

## CAP Fellows Award Process

### Introduction

The CAP will accept nominations from CAP members for individuals eligible to receive the award of “Fellow of CAP” (FCAP) or “Fellow de l’ACP” (FACP) (see discussion in the Addendum below). This honour recognizes an active member of the CAP who meets the eligibility criteria defined below. Members awarded this distinction will use the designation of **FCAP** or **FACP**.

The process of soliciting nominations, evaluating and recommending CAP members for the FCAP Award is carried out by the FCAP Awards Sub-Committee. This diverse sub-committee reports to the Awards and Nominations Committee chaired by the CAP Past President. The Chair of the FCAP Awards Sub-Committee will be appointed by the CAP Board, for a term of 3 years, from among CAP members who, in steady state, hold the FCAP Award (or similar recognition). The FCAP Award Sub-Committee Chair will invite the EDI Committee to appoint a member to serve on this Sub-Committee and to work with the Chair to identify a diverse group of CAP members to serve on the Sub-Committee. In steady state, at least two members of the evaluation committee should be FCAP holders or CAP members of similar status.

### Eligibility for FCAP Award

The CAP may confer the FCAP Award on any CAP member (in good standing) who has made **significant contributions in at least two of the following four categories** :

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

The nominee shall have

- A minimum of 10 years of experience in the field of Physics.
- A minimum of 4 **consecutive** years out of the previous 4 as a member of the CAP and be a full member in good standing **at the time of the nomination**; or a minimum of 6 of the previous 10 years as a member of the CAP and be a full member in good standing **at the time of the nomination**; or a minimum of 10 of the previous 20 years as a member of the CAP and be a full member in good standing **at the time of the nomination**.

## Criteria

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

### 1) Service to the CAP

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

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

### 2) Contributions to physics-related research and development

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

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

### 3) Contributions to professional practice

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

- a) Activities in support of professional certification
- b) Evidence of significant clinical, entrepreneurial or scientific management in the field of physics
- c) Voluntary work that promotes the physics profession
- d) Evidence of service to the physics community as an editor, manuscript or grant reviewer
- e) Significant contributions to the international physics community
- f) Service to other societies in related fields

- g) Membership on national and international physics-related committees, such as Fellowship or Prize selection committees, or Standards or Technology Assessment
- h) Participation in activities to raise visibility and support for physics within governments
- i) Honours, citations, certificates, awards and other recognition for professional excellence
- j) Other evidence of professional contributions

**4) Contributions to physics educational or outreach activities or mentorship**

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

- a) Evidence of significant contributions to physics (or physics related) education
- b) Significant service as a teacher (professor/lecturer) of Physics, (or Physics related) subjects.
- c) Leadership roles in the development and/or management of a Physics graduate or undergraduate program.
- d) Supervision of students at all levels of their education (undergraduate, graduate and post-doctoral fellows) as well as residents, particularly where such students/residents have won awards or excelled in their careers as physicists.
- e) Mentoring of junior staff members.
- f) Significant contributions to training workshops, educational symposia, or outreach initiatives.
- g) Development of courses
- h) Honours, citations, certificates, awards and other recognition for educational excellence
- i) Other evidence of educational, mentorship and outreach contributions

### FCAP Targets and Restrictions:

The yearly target for new FCAP appointments is 1% of the full membership of the CAP, including Full, Joint, and Foreign memberships. The complement of FCAPs will not exceed 10% of the full membership (as described above), unless so approved by the CAP Board.

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

Each living CAP member who has been awarded the CAP Medal for Lifetime Achievement (MfLA) will be awarded a FCAP over a four year initiation period. As there are currently ~ 25 living CAP MfLA, a four year initiation period is desirable such that the MfLA cohort does not overwhelm, or appear to overwhelm, the cohort who are nominated and processed through the FCAP awards competition. An annual cohort of 6 (or less) MfLA FCAP recipients will be proposed by the chair of the CAP Awards and Nominations Committee on the basis of earliest MfLA recipients first, and compliance with CAP membership requirements, only. CAP members who are awarded the MfLA in the future will automatically be awarded a FCAP within the next available cohort.

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

Subcommittee are similarly ineligible for nomination as an FCAP while they are serving on the Subcommittee.

### FCAP Nomination Package:

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

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

- 1) The FCAP Nomination letter. The letter is to be written in 12 pt font and is limited to no more than two pages. This letter clarifies how the nominee meets the eligibility requirements in at least two of the four FCAP selection criteria:
  - a) Service to the CAP
  - b) Contribution to Physics-related Research and Development
  - c) Contributions to Professional Practice
  - d) Contributions to Physics Educational or Outreach Activities or Mentorship.

