Ethiopian Academy of Sciences

Guideline for
Nomination and Election of Fellows

November 2018
Addis Ababa
<table>
<thead>
<tr>
<th>Document title: Guideline for nomination and election of Fellows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of document</td>
</tr>
<tr>
<td>This guideline includes the criteria and procedures for nomination and election of EAS Fellows</td>
</tr>
<tr>
<td>Date first issued</td>
</tr>
<tr>
<td>September 2011</td>
</tr>
<tr>
<td>Date first revised</td>
</tr>
<tr>
<td>September 2018</td>
</tr>
<tr>
<td>Date revision approved</td>
</tr>
<tr>
<td>November 2018</td>
</tr>
<tr>
<td>Approving authority</td>
</tr>
<tr>
<td>EAS General Assembly</td>
</tr>
</tbody>
</table>
# Contents

DEFINITION OF TERMS ............................................................................................................. 3  

1. INTRODUCTION .................................................................................................................. 4  

2. CRITERIA FOR NOMINATION AND ELECTION ................................................................. 5  

   2.1. Publications .................................................................................................................. 5  

   2.2. Professional Contribution ............................................................................................ 7  

   2.3. Contribution to the Growth of One’s Field of Specialization ........................................ 9  

   2.4. International Stature as a Scholar or Professional ......................................................... 9  

   2.5. Contribution outside One’s Field of Specialization ....................................................... 10  

   2.6. Application of the Criteria to Fellows and Associate Fellows ....................................... 100  

   2.7. Weighted Criteria ........................................................................................................ 11  

   2.8. Minimum Eligibility Score ............................................................................................ 11  

3. PROCEDURE FOR NOMINATION AND ELECTION OF FELLOWS ................................. 12  

   3.1. Proposal of Candidates ............................................................................................... 13  

   3.2. Number of Fellows to Be Nominated Annually ............................................................ 14  

   3.3. EAS Secretariat’s Facilitation of Candidates’ Nomination and Election Process ............ 15  

   3.4. Nomination by Working Groups ................................................................................. 155  

   3.5. Endorsement of Nomination by EAS Board ................................................................. 17  

   3.6. Election by the Annual General Assembly of EAS .................................................... 17  

4. NEWLY ELECTED EAS FELLOWS ..................................................................................... 18  

5. SCHEDULES FOR NOMINATION ..................................................................................... 18  

6. CODE OF CONDUCT IN THE NOMINATION AND ELECTION PROCESS .................... 19  

7. AMENDMENT AND APPROVAL OF THE GUIDELINE .................................................... 19
**Definition of Terms**

**Candidate:** A person who is proposed for fellowship of the Ethiopian Academy of Sciences (EAS) but has not yet undergone the nomination process of the Working Group related to his/her discipline.

**Nominee:** An eligible candidate whose nomination has been formally proposed by the respective Working Group and endorsed by the EAS Board, but awaiting final election by the EAS General Assembly.

**Fellow:** An Ethiopian who resides in Ethiopia, has made an outstanding contribution in his/her respective field of science, and has been elected by the General Assembly upon being confirmed to have fulfilled the respective fellowship criteria of the Academy.

**Associate Fellow:** A foreign citizen, or an Ethiopian residing abroad, who has made significant contributions to the development of the sciences in Ethiopia and has been elected by the General Assembly upon being confirmed to have fulfilled the fellowship criteria of the Academy.

**Honorary Fellow:** A person who does not necessarily fulfill the EAS fellowship criteria but has made an outstanding contribution to the achievement of the objectives of the Academy and whose recognition by the Board as Honorary Fellow is deemed to promote the prestige and positive image of the Academy.
1. Introduction

The Ethiopian Academy of Sciences (EAS), founded on 27\(^{th}\) March 2010 and officially launched on 10\(^{th}\) April 2010, is a society of prominent scholars who wish to promote the flourishing of the Sciences for the development, prosperity and wellbeing of Ethiopia and its people. The Academy aspires to serve as a catalyst in the development of all the sciences, including the natural sciences, mathematics, the health sciences, agricultural sciences, engineering, social sciences and humanities, fine arts and letters. To this end, it works to provide evidence-based advice to the government and other stakeholders, organize public platforms on significant national issues, award prizes in recognition of excellence, and produce its own journal/s as well as other research-based publications.

