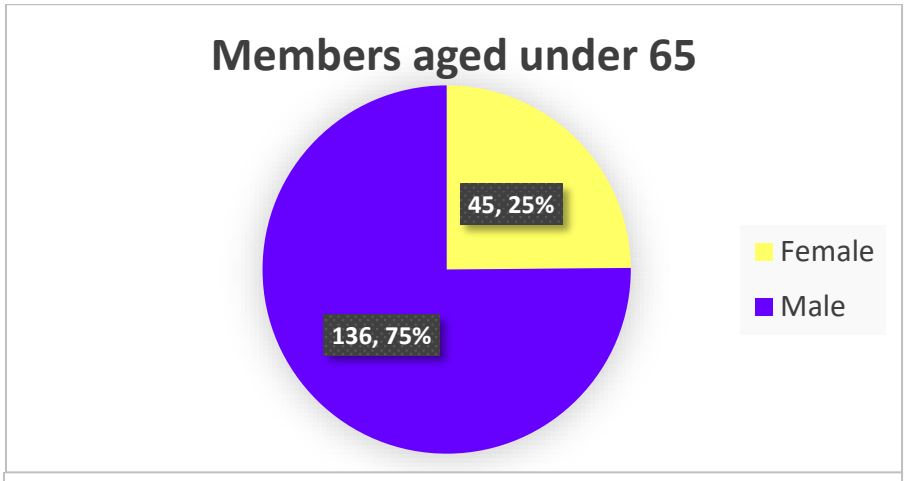
Analysis of the assessment process scoring for 2020/21

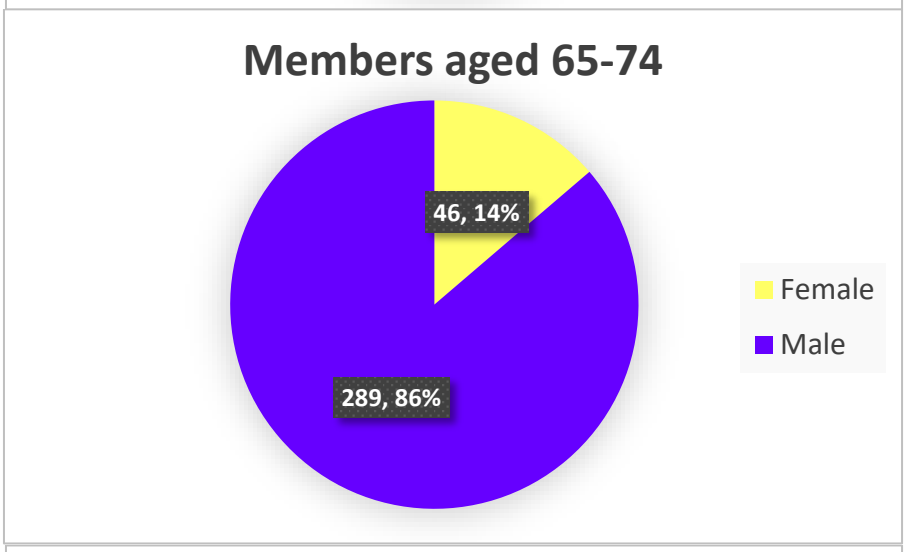
Science assessment scoring (2020/21)						
	Total candidates 2020/21	**1st assessment scored A**	**1st assessment scored B**	**1st assessment scored C**	**Progressed to 2nd assessment**	**Elected**
Female	8	37%	63%	0	37%	12.5%
Male	34	41%	53%	6%	41%	26%

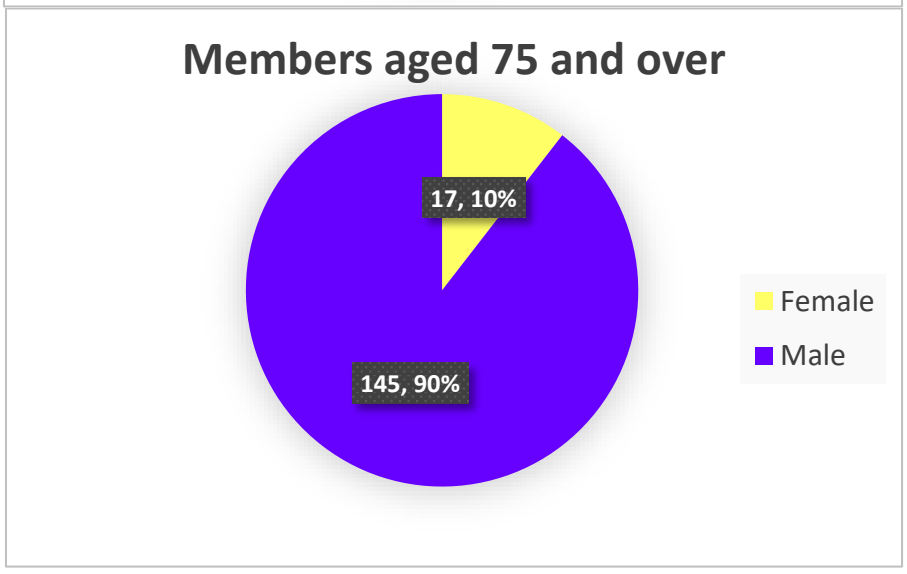
PL&A assessment scoring (2020/21)						
	Total candidates 2020/21	**1st assessment scored A**	**1st assessment scored B**	**1st assessment scored C**	**Progressed to 2nd assessment**	**Elected**
Female	13	46%	38%	15%	62%	23%
Male	20	30%	60%	10%	50%	30%