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

- 2) An informal Curriculum Vitae of the nominee that is in 12 pt font and is limited to 8 pages in total. It should specifically highlight the details of the nominee's background that demonstrate how the nominee satisfies the selection criteria that is the basis for the nomination. These can be drawn from, for example, the nominee's :
  - a) Educational history
  - b) Work experience
  - c) Key Publications and Presentations
  - d) Awards & Honors
  - e) Patents
- 3) A minimum of one, and a maximum of two, Letters of Support and Recommendation. These letters are to be written in 12 pt font and must not exceed two pages. These letters make the arguments as to why the nominee merits consideration as an FCAP under the two or more FCAP selection criteria identified by the nominator.

### FCAP Nomination Procedure:

The deadline for nominations will be determined by the Chair of the Awards and Nominations Committee and the CAP Executive Director each year.

A call for nominations will be issued to all CAP Individual, Corporate, Departmental, and Institutional members in the Fall of each year. The call will include a link to the program description and nomination requirements on the CAP website, and will clearly state the submission deadline.

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

If they wish, a nominator may open a nomination file and upload material as it becomes available. It is the responsibility of the nominator to ensure that they submit all documentation required by the stated deadline; the CAP will not follow up on incomplete files.

Once the nominator has submitted all of the documentation required, they will receive confirmation from the system that the nomination has been received and will be submitted to the FCAP Committee for consideration.

Nominations are confidential to CAP. Each nomination file is valid for three years, but must, on an annual basis, be reviewed, and if appropriate updated, to remain active

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

### Evaluation Process:

Completed nominations received by the deadline will be checked by the CAP office staff to ensure that the nominee meets the CAP Membership eligibility requirement. The FCAP Awards sub-committee will evaluate whether the requirement for ten years physics experience has been met. Nominators will be notified if the nominee does not meet either of these requirements.

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

As the outcome of the Fellow selection process is that up to 9 nominations will be offered Fellowship, the FCAP subcommittee shall decide whether or not to first discuss a shortlist drawn from the full cohort of FCAP nominations for further consideration, or to simply treat the full cohort of nominations as the shortlist. This will depend on how large the full cohort is, and the decision to discuss and rank the cohort so as to produce a shortlist, as well as how long the shortlist should be, is left to the discretion of the FCAP subcommittee.

The FCAP subcommittee will then take up discussion of the relative merits of the shortlist FCAP nominations, in relation to the criteria for Fellowship. The FCAP subcommittee will then vote on the shortlist FCAP nominations, so as to produce a ranked list of the shortlisted nominations.

It is within the purview of the FCAP Awards Subcommittee to suggest minor modifications in the ultimate ranked list of nomination files to address EDI issues as well as to ensure appropriate geographic and subject areas are taken into consideration. It is also within the purview of the FCAP Awards Subcommittee to define what constitutes a minor modification to the results of the ranked voting. It is also within the purview of the FCAP Awards Subcommittee to decide that fewer than the maximum number of FCAP awards be offered, independent of how many nominations are received. This would occur if the FCAP Awards Subcommittee felt that a cut off less than the allowed maximum number of FCAP awards was appropriate, given their assessment of the quality of the nominations within the cohort under consideration.

The Chair of the FCAP Awards Subcommittee will report on what, if any, modifications were made to the result of the ranked voting by the members of the subcommittee, and the degree of consensus that was present within the subcommittee for these modifications. This will be included in the short report the FCAP Awards Subcommittee makes to the Chair of the CAP Awards and Nominations Committee (CAP Past President), and which is copied to the Executive Director of the CAP.

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

The Chair of the CAP Awards and Nominations Committee reviews the report from the FCAP Awards Subcommittee and makes a recommendation to either accept or reject the report, to the CAP Board, on the basis of due process being followed. The CAP Board then votes on the recommendation for new FCAPs, and functions as the ultimate decision making body for the FCAP selection.

### Approximate Schedule:

The initial call for FCAP nominations will be made in the Fall of 2020, coincident with the call for the 2021 CAP medals. These FCAP nominations will have the same deadline for submission as the CAP medals, ~ January 15, 2020. The competition will take place in the Fall of 2020 and the Winter of 2021, such that the FCAP Awards Subcommittee reports its recommendation in early April 2020, and the first class of FCAP recipients will be announced along with the 2020 CAP Medal recipients and presented at the 2021 CAP Recognition Event at the CAP Annual Congress.