According to its Statute, EAS has the following three categories of membership: Fellow, Associate Fellow, and Honorary Fellow. The Founding Fellows include the 49 founding members who were elected by the scientific community to establish the Academy on 27\(^{th}\) March 2010. All Founding Fellows were elected based on the selection criteria set in the provisional guideline for nomination and election of fellows. In addition, their contribution to the growth of knowledge in Ethiopia has been assessed and found to be satisfactory. All members serve the Academy on a voluntary basis by organizing under disciplinary clusters led by their respective Working Groups and other committees of the Academy.

It was the conviction of the Founding Fellows all along that membership of EAS would be augmented through the periodic election of outstanding scholars and professionals in the country. New members of EAS would therefore be elected on an annual basis. To this effect, the Annual General Assembly of the EAS, in its first regular session of 17\(^{th}\) June 2011, embarked on the process of nomination and election of Fellows by selecting the first batch of 20 new members in line with the Statute of the Academy. The existing provisional guideline was therefore refined with aim of providing the general framework of the process, focusing on the criteria, procedures and code of conduct of the EAS Fellows’ nomination and election process. This guideline has been used regularly in subsequent nominations and elections of Fellows.

In time, the Guideline needed to be further improved in line with international practices and the level of growth of the Academy. The General Assembly recognized the need for revising the criteria and
procedures of nomination and election of Fellows to ensure a clear and consistent approach to the assessment of the scholarly and/or professional contributions and profiles of candidates across disciplines. Based on the decision of the General Assembly and under the oversight of the EAS Board, a six-person committee drawn from Fellows in the various Working Groups and the EAS Secretariat undertook the revision of the guideline. The revision involved clarifying and enriching parts of the criteria, introducing objective methods of measuring the contributions and achievements of candidates as well as adding new criteria to accommodate special contributions in certain professional disciplines whose worth cannot be measured by the total number of publications of the candidates. The procedures for nomination and election and the schedules for nomination have also been defined in line with the revised criteria.

2. Criteria for Nomination and Election

A candidate has to satisfy all of the minimum requirements under each of the following four major criteria, including all of the respective minimum scores as specified under Section 2.8, to be eligible for nomination and election:

a) Scholarly publications; or, if this is not applicable to the nature of the candidate’s field, meritorious professional contributions;

b) Contribution to the Growth of One’s Field of Specialization;

c) International Stature as a Scholar or Professional;

d) Contribution outside One’s Field of Specialization.

The specific requirements to be met by the candidate under each of these criteria are the following:

2.1. Publications

2.1.1 A proposed candidate should have a minimum of 20 peer-reviewed scholarly publications, out of which at least 10 should be full-fledged articles published in reputable journals while the other 10 could be a combination of book(s), book chapter(s), or paper(s) in peer-reviewed conference proceedings.

2.1.2 A candidate has to be the sole and/or first author in at least 50% of the minimum required publications (that is, 10 out of the 20 publications).

2.1.3 Reputability of journals publishing articles to be considered in the election of Fellows:
A journal is considered as reputable if:

a) it has a standard policy of peer review in the assessment of all articles;

b) the journal has been published uninterruptedly for at least 10 years prior to the publication of the article/s to be considered for nomination; and

c) the journal is published by a recognized academic institution, research institution or learned society, or is regularly indexed in a reputable international database of journals.

2.1.4 Eligibility of academic book/s, book chapter/s, and conference papers to be considered for election to fellowship:

Academic books, book chapters and conference papers are considered for eligibility of Fellowship if they are original works of research published following a peer review process and their publishers are recognized academic and/or research institutions, or in the case of other publishers, these are registered in reputable international indexing databases.

