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| Guidance for Fellowship Applicants |

Fellow is the Physiological Society’s senior category of membership. It is a high-level designation which is awarded to long-standing members to acknowledge their invaluable experience, extensive knowledge, expertise, and commitment to the discipline**.**

In recent years, the Society has strengthened its application process. It is critical that each applicant be confident they are at the right juncture in their career to apply and have the time to provide the committee with robust evidence.

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| **Fellow Eligibility & Application Checklist** | |
| **You must:** | Tick with solid fill |
| Hold Full Member status for at least ten consecutive years postdoctoral prior to the year of nomination.\*  \*Please note that members are entitled to apply for a one year waiver of their subscription fee for a career break or maternity leave during which time they retain all the benefits of their membership. |  |
| Provide letters of support from two referees who are Full Members of the Society (with their membership in good financial standing). One must be a Fellow of the Society. |  |
| Provide a high standard of evidence you have met **three** of the six criteria, and rank these criteria starting with your strongest first. |  |
| Provide a copy of your up-to-date CV. |  |

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| **Referee Eligibility & Letter of Support Checklist** |  |
| **Please ensure:** | Tick with solid fill |
| Both referees are Full Members of the Society. |  |
| At least one referee is an existing Fellow of the Society. |  |
| If not a Fellow, your second referee is of an equivalent standing holding a senior level position: *e.g. Professor, Senior Research Scientist*. |  |
| One referee is outside the candidate’s current workplace to ensure independence of opinion. |  |
| Each referee has provided a short (less than 500 word) letter of support on the Fellowship Referee Template. |  |
| **Criterion & Supporting Statements Checklist** | |
| **Have you?** | Tick with solid fill |
| Chosen **only three** of the below following six criteria? |  |
| **Ranked** them in order of your strongest first? |  |
| Provided **specific and detailed and compelling evidence** against each one demonstrating how you meet it? |  |
| Ensured that each of your three statements does not exceed **2000 words?** |  |

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| * **Fellowship Criteria – Choose Three\***   \*Where more than one bullet is listed against a criterion only one must be successfully achieved | |
| **Service to The Society** | * Actively engaged in the Society and its activities, (*e.g. Demonstrated commitment and contribution as a Board or Committee member or other Panel or Task Force member or Editorial Board member in any Society publication etc.*) |
| **Research** | * Served as a Principal Investigator involved in original research, significantly contributing to the advancement of physiology * Recipient of major research grants |
| **Publishing** | * Demonstrated consistent scholarly production in the form of journal articles and/or book chapters with at least 20 peer reviewed publications in a physiology or a life science journal which must include either three in a Society Journal or three abstracts from a Society meeting |
| **Policy and public service** | * Played a significant leadership role in setting of national or international policy, whether impacting on education, research or other scientific areas related to physiology * Outstanding service on relevant national or international professional committees * Peer-acclaimed contributions to the public understanding of physiology |
| **Education and teaching** | * Established reputation in developing innovative new courses or teaching methods in physiology or medicine (*i.e. scholarly activity in education, recipient of a teaching award, authored/edited a textbook used at multiple institutions, etc.)* This should be above and beyond what is considered normal teaching work. * Substantial experience in an external examiner capacity |
| **Administration** | * Personal responsibility for significant resources (*such as budget, personnel or facilities*) * Project management of a senior and complex nature |

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| **Top Tips** | |
| **So What?** | Do not forget to highlight the IMPACT of your achievements |
| **Publication lists do not tell a story** | Curate your publications and decide which you believe to be the top papers. Use those to demonstrate the impact of your research.  Select those papers where you have made the most significant practical / intellectual contributions to the work. |
| **Metrics can be helpful** | A strong scholarly impact narrative will use impact metrics such as H index and citations alongside other indicators of quality to provide evidence of substantial contributions to your field. |
| **How have you gone above and beyond your day job?** | Tell the Committee what makes your accomplishments exceptional. For example if you have sat on a committee you need to be able to demonstrate tangible benefits of you having served on that committee. |
| **Highlight seniority** | Make sure you detail your senior responsibilities, especially those you have held for the longer-term. For example, line management duties, budgetary responsibilities, technical specialism and strategic influence within organisations. |