Age of Academy Members

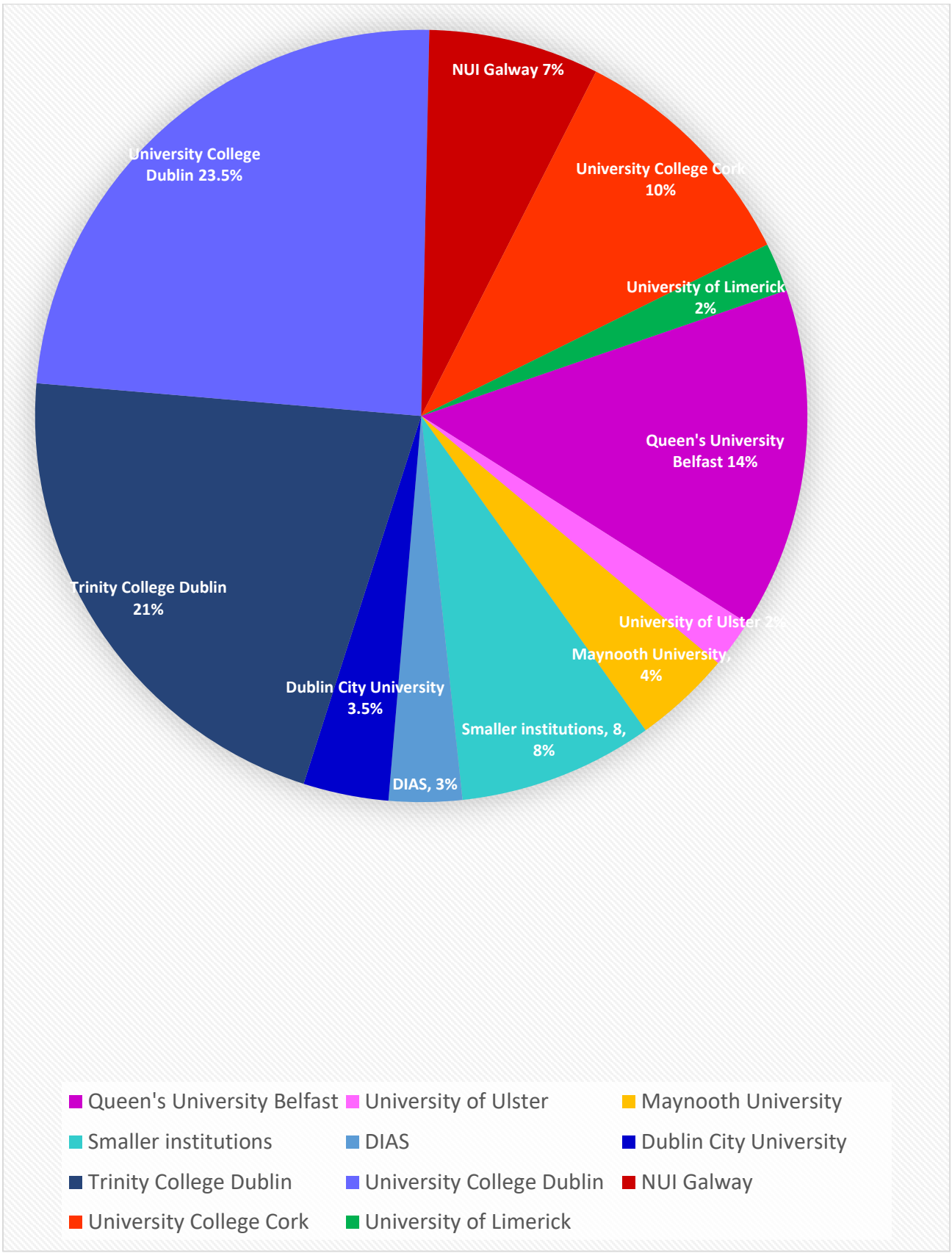
The average age of successful candidates in 2021 was 61.



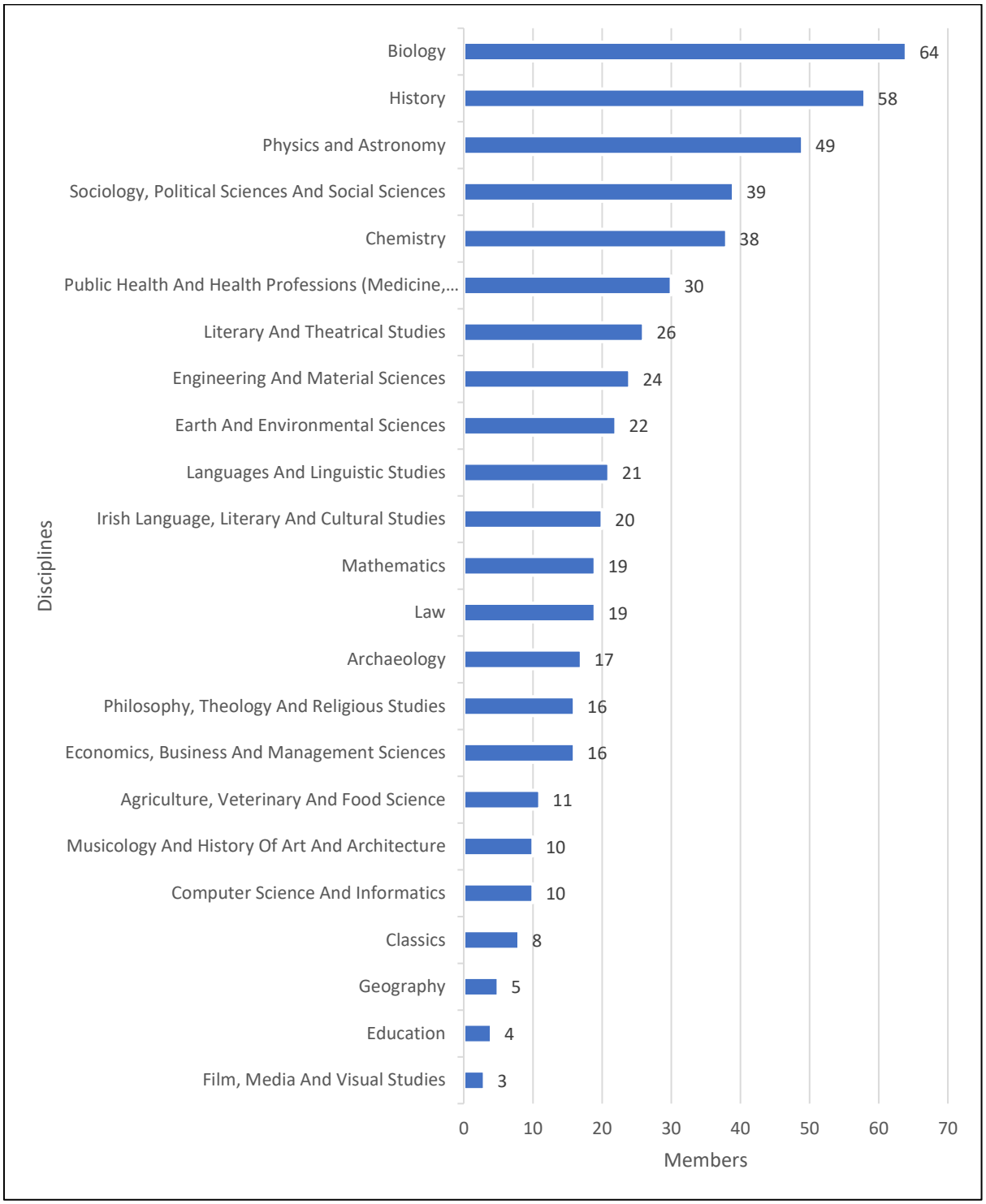




Proportion of Membership by institution



Membership numbers by discipline



9 - Appendices

1 – Charter and By-laws
2 – Governance pack
3 – Ordinary Membership proposal documents
- **a – Certificate of Candidature**
- **b – Directions for Proposers**
- **c – Data Processing information**
- **d – Data Processing consent form**
- **e – Diversity and inclusion monitoring form**

4 – Terms of Reference for ACACM
5 – ACACM pre-assessment documents
- **a – conflict of interest declaration**
- **b – confidentiality agreement**
- **c – Standard Operating Procedures for ACACM**

6 – Reference Requests
- **a – reference request letter**
- **b – reference form**

7 – Ballot paper
8 – Council Recommended Membership proposal documents
- **a – proposal form**
- **b – CRM data processing information**
- **c – CRM data processing form**

9 – Terms of Reference for Standing Committee for Council Recommended Membership
10 – Honorary Membership proposal documents
- **a – Honorary Membership Certificate of Candidature**
- **b – Honorary Membership data processing information**
- **c – Honorary Membership data processing form**

11 – Terms of Reference for Review Committee on Honorary Membership

Acadamh Ríoga na hÉireann
Royal Irish Academy

Certificate of Candidature for Membership 2020-2021

Name of candidate (in full):			
Degrees and professional qualifications:			
Usual place of residence (Full postal address):			
Email:			
Present position:			
Present institutional affiliation:			
Primary discipline:			
Section in which candidate is to be considered *(please tick as appropriate)*	Humanities & Social Sciences (Polite Literatures & Antiquities) ☐	Sciences ☐	

Instructions to the Proposer and Seconder for submission of this proposal:

- Type the names of the Proposer and Seconder in the text box below, paste both electronic signatures and email your complete proposal (Certificate, supporting statement, referees, the candidate's CV, and the candidate's list of publications) to candidates@ria.ie.
- Alternatively, a signed copy of this certificate along with the supporting documents can be sent in hard copy to: The Secretary, Royal Irish Academy, 19 Dawson Street, Dublin 2, D02 HH58.