2.1.5 Equivalence of publications considered for election to fellowship:

a) A sole-authored book based on one’s original research and published by a reputable publisher can be taken as equivalent to four full-fledged journal articles.

b) If a book is authored by two researchers, one of which is a candidate, the contribution will be considered equivalent to two scholarly journal articles.

c) A full-fledged book chapter based on one’s original research and published by a reputable publisher can be taken as equivalent to one journal article.

d) Two peer-reviewed conference papers based on one’s original research and published in proceedings by a recognized academic or research institution can be taken as equivalent to one journal article.

e) Two peer-reviewed journal articles or book chapters jointly published as second or third author can be counted as one first-author publication for the purpose of fulfilling the publication requirement of 2.1.2; likewise, three peer-reviewed journal articles or book chapters jointly published as fourth or other level of joint authorship can be counted as one first-author publication for the purpose of fulfilling the same publication requirement.
2.1.6 Verifying the reputability status, including peer review practice, of the publications of a candidate shall be the responsibility of each Working Group processing the nomination.

2.2. Professional Contribution

This is applicable to fields where contribution to knowledge, art or culture or society is not necessarily measured by the number of scholarly publications.

2.2.1. Criteria for professional contribution/s

Depending on the field, the contribution to be considered can be any one, or a combination, of the following:

a) Intellectual property (granted as patents, or other forms of intellectual property registered by a designated authority), and/or

b) Applied research outputs and/or innovations, and/or discoveries or inventions such as: new materials; software packages; computer hardware and other technologies, images, devices and processes, new varieties of seeds, etc., and/or

c) Outstanding creative works and performances, musical compositions, and visual arts products that expand the scope of the existing creative space and inspire generations of followers, and/or

d) Original grammars and language dictionaries as well as dictionaries of technical terminology effectively filling a clearly recognizable gap and felt need in the field, and/or

e) Unique sculpture/s and/or architectural design/s that either constitute a modern national heritage embodying universal values or overcome significantly challenging architectural hurdles, or provide long-lasting and transformational economic benefits to diverse communities, and/or

f) Ground-breaking film productions, videos and other types of media presentation whose innovativeness and trend-setting characteristics are demonstrated by significant followers and acknowledged by recognized authorities in the field.

2.2.2. Quality indicators of the above contribution/s

Based on the concrete evidence provided, the contribution is deemed to be:
a) Instrumental in developing new thinking, theory, practices, paradigms and methods, policies or audiences, and/or

b) A major influence on sectoral processes, production, or management system/s, and/or

c) A primary or essential point of reference in its field or sub-field, for educational and/or research purposes, and/or

d) Outstandingly novel, innovative, or trend-setting, and/or

e) Exemplary in the level of creative power as recognized through prestigious international awards won, highly coveted inter/national citations received, generational followers, etc.

2.2.3. Impact of the above contributions

Based on the concrete evidence provided and the type of field, the value and significance of the contribution/s can be clearly demonstrated by any one, or a combination, of the following impact:

a) Creating, inspiring and supporting new forms of artistic, literary, linguistic, social, technological and other expression, and triggering new trends, and/or

b) Generating innovation and entrepreneurial activity through the design and delivery of new products or services, or through patents obtained from nationally and/or internationally accredited agencies, and/or

c) Registering a wholesome and tangible improvement in the livelihood of a significant community of people, or enhanced productivity, efficiency and economic return in an industry or economic sector, and/or

d) Contributing to economic prosperity via the creative sector including publishing, music, theatre, museums and galleries, film and television, tourism, and computer games, and/or

e) Informing or influencing national practice or policy through research output, and/or

f) Creating, preserving, conserving, and presenting cultural heritage and/or

g) Markedly influencing the knowledge systems, philosophies, methods, ideas or ethics of any profession.
The contributions of a candidate whose eligibility for Fellowship is to be based on the criteria under 2.2.1 shall be assessed in terms of the applicable quality indicators under 2.2.2 and impact indicators under 2.2.3, with due consideration of the nature of both the contribution as well as the specific field.

2.3. **Contribution to the Growth of One’s Field of Specialization**

This can be measured by the type of contribution and its impact on the development of the particular field as demonstrated by any combination of the following:

- 2.3.1. Development and/or strengthening of academic departments or laboratories;
- 2.3.2. Effective leadership and institution building as demonstrated by tangible outcome;
- 2.3.3. Successful supervision of graduate students; or mentorship of emerging researchers or professionals;
- 2.3.4. Active role in the establishment or transformation of a professional society to ensure its contribution to the advancement of its field of mandate;
- 2.3.5. Initiation and/or launch of a research journal of proven success in one’s field;
- 2.3.6. Development and effective leadership of a successful research project;
- 2.3.7. Development and/or revision of the curriculum of an educational program, and/or
- 2.3.8. Initiation and implementation of new field/s of research or study program/s.

