

CRITERIA TO AWARD FELLOW MEMBERSHIP FOR INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA

FELLOWSHIP (FIESL)

1. Fellowship (FIESL) is the highest award that can be conferred by the Council of Institution of Incorporated Engineers, Sri Lanka. upon a person with an outstanding record of accomplishments in any of the Institution of Incorporated Engineers Sri Lanka's fields of interest The Council remains the sole authority for the approval of recommendations and the conferment of award.

"Fellow" means a person elected or transferred to the class of Fellow in terms of By Law 3.2.0 of IIESL and wherever these rules provide rights or privileges for a Fellow.

Class of Fellowship carry substantial prestige, and exist to recognize those who have contributed more than the "norm" in a professional engineering career developed from initial education in engineering. Fellowship must not be seen as a long service reward, or to be awarded for advancement in seniority with one's employer. Rather it is the Institution recognizing outstanding individuals, with a degree of exclusivity (whilst retaining reasonable accessibility), and thereby building the standing of Fellowship.

THE STANDARD

2. Fellowship denotes outstanding professional and personal achievement, demonstrated over a number of years in complex situations. The accomplishments that are being honored shall have contributed importantly to the advancement or application of engineering, science and technology, bringing the realization of significant value to society. The nominee shall hold Senior Member grade at the time the nomination is submitted and shall have been a member in good standing in Member grade for a period of five years or more at the time of submission of the Application. Additional eligibility requirements for nominees and others involved in the submission and evaluation process, as well as other related procedures, are specified below. The year of elevation to the grade of Fellow is the year following approval by the Council conferring the grade of Fellow.

THE PURPOSE AND FUNCTION OF THE FELLOWSHIP

3. The purpose of Fellowship include a formal link between eminent, influential people and IIESL; showing appreciation to those who have given distinguished service to the Institution; honouring those who may act as role models in raising the profile of technical education.
4. The award of Fellowship does not carry any specific demands, requirements or duties. However are invaluable of expertise and are encouraged to offer their advice and support in furthering the

work of the Institution. Fellows may be elected onto the Council, serve Institution committees, make proposals for medals and awards, serve in Professional Review Panels, take part in presentations, discussions, briefings and other events. They are invited to make known their connection with the institution by using the official post-nominal letters FIIESL

IIESL FELLOW CRITERIA

This class of Membership is intended to recognize those persons who are already Members of IIESL, but whose contribution since they joined the Institution has been significant and meritorious. To qualify for this class of Fellow candidates are expected to meet at least the following characteristics:

5. (i) Be not less than thirty five (35) years age
AND
- (ii) Have been in the Class of Member for a continuous period of 5 years immediately prior to the date of application to this class of membership
AND
- (iii) Have been in recognized establishment acceptable to the Council
AND
- (iv) Have contributed outside their primary employment to some aspect significantly to the development of the Institution Or to the Object of the Institution. E.g. serving as Office Bearer, Council Member or Standing Committee of IIESL or its Branches for minimum period of one to two years where the attendance is not less than 50%, and demonstrate that, throughout their career, they have been regarded by their professional engineering peers as being a practitioner of more than normal competence

AND

- (v) Have been holding an executive position to for over a period of ten (10) years. Must have had responsible charge of important work in engineering and be qualified to direct, conceive, plan, or execute engineering works – OR - have had responsible charge for a minimum of ten years, of important industrial, business, construction, educational, research, or engineering society activity, requiring the knowledge and background gained from engineering training and experience.

OR

Have made significant contributions to the development of Engineering Technology. This includes contribution to the development and advancement of engineering profession/industry/society, towards the benefit of the mankind contributing to economic enhancement and recognition to his organization and to the country and has gained such eminence worthy of recognition. Significant contribution in one or more of the following areas will also be considered: (a) advancement of engineering knowledge; (b) advancement of

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

OR

Have in the opinion of the Council merit election on having obtained higher qualifications in Engineering Technology

The candidate should possess such knowledge in his field for active furtherance of the Engineering profession and is a fit and proper person by all means to be enrolled as Fellow.