The Directions for the Proposal of Candidates for Membership can found on our website. Please refer to the checklist below before you submit your nomination for Membership.
All documents must arrive in Academy House **no later than 30 September 2020.**

Certification of the proposal:
"The above candidate being anxious to promote the objects for which the ROYAL IRISH ACADEMY was founded, and desirous of becoming a Member, we the undersigned propose and recommend said candidate as deserving that honour, and as likely to prove a useful and valuable Member."

	Please print		
Proposer*		**Signature:**	
Seconder*		**Signature:**	

*The Proposer and Seconder will normally be expected to have a good personal, professional or disciplinary knowledge of the candidate. They must be from different institutions from each other.

FOR OFFICE USE ONLY: Received in Academy on:		**Assigned to Section:**		**1st/2nd/3rd Certificate**

Updated on:	

Secretary's Signature: ..... **Date: ……**

Checklist

- Certificate of Candidature signed in hard copy or with electronic signatures.
- A Data Processing Consent form signed by the Candidate.
- A single supporting statement prepared by the Proposer and Seconder, identifying the candidate's most significant contributions and placing them in national and international contexts.
- 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. A diverse list of referees is encouraged.
- An additional list of ten suggested independent referees (including distinguished national and international names) to be provided by the proposer without consultation with the candidate.
- The Candidate's *curriculum vitae* (CV), not exceeding two pages in length. Information exceeding two pages will not be consider by the Advisory Committee.
- A list of publications, arranged in accordance with one of the sets of guidelines detailed in the *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 2020.

Directions for the proposal of Candidates for Membership

How do I propose a Candidate for Membership?

All nominations must be signed by two Members of the Academy, who have agreed to act as the candidates Proposer and Seconder. The Proposer and Seconder must be from different institutions from each other.

A complete, valid nomination must contain the following:

- A Certificate of Candidature, signed by the Proposer and the Seconder. The Proposer and Seconder must be from different institutions from each other.
- A Data Processing Consent Form signed by the Candidate.
- 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, accompanied by brief statements on their importance.
- A two page CV (where this limit is exceeded, only the first two pages will be considered.)
- A list of the candidate's publications, arranged in reverse chronological order and in accordance with one of the sets of guidelines detailed below. Publications lists that do not meet the guidelines will be returned to the Proposer.
- The names and full contact details of at least three referees, referred to as 'Proposer Nominated referees' (one at least 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. Where possible, a diverse set of referees is encouraged. Nominated referees will be asked in what capacity they know the candidate.
- An additional list of ten suggested independent referees (including distinguished national and international names) to be provided by the proposer without consultation with the Candidate.

It is also possible to list the names of individuals who, for whatever reason, the candidate would prefer the Committee not to approach.

Candidates are asked, but not required, to complete a diversity and inclusion monitoring form. This is submitted anonymously and is in no way connected with their candidature. It is used by the Academy for statistical purposes, to monitor progress towards greater diversity.

Submission Procedure

Members who wish to propose a Candidate 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 by emailing candidates@ria.ie.

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

Signatures from the Proposer and the Seconder are required for the certificate, and can be sent electronically, with electronic signatures (preferred) or in hard copy.

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

Who can be considered for Membership?

The Membership process is highly competitive. 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.
- 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 he or she is 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 he/she becomes aware of it.

How will this proposal be assessed?

The deadline for the receipt of valid proposals is 30 September each year.

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 in mind. The views of each candidate's nominated referees, as well as those of independent expert international referees, 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.

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, 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.

Tasks for the Proposer and the Seconder:
The Proposer and Seconder must provide the Academy with the following:

- A Certificate of Candidature signed by the Proposer and Seconder in hard copy or electronically with electronic signatures. The Proposer and Seconder must be from different institutions from each other.
- A Data Processing Consent form, signed by the Candidate.
- 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.
- 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.
- An additional list of ten suggested independent referees (including distinguished national and international names), provided by the proposer without consultation with the candidate.

Tasks for the Candidate:
The Candidate should provide the Proposer and Seconder with the following:

- A signed Data Processing Consent Form
- A *curriculum vitae* (CV) not exceeding two pages in length. The Assessment Committee will not consider information beyond this two page limit.
- A 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, 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 precisely.

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.

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.

Checklist

- Certificate of Candidature signed in hard copy or electronically with electronic signatures.
- A Data Processing Consent form signed by the Candidate.
- A single supporting statement prepared by the Proposer and Seconder, identifying the candidate's most significant contributions and placing them in national and international contexts.
- 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.
- An additional list of ten suggested independent referees (including distinguished national and international names) to be provided by the proposer without consultation with the candidate.
- The Candidate's *curriculum vitae* (CV), not exceeding two pages in length. Information exceeding two pages will not be consider by the Advisory Committee.
- A 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.**

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.

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 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 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.
(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.

Humanities and Social Sciences (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 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 the candidates 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 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 (e.g. 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 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.

(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.

Data Protection Information for Candidates for Membership

The Academy operates in compliance with GDPR (EU 2016/697) and the Data Protection Acts 1988-2003 and 2018. A key objective of GDPR is to give individuals increased control over their data. It is important that you read the information below in order to understand how the Academy processes your data. For the purposes of the GDPR the Academy is the Data Controller.

The data we collect is for the assessment of your candidacy for Membership of the Academy. Data collected are: Your nomination form with the signatures of proposer and seconder and your Supporting Statement and your CV. Three referees' names are provided by your proposer with your consent. We also seek names and contact details of up to ten independent referees who can provide an objective assessment of your academic merits.

We shall only collect your data with your informed consent. Please fill out the Data Processing Consent form to enable us to process your candidacy.

The Membership process – what happens to your data?

The details you and your proposer provide will be emailed to a Candidates' mailbox, held on a secure server accessible to the Membership Manager and a limited number of dedicated support staff. Members of the Academy Committee for the Assessment of Candidates for Membership (ACACM) sign conflict of interest and confidentiality forms to ensure best practice, and participate in an unconscious bias awareness session.

ACACM meets on three occasions between October and March. At the first meeting of the committee, members are assigned to read your certificate of candidature. References are sought for each candidate, and relevant proposal documents are sent to referees. Candidates and Proposers should note that if international referees are based outside of the areas governed by GDPR, we cannot guarantee the protection of their data during the process of seeking these references.

References are emailed to our secure mailbox, held on our secure server, and shared with the ACACM via a secure web-based file-sharing system*. Documents are removed from the system as soon as the process is complete. The confidentiality agreement form which members of ACACM sign details the strict confidentiality and care with which members are expected to treat your information, including keeping documents under lock and key when not in use.