2.4. **International Stature as a Scholar or Professional**

This would be demonstrated by any combination of the following:

- 2.4.1. The number of participations the candidate has made as an invited keynote speaker in international gatherings, and/or
- 2.4.2. The number of professional papers presented by the candidate in international gatherings or conferences, and/or
- 2.4.3. The number of international journals for which the candidate has served as peer reviewer, and/or
2.4.4. The candidate’s involvement as a visiting professor, external examiner, or fellowship of other academies, and/or

2.4.5. The number and amount of research grants the candidate has managed to secure, and/or

2.4.6. Membership of editorial committee of a reputable journal in the candidate’s respective field, and/or

2.4.7. International prizes won or honours received in recognition of one’s contribution, and/or

2.4.8. Leadership positions held at the international level.

2.5. Contribution outside One’s Field of Specialization

This includes any combination of the following types of contribution made outside one’s field for the good of society:

2.5.1. Tangible service to the community, industry, or profession;

2.5.2. Contributions through the media (articles, column slots, insightful interviews, broadcast program inputs, etc.);

2.5.3. Public lectures;

2.5.4. Initiating social movements for the good of society and the nation;

2.5.5. Advocacy of reforms and policies for the good of the society;

2.5.6. Publications outside one’s field;

2.5.7. Government advisory services; and

2.5.8. Services in local, regional, national committees, etc.

2.6. Application of the Criteria to Fellows and Associate Fellows

The nomination criteria equally apply to both Fellows and Associate Fellows. The emphasis in both cases, irrespective of the nationality and residency of the candidates, shall be on the significance of their contributions to the advancement of science in Ethiopia and/or the mission and objectives of the Academy.
2.7. Weighted Criteria

The following weighted values are assigned based on the relative importance of each criterion:

| A) Publications                           | 60 pts |
| B) Professional contribution (for disciplines where A is not applicable) | 60 pts* |
| C) Contribution to the growth of one’s field of specialization | 20 pts |
| D) International stature as a scholar or professional | 10 pts |
| E) Contribution outside one’s field of specialization | 10 pts |

100 pts

* Either A or B is selected for computing the total percentage score.

2.8. Minimum Eligibility Score

The minimum total score required for selection as a Fellow is 70 points out of 100, which are to be distributed across all the minimum scores of Criteria A/B-E as follows:

Criteria A: Minimum score of 50 pts: earned with 20 publications (including article-equivalents); the remaining 10 pts are distributed in such a way that 1 pt is allotted to each extra eligible publication;

Criteria B (alternative to A): Minimum score of 50 pts: of which 40 pts are earned with any one relevant criteria fulfilled under 2.2.1 and an additional 10 pts are earned with two relevant factors each of which is drawn from 2.2.2 and 2.2.3, respectively (thus bringing the total of the minimum required score to 50 pts); the remaining 10 pts are distributed in such a way that 4 pts are allotted to any relevant additional contribution drawn from 2.2.1 while the remaining 6 pts are equally divided between two relevant factors each of which is drawn from 2.2.2 and 2.2.3;

Criteria C: Minimum score of 10 pts: earned with any four of the enumerated factors in such a way that each factor is allotted 2.5 pts; the remaining 10 pts are distributed by allotting 2.5 pts to each of any two additional factors;
Criteria D: Minimum score of 5 pts: earned with two selected factors; the remaining 5 pts are distributed by giving 2.5 pts to each of any two additional factors;

Criteria E: Minimum score of 5 pts: earned with two selected factors; the remaining 5 pts are distributed by giving 2.5 pts to each of any two additional factors.

