**ISCB FELLOWS ELECTION PROCESS**

*Approved by the ISCB Board of Directors 2022.07.10*

The ISCB Fellows election process is conducted in the following phases:

* Open call for nominations
* Nomination Qualification
* Fellows Endorsement and Qualification
* In-depth Nomination Review
* Final Selection

*Open Call for Nominations*

See <https://www.iscb.org/fellows> for Fellows Program and Nomination Details

*Establishment of the Selection Committee*

Annually, prior to the nomination deadline, a Selection Committee of no less than nine and no more than eleven members, and composed of a diverse (gender, ethnicity, scientific field, geography, Fellow type, etc.) group of Fellows will be established. Members of this committee will be selected by the ISCB Executive Committee following an open call for volunteers from among the Fellows. The Selection Committee will elect their own chair. Volunteers will be solicited annually and serve on the committee for a three-year staggered term. The establishment of the three-year term aims to ensure continuity within the process as well as fresh perspectives annually.

The role of the Selection Committee is to execute the ISCB Fellows election process as stated herein. The committee shall take into consideration all requirements and criteria that have been established for the ISCB Fellows program ([https://www.iscb.org/fellows](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.iscb.org%2Ffellows&data=05%7C01%7Cmichelle.brazas%40oicr.on.ca%7Ca6d80350a1834b5def9a08da603ee13d%7C9df949f8a6eb419d9caa1f8c83db674f%7C0%7C0%7C637928120430513767%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NJR2EGX2COiCKmwKVAyFJQ%2B%2FXuyMqFUFq2sJeU%2FalpA%3D&reserved=0)), while taking into consideration the importance of equity, diversity, and inclusion in representing our scientific field. The end result of the committee’s work will be the Class of Fellows for the ISCB Board of Directors ratification.

*Nomination Qualification Phase*

The Selection Committee will review all nominations, determine if a nomination meets the Fellows’ criteria, and eliminate nominations that do not.

*Fellows Endorsement and Qualification Phase*

All Fellows will have the opportunity to review the vetted qualified nominations. During this phase, Fellows may choose to endorse all candidates they deem to be suitable for election as Fellows. Fellows will submit a vote of Yes (clearly meets all eligibility criteria and should strongly be considered for Fellow election), No (does not meet all required criteria and should not be considered), Maybe (meets most of the criteria but expresses some weak areas, should be considered) for each nomination and may provide written endorsement comments for candidates whom they strongly support.

*In-depth Nomination Review Phase*

The highest-ranking candidates from the Fellows Endorsement and Qualification Phase, as well as any other candidate deemed appropriate by the Selection Committee, will be included in the Nomination Review Phase. Within this phase, each remaining candidate will be assigned a minimum of three reviewers. Reviewers for each nominee will be selected from among the Fellows, as well as other non-Fellow ISCB Members from other learned societies e.g. national academies. Reviewers will be chosen by the Selection Committee, based on familiarity with the research areas of the nominees, and taking into account conflicts as described in the relationship declaration below.

Reviewers will be asked to complete the in-depth review of the candidate within three (3) weeks of receipt of the information. Reviewers will use an online scoring card and the rubric created by the selection committee to provide their feedback.

All reviewing Fellows must declare relationships with **any candidate who** **is or was**:

* From the same department/institution at any point during the last 7 years
* A trainee (e.g., student, or post-doc), direct employee/employer, or formal advisor/mentor/supervisor
* A collaborator (co-authored a paper within the last five-years or current active)
* A relative (family member, cousin, etc.)
* The selection committee will consider any other declared conflicts and decide whether to include the reviewer

The Selection Committee will gather and oversee the reviews, and convene a discussion to determine the top ranked nominees, using the review data as well as the Fellows Endorsement and Qualification data. At the conclusion of this phase, approximately the top-ranking 2x electable number of candidates (0.5% of the total year-end membership), as determined by the Selection Committee, will move forward to the Final Selection phase.

*Final Selection Phase*

At the conclusion of the In-depth Review Phase, each Selection Committee member will be assigned a group of nominees. That member is responsible for a further in-depth analysis of these nominees. The Selection Committee will convene one final time to discuss and rank all the remaining candidates. From this discussion, the Committee will select a final Class of Fellows considering all the discussion, feedback, criteria including diversity. The recommended Class of Fellows will be presented to the Fellows Committee, made of the entirety of the Fellows, for an approval vote. Once the Fellows Committee approval vote is achieved (majority of the participating voting Fellows at the close of the voting deadline (a period of approximately 21 days), the Class of Fellows will be presented to the ISCB Board of Directors for ratification.