Each proposal is then discussed at the second meeting of ACACM and assigned a score. Candidates are then discussed in further detail at the final meeting of the committee, and up to ten are selected from Science and up to ten from the Polite Literature and Antiquities section (PL&A).

This list is given to the Council of the Academy in February for approval. At this point Council may also view the proposals under consideration at a confidential meeting. The list of candidates proposed for election is then voted on by the Membership of the Academy at the March Stated General Meeting each year. A simple majority of the electorate (Members present, and those who have requested a postal ballot) is required for the election of each candidate.

Minutes of the ACACM are held (electronically and in hardcopy) for record purposes and are retained indefinitely for reference and archival purposes. They are held securely and are embargoed for 30 years.
Staff members will treat your data as highly confidential.

Retention of data
Your certificate of candidature, and the data provided, are retained for the duration of your candidacy. Each certificate is valid for three years. Your information is retained in a secure location with limited access for the two following 'fallow years', when you are ineligible for proposal. After this period, the following processes are followed:

Successful candidates
Final certificates, supporting documents and references of successful candidates are archived indefinitely with the Library for archival and historical research purposes. They are embargoed for 30 years.

Unsuccessful candidates
The first page of your certificate of candidature is retained indefinitely on our secure server so that we can track your eligibility for future proposals and is archived indefinitely with the Library for archival and historical research purposes. Additional data (e.g. references and supporting documents) will be disposed of securely.

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to proposers on an annual basis
- You may request a copy of your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data
- You may exercise the right to be forgotten (i.e. to have your data erased).

Every effort will be made to comply with requests from candidates in relation to their data and within the compass of GDPR.

Please contact Candidates@ria.ie or phone +353 1-676 2570 in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer, Wayne Aherne – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58, or phone +353 1 - 6090619. Appeals may be made to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland

* AdminControl is the secure web-based file-sharing system which we currently use to securely share your data with members of ACACM on a short-term basis only. AdminControl is EU-GDPR compliant, and any other similar system we may use will have the same rigorous levels of compliance.

Data Processing Consent for Candidates for Membership

By signing this form I indicate that I have read the document entitled 'Data Protection Information for Candidates for Membership' and I consent to the use, processing and retention of my data as outlined.

Signed:

_____

Date:

_____

Print name:

_____

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to proposers on an annual basis
- You may request access to your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data
- You may exercise the right to be forgotten (i.e. to have your data erased).

Every effort will be made to comply with requests from candidates in relation to their data and within the compass of GDPR.

Please contact Vanessa Carswell at Candidates@ria.ie or phone +353 1-676 2570 in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58, or phone +353 1 - 6090619. Appeals may be made to the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois R32 AP23

19 June 2020

Diversity and Inclusion Monitoring Form

Diversity and Inclusion Monitoring Candidates for Membership

- The Royal Irish Academy is working towards ensuring greater diversity in all areas of the Academy and its work throughout the island of Ireland.

  In order to provide valuable information that will help to assess and monitor diversity, we ask that you consider providing your input to the following questions. We have included all nine official grounds for discrimination that are prohibited under the Equal Status Acts 2000-2018, along with a question regarding home location, to assist the Academy in the provision of a broad range of services and activities. Terminology, where available, has been drawn from the proposed Census 2021.

  Completion of this form is not compulsory, but it is very much appreciated. Any information you provide on this form is anonymous and will be used for statistical purposes only. **It is not associated in any way with your assessment for Membership, and responses are not provided to assessors.**

- Age range

- What best describes your gender?

  - Male
  - Female
  - Prefer not to say
  - Prefer to self-describe (type in 'other' below)
  - Other

- Where do you live?

  - Ireland
  - Northern Ireland
  - Britain (Scotland, England, Wales, other Britain)
  - Europe
  - Rest of world
  - Prefer not to say

- What is your ethnic group/background?

  - White
  - Black or Black Irish

- Asian or Asian Irish
- Other, including mixed group/background
- Prefer not to say

- What is your sexual orientation?
  - Heterosexual
  - Bisexual
  - Homosexual
  - Prefer to self-describe
  - Prefer not to say
- What is your religion, if any?
  - No religion
  - Roman Catholic
  - Church of Ireland
  - Islam
  - Orthodox Christian
  - Presbyterian
  - Prefer not to say
  - [ ]
- What is your current marital status?
  - Single (never married or never in a civil partnership)
  - Married (first marriage)
  - Re-married
  - In a registered civil partnership
  - Separated
  - Divorced
  - Widowed
  - Prefer not to say
- Family status - are you:
  - a parent of a person under 18 years
  - a resident primary carer
  - a parent of a person with a disability
  - Prefer not to say

- Do you have a disability? Please select all that apply below:

  - ☐ Blindness or a vision impairment
  - ☐ Deafness or a hearing impairment
  - ☐ A difficulty with basic physical activities such as walking, climbing stairs, reaching, lifting or carrying
  - ☐ An intellectual disability
  - ☐ A difficulty with learning, remembering or concentrating
  - ☐ A psychological or emotional condition or a mental health issue
  - ☐ A difficulty with pain, breathing or any other chronic illness or condition
  - ☐ Prefer not to say
  - ☐ _____

- Submit

Terms of Reference for Advisory Committee on the Assessment of Candidates for Membership (ACACM)

All nominations received for Membership are subject to rigorous international peer-review by the Advisory Committee on the Assessment of Candidates for Membership (ACACM).

The ACACM's role is to select those who best meet the criteria for election to Membership of the Academy, benchmarked to international standards.

The ACACM will review and consider all documents submitted by the Proposer and Seconder on behalf of the Candidate.

The ACACM will consider the views of each candidate's nominated referees, as well as of independent expert international referees selected by the ACACM.

All proposals are subject to rigorous national and international peer-review by the ACACM.
The ACACM will make recommendations for the election of Members to the Academy Council. Following this the recommended candidates will go forward for election at the Stated General Meeting.

The ACACM will give consideration to the following criteria:

- 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.

Appointment to ACACM

- The President and Senior Vice-President chair the appropriate Committee in accordance with their section (Science or PL&A). The President is a Member of both Committees.
- Other Members of the Academy are appointed to the Committees for three-year terms. Appointments are made by the President, and aim to provide institutional, gender and discipline spread taking continuity into account.
- The President may open a call to the Membership to seek expressions of interest to serve on the ACACM
- Members of the ACACM must declare any conflict of interest they may have with regard to candidates under consideration

No Member of ACACM or RIA Officer may act as a proposer for a candidate to Membership. This does not apply to Certificates already under consideration.

Conflict of Interest Form for the Advisory Committee on the Assessment of Candidates for Membership (ACACM)

A member of ACACM is deemed to have a conflict of interest if he/she has a professional or personal relationship with the applicant that could reasonably call into question a Member's ability to give an objective assessment of the application.