3. Procedure for Nomination and Election of Fellows

Step 1: Self-Application and/ or proposal of candidate by two current Fellows submitted to EAS Secretariat

Step 2: Secretariat checks the documents, categorises list of candidates and their short profiles by discipline and distributes the list to Constituent Fellows of the respective WGs for comments

Step 3: Working Group reviews feedback from Constituent Fellows, assesses candidates’ contributions and forwards its list of selected nominees to joint annual meeting of WG Chairs and Executive Committee for review

Step 4: EAS Executive Committee and WG Chairs jointly review the nominations to ensure clarity on eligibility issues and recommend to the Board the list of nominees

Step 5: EAS Board vets each of the nominees and forwards to the EAS General Assembly the nominees recommended for election

Step 6: EAS General Assembly examines profiles of recommended nominees and elects Fellows

Figure 1: Flow chart of the nomination and election process

The nomination and election process of new Fellows starts with receipt of the proposed names and complete CVs of the candidates and ends when the results of the votes of the General Assembly of the Academy are announced. This process is estimated to take about nine months (the breakdown of which is indicated in the section under schedules for nomination). The election process of the successful candidate will proceed through the five steps illustrated in the flow chart of Figure 1.
3.1. Proposal of Candidates

3.1.1 Candidates for membership of the Academy shall be proposed by two Fellows (whether Fellow or Associate Fellow) in good standing (i.e., with respect to regular and timely payment of their membership dues). One of the fellows makes the proposal while the other one seconds it. Such proposals have to be supported by a complete and up-to-date CV, a short professional profile of the candidate, and a brief statement highlighting the merits of the candidate’s contributions warranting recognition as a Fellow/Associate Fellow. A proposal of a candidate whose performance cannot be measured by the total number of peer-reviewed publications has to be supported by documented evidence of outstanding professional contributions. In all cases, at least one of the proposers needs to be from the same discipline as the candidate’s. It is the responsibility of the principal proposer to get the proposal seconded by another Fellow in good standing. It is also the responsibility of the principal proposer to prepare a short profile of the candidate/s’ scholarly or professional contributions and a statement highlighting their significance and submit these to the EAS Secretariat.

3.1.2 Similarly, a candidate’s self-application for nomination as a Fellow has to be seconded (in writing) by two EAS Fellows in good standing, one of which should be from the self-applicant’s discipline. In the event of such self-application, the candidate has to provide a complete CV together with a brief profile, and any other supporting documents, but the responsibility for stating the significance of the self-applicant’s contributions rests with the two Fellows. It is up to the self-applicant to secure the endorsement of his/her candidacy by the two Fellows.

3.1.3 Nominations for Honorary Fellows shall be made by the EAS Board, but the election has to be finally approved by the EAS General Assembly.

3.1.4 In the event that a former Ethiopian Associate Fellow changes his/her permanent residence to Ethiopia and wants his/her status to be changed to Fellow, he/she should submit a formal application to the Secretariat to this effect. The Secretariat will record the case and forward the application to the particular Working Group that made the nomination in the first place. The Working Group will accept the application and recommend to the Board that the Fellow’s status be accordingly adjusted. This shift in status shall take effect as of the date the Board approves it. The same process shall
apply in the event of a Fellow’s shift in status to that of an Associate Fellow due to permanent change of residence. Changes in Fellowship status in the latter case have to be reported immediately to the Board by the respective Working Group through the EAS Secretariat.

3.1.5 In the event that a candidate’s research outputs appear to be multi-disciplinary, the WG identified by the candidate’s proposer can recommend that the candidate’s nomination be handled by another WG, based on the category of the subject area/s in which the candidate has earned graduate degrees. Any claim to the contrary shall be settled at the annual joint meeting of the WG Chairs and the Executive Committee.

3.2. **Number of Fellows to Be Nominated Annually**

The total number of Fellows to be nominated annually is 36. Each Working Group can nominate a maximum of six nominees. Female nominees who are eligible and fulfill the minimum criteria shall be given priority. Nominees from respective Working Groups who are not prioritized for nomination in the current year, due to a higher number of eligible candidates, should be considered for nomination in the next year. However, their nomination can only be re-considered for a period of three successive years, and if they cannot be elected within this period, their case will be dropped.