The Chair of the CAP Awards and Nominations Committee (CAP Past President) will appoint the Chair of the FCAP Awards Subcommittee by October 1, 2020. The inaugural Chair of the FCAP Awards Subcommittee will be drawn from previous CAP Medal for Lifetime Achievement Award recipients, and he or she will be appointed to a 3-year term. The Chair of the FCAP Awards Subcommittee will then appoint the remaining 4 committee members, in consultation with the selected representative of the CAP's EDI Committee and the Chair of the CAP Awards and Nominations Committee, taking into account area of expertise in physics, geography, and EDI issues. The other members will be appointed to terms ranging from 2 years to 4 years, to ensure an orderly renewal within the FCAP Awards Subcommittee membership.

### Addendum:

#### Quota of new FCAPs per year:

At present (2020) there are ~ 900 full CAP members (including Full, Joint, and Foreign memberships) and therefore 9 FCAPs should be awarded annually in order to meet the 1% of full membership annual quota. This number should be examined each year by the Chair of the CAP Awards and Nomination Committee, the CAP President and the CAP Executive Director, in light of up-to-date full membership numbers, as well as the total number of living FCAPs who are full unretired CAP members.

FCAP appointments from the ranks of retired CAP members will count towards the annual quota (1% of full membership or ~ 9 new fellows per year), but they will not count towards the quota on total FCAP appointments at any one time, which is 10% of full membership.

FCAP appointments for CAP members who have been awarded Nobel Prizes and those awarded the CAP's Medal for Lifetime Achievement, do not count against the annual quota, but do count against the quota on total FCAP appointments.

Note that with 9 new FCAPs awarded each year, this will roughly double the number of new CAP distinction recipients (Awards and Fellows) relative to the period before the FCAP program.

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

#### Recommendation for Founding Chair of FCAP Awards Subcommittee:

It is recommended that Prof. Doug Bonn, UBC, be asked to serve as the inaugural Chair of the FCAP Awards Subcommittee. Prof. Bonn is the most recent (2019) CAP Medal of Achievement recipient, as well as a Fellow of the Royal Society of Canada. He has served as Chair of the Department of Physics and Astronomy at UBC, and is widely respected for his contributions to both physics research and teaching.

The CAP EDI committee, through CAP President Prof. Shohini Ghose, would be invited to recommend a second member of the Subcommittee, and the Chair of the Subcommittee, in consultation with the EDI representative would fill out the 3 remaining positions on the subcommittee. The incumbents of the three remaining positions would be expected to have distinguished records of service to physics in Canada, appropriate to the FCAP nominees themselves, and to cover off on complementary interests and expertise in physics, as well as to provide the Subcommittee with appropriate geographical diversity, and to be reasonably reflective of the diversity of the full CAP membership. In steady state, all Subcommittee members are appointed to 3 year terms. However initially, only the Subcommittee Chair, EDI representative and one additional member of the Subcommittee will be appointed to 3 year terms; the remaining two Subcommittee members will be appointed to 2 year terms, in order to facilitate an orderly succession.

### French Form of Fellow of the CAP:

An ad-hoc group of francophone CAP members (Gary Slater, Bela Joos, Louis Marchildon, Cecile Fradin, Michel Gingras, and Andre-Marie Tremblay) was consulted as to suggestions for the French form of “Fellow of the CAP”. It turns out to be a somewhat subtle question. For example, well known honourific societies, such as the Order of Canada and the Royal Society of Canada simply use the term “Membre”, as in Membre de Ordre du Canada or Membre de la Societe Royale du Canada. However, it is not possible to voluntarily join these societies – their members are nominated and elected – so such a designation is not appropriate for the FCAP.

The Order of Canada also uses the designations Officier and Compagnon (these are promotions from Member, within the order). It was felt that Officier is inappropriate, as it could be confused with the Officers of the organization (the Board members of the CAP), but Compagnon could be. “Membre agréé” is another possibility.

Interestingly there are examples of organizations simply using the same term as in English, as in “Fellow de la ACP”. For example both the CPA (Ordre des comptables professionnels agrees du Quebec) and the Canadian Institutes for Actuaries use the term Fellow. Additionally, the term “Fellow” is recognized by the Office quebecois de la langue francais.

With this in mind, the consensus recommendation is to use the term “Fellow de la ACP”, or FACP as the designation. This has the advantage that the same term (Fellow) would be used in both English and French, and it will have wide recognition.