In practice, there are a number of situations in which a conflict of interest might be considered to exist actually, potentially or perceptually. In each of these situations the Member would be deemed unsuitable to review the application and must declare their conflict of interest with the chair of the committee:

- Where the Member is a former close colleague i.e. past member of the School/Unit/Research Group of the candidate either in their current institute or elsewhere.
- Where a PhD or Post-Doctoral Supervisory relationship has existed between the candidate and Member in either direction. This also includes the examination of either party's doctoral students.
- Where there is evidence of close and/or repeated collaboration, recent (past five years) co-authorship, co-presentational, co-editorial activities (excluding co-membership of editorial boards) between the candidate and Member.
- Where a close friendship, business, professional partnership or family relationship exists between the candidate and Member such that this could, or be perceived to, range against impartiality in judgement and lead to particular advocacy.
- Where conflict over specific publications/research opportunities is known to exist between the candidate and Member that could affect the nature/substance/tone of the Membership process.

Adherence to these guidelines will help to safeguard the academic integrity, administrative effectiveness and strict impartiality of the Membership process.

At this point in the Academy Membership process I have declared all conflicts of interest to the best of my knowledge. If any further conflicts of interest that could reasonably question my ability to give an objective assessment of any candidates should arise during the course of this review I will declare them to the RIA in the first instance.

Print Name:

_____

Signature:

_____

Date:

_____

The Royal Irish Academy is subject to the Freedom of Information Act (2014), the Data Protection Acts 1988-2003 and the General Data Protection Regulation (GDPR, 2016/679). Assessor conflict of interest forms are retained for 3 years post the specific assessment in order to protect the personal data and intellectual property rights of the applicant. All forms will be securely destroyed after this 3- year period. Under the terms of the GDPR breaches of confidentiality relating to personal data must be reported.

Acadamh Ríoga na hÉireann
Royal Irish Academy

Confidentiality Agreement Form
Members of the Advisory Committee on the Assessment of Candidates for Membership

I understand that all information disclosed whether in writing, orally or by another means relating to the Royal Irish Academy assessment of candidates for Membership is to be treated as confidential and not to be used for any other purpose. All documents pertaining to the assessment of candidates for Membership are to be kept securely at all times, and preferably under lock and key when not in use. Documents are neither to be seen by nor shared with others. Printed documents will be shredded and downloaded documents will be securely deleted upon completion of the assessment process.

I confirm that I will not disclose confidential details relating to a candidate or the assessment process to any person outside of the assessment panel except with the prior written consent of the Royal Irish Academy

Print Name:

_____

Signature:

_____

Date:

_____

The Royal Irish Academy is subject to the Freedom of Information Act (2014), the Data Protection Acts 1988-2003 and 2018 and the General Data Protection Regulation (GDPR) (2016/679). Assessor confidentiality agreement forms are retained for 3 years post the specific assessment in order to protect the personal data and intellectual property rights of the applicant. All forms will be securely destroyed after this 3- year period. Under the terms of the GDPR breaches of confidentiality relating to personal data must be reported.

Standard Operating Procedures/Background for the Membership process

This document outlines the procedures followed in the Membership process each year. To see the documentation issued or required at each step, please see 'Guidelines for Royal Irish Academy Membership'.

Opening the call for Membership
The call for Membership is circulated in July each year.

Members will be notified of this call via the Members' newsletter and through the Members' area of the website.

For non-Members, general information outlining the membership process and the point of contact is displayed on the 'Becoming a Member' page of the Academy website.

At this point, the Administrative Office will request any updates to existing Certificates of Candidature (Certs).

Assembling the Advisory Committee on the Assessment of Candidates for Membership (ACACM)

At the same time as the call for proposals, there is an Open Call for Members to join ACACM, with particular regard to under-represented disciplines and diversity.

If insufficient Members volunteer, or spaces remain in particular disciplines, the President will invite individual Members to join ACACM.

Closing the call for Membership

As outlined in the Academy By Laws (Chapter IV.2) '*the Secretary will not accept any Certificate for consideration at the March election after the last day of the preceding month of September'.*

Following the 30th of September, the Secretary will view each nomination to:

1. To ensure it is composed of the necessary documents that makes up a valid nomination
2. To ensure the candidate meets the residency criteria set out in the Directions for the Proposal of a Candidate for Membership
3. To sign the Certificate of Candidature of new nominations received

A list of those nominations received for Membership will be displayed in the Members area of the website, in accordance with the same By-Law. This list is referred to (in-house) as the Alpha List.

The role of the ACACM

The Advisory Committee for the Assessment of Candidates for Membership (ACACM) is tasked with reviewing each nomination received for Membership. ACACM is divided into two sections, one for Science and one for Polite Literature and Antiquities. The President and the Senior Vice President will each chair a committee, for the opposite section from their own.

ACACM will usually meet three times per year, in October (Administrative meeting), December (First Assessment Meeting) and in January (Final Assessment Meeting), before the list of candidates recommended for Membership is approved by the RIA Council in February of each year.

Following the 30th of September closing date, the Senior Programme Manager (SPM) will contact the Advisory Committees and update them on:

- The Terms of Reference for ACACM
- Their role as a member of ACACM
- Outline the Membership process
- Conflicts of interest and confidentiality agreement
- Unconscious Bias Awareness for ACACM (Compulsory session for all ACACM members)

The SPM and relevant Secretaries will meet to assign a primary and two secondary readers to each candidate, taking into consideration any potential conflict of interest. Where possible, each assessor will have an equal number of candidates to read, and a mix of primary reader and secondary reader responsibilities.

Academy staff will then begin the process of seeking references for Candidates.

Assessment of Candidates

October – the Administrative Meeting

At the beginning of the Administrative meeting in October, having viewed the list of Candidates, the Chair of each committee will invite Members to state any conflicts of interest. These are to be noted on the master excel spreadsheet to be held on record. In the case of such a conflict, the committee member will leave the room for the length of any discussion of that candidate.

The Chair will also emphasise the importance of complete confidentiality in the Membership assessment process. All committee members will have signed and returned to the SPM the Confidentiality Agreement forms.

The Chair will outline the scoring process and will bring to the attention of assessors the feedback processes for Candidates.

The Chair will assign a primary and two secondary readers to each nomination. Any further conflicts of interest are noted at this stage and if necessary, readers are to be swapped around.

A demonstration of the secure online filesharing system will be given along with an explanation of the Membership documents (Certs, References, etc). Committee members are asked to treat the documents with the utmost care, and to remember at all times that the confidentiality and security of the process are highly important. The Academy recognises the sensitive nature of the Membership proposal process.

Following the meeting:

The primary reader for each candidate will assess the reference requirements for each individual candidate. He/She will suggest a number of potential referees – using, if appropriate, the names provided by the Proposer. These are in addition to the three proposer-nominated referees named in the proposal documentation.

Academy staff will continue the process of seeking references for Candidates. References, once received, are uploaded regularly to the secure filesharing system. Committee members are informed when relevant references are available for consultation. New references will be sought for any existing Certs which have been substantially updated.

Readers will assess the nominations assigned to them according to the criteria below:

The criteria for election to Academy Membership are as follows:

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

December – First Assessment Meeting

One week in advance of the first assessment meeting in December, committee members give their candidates scores based on the information available to them at this time. The scoring system is agreed between the President and the Senior Vice President and aims for transparency and clarity. The recommended scores are as follows:

A: Progress to second meeting
B: Further discussion required
C: Do not progress

Scores are collated and presented to ACACM at the first assessment meeting. Each Candidate is discussed and any disparity in scoring is identified and reviewed. A list those who have scored above an agreed level is compiled. These candidates will then proceed to the next phase of assessment. Constructive feedback is agreed for those Candidates who do not proceed beyond this point in the process, based on the scores and discussion. The scoring grid and grading is saved as per the discussions of that meeting (and not overwritten at the next meeting).