A maximum of 12 Associate (a maximum of two per Working Group) may be elected every year in addition to the 36 Fellows. Even though each Working Group can nominate a maximum of six nominee Fellows annually, in the event that a Working Group is unable to fill the allotted six slots, the chance will not be given to other Working Groups that have potentially a higher number of nominees. This embargo on WG quota has been instituted to avoid disciplinary imbalance.

The shift in the status of a former Associate Fellow to that of a Fellow or vice versa shall not have any bearing on the total number of Fellows that his/her Working Group is entitled to nominate.
3.3. **EAS Secretariat’s Facilitation of Candidates’ Nomination and Election Process**

The Secretariat shall:

a) Announce the opening and closing dates for the submission of proposal of candidates, Fellows’ comments on the candidacies, as well as Working Groups’ nominations to the Secretariat.

b) Make available the templates for nomination, minutes, profile of candidates’ contributions and other essential data to be provided to ensure consistency in formats used by various actors involved in the nomination process.

c) Receive proposals together with the CVs, short profiles of the candidates and statement on the significance of the candidates’ contributions, together with the names of the proposing and seconding Fellows.

d) Pre-check the completeness of all proposals and supporting documents submitted to the Secretariat and refer back immediately to the Proposer if they are found to be incomplete in any way.

e) Organize the list of candidates by disciplinary category in accordance with the disciplinary clusters of the Working Groups and forward the list and short profiles to the Constituent Fellows affiliated to the respective Working Groups for their comment. The whole purpose of involving the constituency of the respective WGs in the nomination process is to ensure its transparency.

f) Upon receipt of the comments of Fellows, forward to the respective Working Groups the comments received along with the list of candidates within their disciplinary cluster, their complete CVs, short profiles and other supporting documents for review and consideration of their nomination.

3.4. **Nomination by Working Groups**

The EAS Working Groups have the following responsibilities in the nomination process of Fellows and Associate Fellows:

3.4.1 Encourage Fellows within their disciplinary constituency to propose eligible candidates and forward their names and supporting documents to the Secretariat in accordance with the deadlines.
3.4.2 Upon receipt of the list of candidates, their CVs, other supporting documents and Constituent Fellows’ comments from the Secretariat, the WG Chairperson forwards the same to Working Group members and calls a meeting to review and decide on the nomination of eligible candidates. The Chairperson of the Working Group will take the initiative to contact the Proposer and Seconder of each candidate for additional information and clarification if necessary.

3.4.3 Taking cognizance of the comments of the Constituent Fellows, the Working Group members determine if the candidates’ specialization fall within their WG’s disciplinary mandate, review the significance of the contributions of the candidates in accordance with the EAS nomination criteria and decide on the list of nominees to be recommended to the Executive Committee and the EAS Board.

3.4.4 Prepare the final list of a maximum of six candidates (under Fellow category) and two candidates (under Associate Fellow, if applicable) who fit within their disciplinary mandate, meet the criteria set and rank the candidates in decreasing order of merit.

3.4.5 Submit to the Secretariat the recommended list of nominees for consideration by the Executive committee and the Board. This list has to be accompanied by the following documents:

a) Signed minutes of the meeting of the WG;

b) A complete list of all current candidates considered for nomination;

c) Detailed curriculum vitae of the candidates;

d) Brief profile of each of the candidates organized in accordance with the standard template;

e) Names of the principal proposer and seconder, including self-application/s by candidate/s if any;

f) List of scientific publications, organized by category, with full bibliographic details.

g) Evidence of artistic or other professional contributions if nomination is not based on the total number of scholarly publications.
h) Recommendation of a candidate with multi-disciplinary orientation to another WG that they deem best fits his/her area of specialization, provided there is such a candidate.

3.5. **Endorsement of Nomination by EAS Board**

The EAS Board is mainly responsible for verifying the application of the criteria, and the fairness and transparency of the nomination process. Its specific responsibilities include:

3.5.1 Reviewing the final list of 36 nominees for Fellows and 12 nominees under Associate Fellow category (if applicable).

3.5.2 Overseeing the compilation and presentation of the final list and citations of nominees recommended for election by the EAS Annual General Assembly.