APPLICATION

6. The candidate applying for Fellowship shall submit the information on prescribed application form prepared by IIESL. There is no direct entry for the Class of Fellow unless the candidate is a 'Member' of IIESL for continuous period of five years. The application shall be proposed by Four 'Fellow' Members of the IIESL to be equivalent or senior status to the candidate. At least two Proposers must have detailed first-hand knowledge of the candidate's professional work and at least one Proposer should be of the same discipline as the candidate. The signed application should be sent IIESL Head Office, along with current, customized curriculum Vitae (no more than 4 sides of A4 paper) and the nonrefundable fee.
7. Candidate whose careers include portfolio, freelance or self-employed work are encouraged to submit evidence from external sources (such as clients, customers, peer professionals, public bodies). Those employed within an organization will probably hold position where their contribution has had a strategic influence on the organization, for example:
 - Industry: Chief Executive Officer, Managing Director or Board Member, Specialist employee with high level responsibility
 - Academia/education: Vice Chancellor, Principal, Head of key department, specialist whose research or administration flair has had significant practical application and results.
 - Government/public sector: Senior military officer (likely to be 1-star or above-Commodore, Brigadier, Air Commodore); senior police, fire service manager, official or practitioner; Member of Parliament or working peer.
 - Weight will be given to evidence of national/ international recognition, presidency of professional bodies and awards or prizes of similar prestige
8. Each application is treated confidentially on its merits. Factors taken into account include:
 - The candidate's standing within their specialist field, nationally and/or internationally
 - The creativity, energy and innovation which may have brought to the specialist field
 - The candidate's commitment to the philosophy of IIESL, along with any IIESL qualifications held
 - The Proposers shall submit a confidential report on who they were, how well they know the candidate and what they say in their commendation

- The candidate contribution to or involvement with activities outside the main line of work, such as charitable or voluntary work
- The relevance of award, its value to the candidate and benefit to IIESL

DOCUMENTATION NEEDED

9. Application package should provide the following information:
- i. Application form which includes information on the Applicant and Proposers.
 - ii. A concise and accurate description of the contributions and/or achievements of the applicant and their impact (this is referred to as the “narrative”)
 - iii. Information on the Applicant (the Applicant’s vita, resume and/or publications/patents list may serve for this requirement if it does not exceed 10 pages):
 - a. Professional recognition (honors, field of study, degrees awarded, patents awarded)
 - b. Employment history (list employer, position, and dates)
 - c. Publications and patents (list significant work, publications, and patents to support this nomination)
 - d. Areas of professional specialization
 - e. Principal professional society memberships and activities (indicate membership grade, contributions to the work of the society, important offices held, and committee activities)
 - f. Other noteworthy accomplishments in science, engineering, industry and public service
 - g. The 10-page limit does not include the Applicant’s narrative or the reference letters.
 - iv. The prescribe Registration Fee

CRITERIA & EVALUATION

10. The IIESL Membership Committee recommends Applicants to the Special Review Committee consists of three Fellow Members of IIESL appointed by the Council.

The number of Fellows is limited to be no more than 10% of the total IIESL Membership and the number elected each year is limited to approximately 0.4% of the current membership total.

11. The Fellow Members Committee considers the following criteria when evaluating applications; no individual is expected to meet all of them. Each applicant is rated numerically on the basis of this information. Overall, the impact of the Applicant’s achievements will be evaluated.

1. Evidence of scientific, technical or engineering accomplishments
2. Significant inventions, discoveries or advances in optics and photonics
 3. Substantial innovation, creativity, and development, advancement or application of science and technology
4. Exceptional career as an educator or significant contributions to education
 5. Sustained and substantial leadership to IIESL or service to the global community, including industry
 6. Entrepreneurial or business leadership critical in the development or growth of a segment of the industry
7. Record of important publications related to Engineering Technology
8. Record of significant patents related to Engineering Technology