A fourth reader is assigned to the remaining Candidates for the next assessment meeting.

January – Final Assessment Meeting

Academy staff will continue to seek references for the remaining candidates.

In advance of the final assessment meeting, committee members will send a second set of scores to the SPM. These are collated and presented to the committee at the final assessment meeting. Each Candidate is discussed further, and a list of up to ten Candidates recommended for election in each section is prepared for presentation to Council of the Academy in February. Constructive feedback is agreed for those Candidates who do not proceed beyond this point in the process, based on the scores and discussion.

Council's role and the Stated General Meeting

The ACACM will provide Council with a list of up to 20 Candidates - ten Candidates from PL&A and ten Candidates from Science from this process.

Following the approval of this list by Council, a ballot paper (to also include the list of approved Council Recommended Members (CRMs)) will be prepared for the Membership at the March Stated General Meeting and Members will be asked to vote on this list of names, arranged alphabetically.

Note: The Membership are entitled '*to substitute the name or names of any candidate or candidates on the original list in place of the names or names of a candidate or candidates on the select list as recommended by Council, provided the substituted name or names are on the appropriate section*'.

Following the counting of the ballots, overseen by eight scrutineers and the Treasurer, those new Members elected to the Royal Irish Academy will be read out by the President.

Notifying New Members

Following the Stated General Meeting, '*the Secretary will furnish to each new Member, of his/her election, notice thereof, and shall inform him/her of the times for payment of his/her annual subscription'* (Chapter IV.9).

The newly elected Members will be introduced to the Academy by their Proposers at the official ceremony, Admittance Day, which is held in May each year.

Feedback for unsuccessful candidates is made available to the Proposer at the end of each assessment year.

Reference request – Membership of the Royal Irish Academy

Each year, the Royal Irish Academy elects up to 20 distinguished scholars as Members. Membership of the Academy is the highest academic honour in Ireland and is open to those resident on the island of Ireland.

It has been suggested that you might be able to provide the Royal Irish Academy with an objective assessment of the merits of one of the candidates and I therefore attach, in confidence, a copy of that candidate's nomination papers including a list of publications. The criteria for election to Membership of the Academy, and some details about the process, are available on our website.

While I realise that this request is an additional burden on your time, I hope that you will agree to help the Academy in this important exercise. I would be most grateful if you could supply an impartial reference on the attached form, or write a reference addressing the specific areas raised on the form, by **Monday 30th November**. **If you choose not to use the form, please state clearly the degree of your support, following the format on the form.**

References may be sent to me at the RIA, 19 Dawson Street, Dublin 2 or (preferably) by email to: candidates@ria.ie. If you are unable to provide a reference, I would be grateful if you would let us know as soon as possible and perhaps suggest the name of a similar colleague whom we might contact.

Please note that information provided by you may have to be released to the subject of the reference, where a request is made under the relevant legislation. A privacy notice in relation to referee data is attached.

Please note also that all persons involved in the membership process are bound by confidentiality.

On behalf of the Academy and its Advisory Committee, I thank you most sincerely for your help in this important matter.

Yours sincerely

Dr Mary Canning

President

Assessment of Candidates for Membership

Independently Selected Reference Form

1. **Name of Referee:**	
2. Referee Institution	
3. Referee position	
4. Name of Candidate:	

5. In what capacity do you know the Candidate? (Please give details)

Personally:

Professionally:

By reputation:

Not at all:

Other – please state:

6. If you know the candidate, how many years have you known him/her?	

7. Indicate the degree of your support for this candidate

Exceptionally strong:

Very strong:

Strong:

Potential future contender:

Unlikely to be a contender:

8. Please comment on the reasoning behind your answer to question 7.

9. Please give your opinion of the candidate's publications with reference to the attached criteria for RIA Membership (This box will automatically expand on screen to accommodate your text).

In completing this reference it would be useful if you would take into account:

- Publications of the candidate which constitute ground-breaking research
- The overall range and quality of the candidate's publications
- Other substantial research achievements
- Your overall opinion of the national and/or international standing of the candidate in terms of scholarship and research

Electronic Signature:	
Date:	
Email:	

I have read the document 'Data Protection Information for Membership Referees' and consent to the processing and retention of my data. (Please tick) ☐

We have limited access to our offices, so we would be grateful if you would send completed forms to candidates@ria.ie. If you are unable to complete this form digitally, please send a hard copy to:

The Secretary,
Royal Irish Academy,
19 Dawson Street,
Dublin 2
D02 HH58

Marked Private & Confidential

Note: The information provided by you may have to be released to the subject of the reference, where a request is made under the relevant legislation (including the Freedom of Information Act 2014 or the Data Protection Acts 1988-2003 and 2018, and the GDPR (EU 679/2018).

Note: The information provided by you may have to be released to the subject of the reference, where a request is made under the relevant legislation (including the Freedom of Information Act 2014 and the Data Protection Acts 1988 and 2003 and E-privacy Regulations 2011 (SI 336 of 2011)).

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Royal Irish Academy

Select List of Candidates recommended by Council for Election on 16 March 2021 as Members of the Academy

Ballot paper for Members

Barry, Francis Peter
Barry, Frank
Barton, Ruth
Brannigan, John
Carruthers, Janice
Crown, John
Dine, Philip
Feehan, John
Hogan, Gerard W
Jackson, Derek
Joannon, Pierre
Keane, Joseph
Lavelle, Ed
McElvaney, N Gerard
Montgomery, Rory
Morris, Michael Anthony
Ní Úrdail, Meidhbhín
Nolan, Philip
Nuseibeh, Bashar
O'Connor, Brian
O'Driscoll, Lorraine
Schoch, Richard
Tobin, Desmond

Extract from By-Laws, Chapter IV, Sections 6 & 7

6. Immediately after the meeting of Council on the third Monday in February, the Secretary shall prepare a list of the candidates whom the Council recommend, arranged in alphabetical order, and send a copy of such list to each Member of the Academy.
7. At the Stated Meeting of the Academy in March, at which sixteen, one of whom shall be the President or one of the Vice-Presidents, shall form a quorum, each Member voting shall deliver to the chairman a copy of the select list, on which, however, he/she shall have been entitled to substitute the name or names of any candidate or candidates on the original list in place of the name or names of a candidate or candidates on the select list as recommended by Council, provided that the substituted name or names are in the appropriate Science or Polite Literature and Antiquities section; and if a candidate not on the select list shall have received more votes than a candidate on that list, the former shall be placed on the select list instead of the latter, and in the event of an equality of votes the chairman shall have a casting vote; and each of the candidates on the original select list, or the list as amended, shall be declared duly elected, provided that he/she shall have received in his/her favour a majority of the votes cast.

This form is available on the RIA website when the nominations are open.

Council Recommended Members
Nomination Form

This form should be completed in one sitting
It is now a requirement that the nominee signs a Data Consent form. This is available on the Members' section of the website or by request from candidates@ria.ie

NOMINEE DETAILS

Full name of Nominee:
Nominee contact details including email, telephone and address (if known):
Current institutional affiliation (if any)
Current position:
Degrees and Professional qualifications (if known):

Under the terms of the By-Laws Chapter IV, 5, Council may recommend for election into the Academy a number of persons, not exceeding four, of distinction who have made:

i. a significant contribution to Irish society
ii. whose election would, in the opinion of Council, be of benefit to the Academy.