3.6. **Election by the Annual General Assembly of EAS**

3.6.1 The final decision on membership will be made by the Annual General Assembly of the Academy.

3.6.2 The final list of 36 Fellowship candidates, plus any Associate Fellows, nominated by the respective Working Groups and endorsed by the Board, including the latter’s proposed Honorary Fellows, shall be voted on by Fellows attending the General Assembly.

3.6.2 Candidates are elected when they get the majority of the votes casted.

3.6.3 The newly elected Fellows shall be introduced at the next Annual General Assembly of EAS provided they accept their election, commit to abide by the rules and regulations of the Academy and agree to contribute to the attainment of the mission and objectives of the Academy.

3.6.4 All candidates not elected in this process can be reconsidered subsequently during each of the next three years as candidates and the assessment of their contributions shall pass through the formal process starting with the Working Groups.
4. Newly Elected EAS Fellows

For all purposes and intents, a nominee of EAS who has been elected by the General Assembly is recognized as a Fellow or Associate Fellow as of the date of the nominee’s formal acceptance of his/her election by signing and submitting the Fellowship Acceptance Form.

5. Schedules for Nomination

The following dates indicate the schedule for each activity related to the nomination and election of Fellows. It is noteworthy that the last date constitutes the deadline by which date the activity shall be completed.

- **January 1–4**: The Secretariat issues the call for submission of proposals of candidacies.
- **February 17–20**: The Secretariat issues a reminder for submission of proposals of candidacies.
- **March 15**: Closing date for submission of proposals of candidacies.
- **March 16–31**: Secretariat compiles the candidacy proposals, checks their completeness, and forwards the candidates’ profiles to Constituent Fellows within the candidates’ disciplinary cluster for their comments.
- **April 1–30**: Fellows submit comments on candidates’ eligibility.
- **May 1–15**: The Secretariat forwards to the respective WGs the compiled list of candidates along with supporting documents and the comments of Fellows.
- **May 16–July 15**: Working Groups undertake the nomination process and forward results to the Secretariat.
- **July 16–30**: The Secretariat double-checks submitted nominations and forwards the same to the Executive Committee.
- **August 1–October 30**: The Executive Committee and WG Chairs jointly check the nominations and recommend to the Board, which in turn examines the nominations and recommends nominees for election by the General Assembly.

Within one month of the election by the General Assembly, the nominees will be officially notified of their election and requested to declare formally their acceptance of the membership offer within one month of receipt of the notice.
6. Code of Conduct in the Nomination and Election Process

All EAS Fellows and members of the Secretariat have to adhere to the following code of conduct in the process of proposing, reviewing, nominating and electing new Fellow/s, and archiving related documents:

6.1 Keep confidential all candidate-related information and supporting documents handled in the process of proposing, seconding, reviewing, nominating and electing/rejecting potential Fellows. Nor shall their candidacy itself be revealed in any way to non-self-applicant candidates.

6.2 Once the nomination process is initiated with the self-application or proposal of a candidate, no information pertaining to the status of the nomination and/or election process and the identity of the parties directly involved in the decision-making process as well as the content and resolution of the deliberations at various stages of this process be disclosed to either the candidate/s or any unauthorized third party.

6.3 In the event of a successful election of new Fellows, this selection shall only be communicated in writing to the candidate/s concerned by the EAS officer authorized to do so. Even then, the election of the candidate/s shall be made public only after the elected nominee has formally communicated to the Secretariat his/her acceptance of the election and commits to promote the causes of the Academy.

6.4 The Secretariat shall be responsible for systematically archiving and confidentially maintaining all personal information and supporting documents of candidates acquired in the nomination process. Such documents also include minutes recording the deliberations and decisions in the nomination and election process.

6.5 The EAS Fellows, the Working Groups and the Secretariat shall be committed to ensuring the fairness of the assessment of candidates’ contributions, while also striving to maintain a rational gender, discipline and age representation in the nomination of candidates.

6.6 No member of the Academy shall issue public statements, in relation to the election process or the results thereof, which appear to represent the position of the Academy without specific authorization by the Board.
7. Amendment and Approval of the Guideline

7.1 This guideline may be revised and amended on the initiative of the General Assembly, and under the direction of the Board of the Ethiopian Academy of Sciences.

7.2 The authority to approve any amendment of this guideline is vested in the General Assembly of the Academy.