- 9. Excellence in product development, advancement in systems, application or operation, project management, process development, or other application of technology
- 10. Outstanding engineering application or scientific accomplishments resulting from a managerial, team, or company-wide effort
- 11. Contribution to IIESL
- 12. Thorough knowledge of Code of Ethics of IIESL
- 13. Confidential opinions of references

TIMELINE

12. Timeline for processing applications

- i. **Submission.** Complete Application (this includes the references) and other documents requested in 9 to the IIESL Membership Committee by 1st March each year. IIESL reserves the right to seek additional information
- ii. **Review.** All applications for advancement to the IIESL Fellow grade are handled by Membership Committee. The application will be initially reviewed to ensure that all documents have been received, at which time the application and accompanying documents will be scheduled for review at the next meeting of the Special Committee. Advancement to the Fellow grade requires unanimous assent of the Special Committee.

Any applicants who are not approved for advancement to Fellow subsequent to Special Committee review will receive an explanation from the Membership Committee, and the applicant may choose to submit additional documentation for consideration.

The Special Committee reviews the applications and call those who have satisfied the criteria for Professional Review and submits their report to the Council through IIESL Membership Committee to obtain approval before 1 May each year. All applications submitted will be considered by the Special Committee, which normally meets when sufficient applications are received. The Committee may recommend an award, not recommended an award or defer consideration.

- iii. **Announcement.** The newly elevated IIESL Fellows are announced shortly after the May Council meeting. IIESL notifies successful Applicant by e-mail and/or mail. Unsuccessful applicants are notified by e-mail and/or mail. After the Council approval successful applicants will be invoiced for the current fee and request to pay within the specified date.

PRIVILEGES

- 13. Fellows shall be entitled to all rights and privileges of the IIESL, including the use of FIEESL in their signature blocks, and on business cards, letterheads and such.

APPENDIX

Applicants are requested to compile a portfolio evidence to demonstrate how they have met the six standards at the appropriate level for this Professional Recognition Award

1. Commitment to Professional Standards

- 1.1 Use research to assess the extent to which professional standards are implemented in the organization or own area of responsibility, making informed judgement on finding and taking the appropriate action
- 1.2 Establish an environment and culture that assures and promotes compliance with professional standards
- 1.3 Take responsibility for action when there are issues of non-compliance with professional standards and reflect on the outcomes to foster a culture of continuous improvement.

2. Communication and Information Management

- 2.1 Represent the organization to communicate on matters of importance and sensitivity
- 2.2 Critically appraise communication styles, channels and media to develop a communication strategy for the organization or area of responsibility which is consistent with legislation, policies and procedures
- 2.3 Evaluate and where appropriate, establish robust methods and systems for managing information in line with organizational and legislative requirements.

3. Leadership

- 3.1 Promote and champion the organization's values and objectives and take responsibility for their realization through strong leadership
- 3.2 Articulate a vision for the future of the organization or own area of responsibility
- 3.3 Display an in depth understanding of resources in their own area of responsibility and manage to meet organizational objectives
- 3.4 Take responsibility for leading the organization or own area of responsibility through complex change.

4. Professional Development

- 4.1 Critically appraise own ability to lead the organization or area of responsibility and identify areas for ongoing professional development
- 4.2 Use informed judgement to critically evaluate the impact of professional development undertaken by self and others supporting objectives
- 4.3 Champion professional development within the organization or own area of responsibility which will enable personal, professional and organizational goals to be met.

5. Working with others

- 5.1 Critically evaluate the effectiveness and organizational partnerships and agree objectives for improvement
- 5.2 Establish clarity of direction and parameters for others within the organization
- 5.3 Establish a culture of mutual support and cohesion which values the contribution of others and recognizes success
- 5.4 Use evidence based judgement to address performance issues and establish an environment which foster continuous improvement

6. Managing Customer Expectation

- 6.1 Establish a strategy for putting the customer at the centre of the organization or own area of responsibility
- 6.2 Establish robust for customer service

- 6.3 Establish a structure to respond to compliments and complaints in accord with organizational and legal guidelines which facilitates continual improvement
- 6.4 Evaluate levels of customer feedback to inform the future direction of the organization or own area of responsibility.