The Council Recommended Members will be elected at the March Stated Meeting 2021.
Normally, candidates should be resident in Ireland.

Supporting Statement:

Please provide a statement below in support of your nomination (max 500 words):.

Under the Criteria for Council Recommended Membership:

a. Please indicate how this person has made an exceptional contribution to Irish society (max 500 words)

b. Please describe how this person's election would enhance the work of the Academy (max 500 words)

Please provide any additional information in support of the candidate (max 350 words)

NOMINATOR 1 DETAILS

Nominator name:
Nominator email:
Nominator Institutional Affiliation (if any):
Nominator Position:

NOMINATOR 2 DETAILS

Nominator name:

Nominator email:
Nominator Institutional Affiliation (if any):
Nominator Position:

I confirm that I have sent the data consent form to the nominee and acknowledge that it is my responsibility as nominator to return it by the deadline to candidates@ria.ie

For further information please contact Gilly Clarke or Karen Ayton by email at candidates@ria.ie

Data Protection Information for Nominees for Council Recommended Membership

The Royal Irish Academy operates in compliance with GDPR (EU 2016/697) and the Data Protection Acts 1988-2003 and 2018. A key objective of GDPR is to give individuals increased control over their data. It is important that you read the information below in order to understand how the Academy processes your data. For the purposes of the GDPR the Academy is the Data Controller.

The data we collect is for the assessment of your candidacy for Council Recommended Membership of the Academy. Data collected are: your nomination form with the signatures of proposer and seconder, your name, contact details and brief biographical information and the proposer's supporting statement.

We shall only collect your data with your informed consent. Please fill out the Data Processing Consent form to enable us to process your nomination.

The Membership process – what happens to your data?

The details your proposer provide will be emailed to a Candidates' mailbox, held on a secure server accessible to the Membership Manager and a limited number of dedicated support staff. Members of the Standing Committee for Council Recommended Membership (SCCRM) participate in an unconscious bias awareness session and in the interests of best practice sign conflict of interest and confidentiality forms.

Documentation is shared with the SCCRM via a secure web-based file-sharing system*. Documents are removed from the system as soon as the process is complete. The confidentiality agreement form which members of SCCRM sign details the strict confidentiality and care with which members are expected to treat your information, including keeping documents under lock and key when not in use. A spreadsheet of nominees' names and their nominators is maintained on a secure server for the duration of the assessment cycle.

The SCCRM meets on one or two occasions between November and February. In advance of the first meeting, members will read your nomination form, and it will be discussed with the other nominations at the meeting. Following this meeting, if a consensus was reached, a list of recommended candidates for election will be given to the Council of the Academy for approval at their February meeting. If no consensus was reached, a second meeting will take place, and a list of recommended candidates for election agreed, and forwarded to the Council of the Academy for approval at their February meeting.

The list of candidates proposed for election is then voted on by the Membership of the Academy at the March Stated General Meeting each year, with proposed Council Recommended Members' names incorporated in a full alphabetical listing of proposed Members. A simple majority of the electorate (Members present, and those who have requested a postal ballot) is required for the election of each candidate. Minutes of the SCCRM are held (electronically and in hardcopy) for record purposes and are retained indefinitely for reference and archival purposes. They are held securely and are embargoed for 30 years.

Staff members will treat your data as highly confidential.

Retention of data
Your consent form is retained for the duration of the consent but this and other documentation will be securely deleted if you withdraw consent. Your nomination form, and the data provided, are retained for the duration of your candidacy (up to three years). A second (and final) cycle of three years is permissible, if requested by the nominator. After this period, the following processes are followed:

Successful candidates
Nomination forms of successful candidates are archived indefinitely with the Library for archival and historical research purposes. They are embargoed for 30 years.

Unsuccessful candidates
Your nomination form is retained for the duration of the assessment process and securely destroyed afterwards. Spreadsheet data are minimized; your name is kept on a spreadsheet indefinitely on our secure server for internal information purposes only.

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to nominators on an annual basis
- You may request a copy of your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data or request cessation of processing
- You may request that your data be erased

Every effort will be made to comply with requests from nominees in relation to their data and within the compass of GDPR.

Please contact Candidates@ria.ie in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer, Wayne Aherne – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58. Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

* Admincontrol is the secure web-based file-sharing system which we currently use to securely share your data with members of SCCRM on a short-term basis only. Admincontrol is EU-GDPR compliant, and any other similar system we may use will have the same rigorous levels of compliance.

Data Processing Consent Form for Nominees for Council Recommended Membership

By signing this form I indicate that I have read the document entitled '**Data Protection Information for Nominees for Council Recommended Membership'** and I consent to the use, processing and retention of my data as outlined.

Signed: _____

Date: _____

Print name: _____

PLEASE RETURN YOUR COMPLETED FORM TO YOUR NOMINATOR BY 6 NOVEMBER 2020

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to nominators on an annual basis
- You may request a copy of your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data or that processing cease
- You may request that your data be erased

This form will be retained for the duration of the process as proof of consent. It will only be disposed of before completion of the process if you withdraw consent.

Every effort will be made to comply with requests from nominees in relation to their data and within the compass of GDPR.

Please contact Gilly Clarke at Candidates@ria.ie in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer, Wayne Aherne – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58. Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

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Revised Terms of Reference for the Standing Committee for Council Recommended Membership (SCCRM) (September 2020)

By-law Chapter IV, 5:

"In addition to the Members elected under Sections 1 to 4 of this Chapter, the Council may recommend for election into the Academy each year a number, not exceeding four, of persons of distinction who have made a significant contribution to Irish society and whose election would, in the opinion of the Council, be of benefit to the Academy"

Composition and Role of the Committee

The SCCRM was established by the Council of the Academy in 2014, to comprise:

- The President (chair)
- The Secretary
- The Secretary for PL&A
- The Secretary for Science
- Two Science Members to be filled by open call (normally for a 3 year term)
- Two PL&A Members to be filled by open call (normally for a 3 year term)
- A senior member of staff in attendance

The role of this committee is to assess suitable nominations and make recommendations to Executive and Council for election to the Academy as Council Recommended Members (CRMs). Council to retain the final decision on the list of proposed names to be voted upon by Membership at the March SGM. Members of the SCCRM may not propose candidates.

Criteria for Membership and Appointment to the Committee

- A call to serve on the Standing Committee will be made to all Members
- The President and Secretary, in consultation with existing members of the Standing Committee, will select members, based on diversity criteria. Diversity criteria to take cognisance of:
    - Discipline
    - Gender
    - Institution
    - Stage of Career
    - Ethnicity
- Members will normally serve a three year term on a staggered basis
- If a Member is serving on the Advisory Committee on the Assessment of Candidates for Membership (ACACM), they will not serve on the SCCRM

Note: Diversity criteria will apply to the assessment process.

Annual Procedure

- A call for suggested nominations for election as CRMs will be issued to all Members on behalf of the SCCRM prior to the November Stated General Meeting
- All nominations shall be made by a Member on the specified nomination form and must be supported by a second Member signature
- Each nomination is valid for three years, and may be updated each year by the nominator. If a nominee is not successful after three years, they are ineligible for the following two years. They may then be nominated again, with a new nomination form. This pattern (a three-year nomination followed by two 'fallow' years) may be repeated indefinitely
- Normally, nominees should be resident in Ireland
- All nominees must sign a Data Processing Consent Form. It is the responsibility of the nominator to send the data consent form to the nominee and ensure that it is completed and returned to the RIA by the deadline
- Nominees may only be considered under one membership process at a time
- All eligible nomination forms, including appropriate biographical information, will be collated in advance of a meeting of the SCCRM to be held in November or December
- A maximum of four names for election as CRMs will be forwarded by the SCCRM for consideration by the January Executive Committee
- Following consideration and noting by the Executive Committee, an agreed list from the names recommended by the SCCRM will be forwarded to Council for its approval at its February meeting
- This, together with the shortlist from the Advisory Committee on the Assessment of Candidates for Membership, will be laid before the March SGM for voting by all Members
- All names proposed for election will be arranged alphabetically on a single list

Revised – 1 September 2020

P.M. Shannon, Secretary

Acadamh Ríoga na hÉireann
Royal Irish Academy

Certificate of Candidature for Honorary Membership 2021

1. Name of candidate (in full):	
2. Degrees and professional qualifications:	
3. Usual place of residence : (Full postal address)	
4. Email:	
5. Current position:	
6. Current institutional affiliation:	
7. Profession:	

The Review Committee on Honorary Membership (RCHM) will give consideration to the following criteria:

1. Academic excellence in the humanities or sciences, based on first-class world standards;
2. The candidate's strong personal or disciplinary connection to Ireland (but not normally being resident in Ireland);
3. The candidate's potential contribution or benefit to the Academy following election.

A nomination for Honorary Membership is valid for three elections.

Diversity criteria will apply to the assessment process. Such criteria will take cognisance of discipline, gender, institution and stage of career.

Documents required to be submitted in electronic format:

- This certificate of candidature, including supporting statement (overleaf) which is not to exceed 300 words, setting out the reasons why the candidate should be elected according to the categories outlined.
- Names and full contact details of at least three appropriate referees, one at least from outside Ireland, who shall have agreed to act. Letters of support for candidates may be sought by the RCHM.
- One-page curriculum vitae
- A signed Data Processing Consent Form from candidate.

Instructions for the submission of this proposal:
The completed certificate including the 300 word supporting statement, names and contact details of the referees and a one-page CV must be submitted on or before **30 June 2021**. Completed proposals, which must include both e-signatures, can be **submitted by email** if possible to candidates@ria.ie. If email is impossible, hard copy may be sent by post to The Secretary, Royal Irish Academy, 19 Dawson St, Dublin 2, D02 HH58.

Please see over

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Royal Irish Academy

Supporting statement:
Under the terms of the By-Laws Chapter V, 1, two Members of the Academy shall propose and second a candidate for Honorary Membership and 'shall submit a statement, not exceeding **three hundred words**, setting out the reasons why the candidate should be elected'.

Please address each of the following:

The candidate's academic excellence in the humanities or sciences, based on first-class world standards (100 words) :
The candidate's strong personal or disciplinary connection to Ireland (100 words):
The candidate's potential contribution or benefit to the Academy (100 words):

I confirm that this candidate is not normally resident in Ireland	☐
Recommendation and citation: **We, the undersigned, propose and recommend the above candidate for Honorary Membership of the Royal Irish Academy for his/her contribution to** _____

	Signature	**Print Name**
Proposer:		
Seconder:		

FOR OFFICE USE ONLY:

Received in the Academy on:		**Assigned to Section:**	

Signed:……
Secretary

Data Protection Information for Candidates for Honorary Membership

The Academy operates in compliance with GDPR (EU 2016/697) and the Data Protection Acts 1988-2003 and 2018. A key objective of GDPR is to give individuals increased control over their data. It is important that you read the information below in order to understand how the Academy processes your data. For the purposes of the GDPR the Academy is the Data Controller.

The data we collect is for the assessment of your candidacy for Honorary Membership of the Academy. Data collected are: Your nomination form with the signatures of proposer and seconder and your Supporting Statement and your CV. Three referees' names are provided by your proposer with your consent.

We shall only collect your data with your informed consent. Please fill out the Data Processing Consent form to enable us to process your candidacy.

The Membership process – what happens to your data?

The details you and your proposer provide will be emailed to a Candidates' mailbox, held on a secure server accessible to the Membership Manager and a limited number of dedicated support staff. Members of the Review Committee on Honorary Membership (RCHM) sign conflict of interest and confidentiality forms to ensure best practice, and all are required to participate in an unconscious bias awareness session.

RCHM meets on up to two occasions between the end of August and early November. In advance of this meeting, letters of reference may be sought for candidates. Candidates and Proposers should note that if international referees are based outside of the areas governed by GDPR, we cannot guarantee the protection of their data during the process of seeking these references.

References are emailed to our secure mailbox, held on our secure server, and shared with the RCHM via a secure web-based file-sharing system*. Documents are removed from the system as soon as the process is complete. The confidentiality agreement form which members of RCHM sign details the strict confidentiality and care with which members are expected to treat your information, including keeping documents under lock and key when not in use.

Each proposal is then discussed at the meeting of RCHM and assigned a score. A shortlist is then prepared for presentation to the Council of the Academy.

This list is given to the Council of the Academy in November for approval. The list of candidates proposed for election is then voted on by the Membership of the Academy at the November Stated General Meeting each year. A simple majority of the electorate (Members present, and those who have requested a postal ballot) is required for the election of each candidate.

Minutes of the RCHM are held (electronically and in hardcopy) for record purposes and are retained indefinitely for reference and archival purposes. They are held securely and are embargoed for 30 years.

Staff members will treat your data as highly confidential.

Retention of data

Your certificate of candidature, and the data provided, are retained for the duration of your candidacy. Each certificate is valid for three years. After this period, the following processes are followed:

Successful candidates

Final certificates, supporting documents and references of successful candidates are archived indefinitely with the Library for archival and historical research purposes. They are embargoed for 30 years.

Unsuccessful candidates

The first page of your certificate of candidature is retained indefinitely on our secure server so that we can track your eligibility for future proposals and is archived indefinitely with the Library for archival and historical research purposes. Additional data (e.g. references and supporting documents) will be disposed of securely.

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to proposers on an annual basis
- You may request a copy of your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data
- You may exercise the right to be forgotten (i.e. to have your data erased).

Every effort will be made to comply with requests from candidates in relation to their data and within the compass of GDPR.

Please contact Candidates@ria.ie or phone +353 1-676 2570 in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58, or phone +353 1 - 6090600. Appeals may be made to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland

* AdminControl is the secure web-based file-sharing system which we currently use to securely share your data with members of RCHM on a short-term basis only. AdminControl is EU-GDPR compliant, and any other similar system we may use will have the same rigorous levels of compliance.

Data Processing Consent for Candidates for Honorary Membership

By signing this form I indicate that I have read the document entitled 'Data Protection Information for Candidates for Honorary Membership' and I consent to the use, processing and retention of my data as outlined.

Signed:

_____

Date:

_____

Print name:

_____

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