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**InstMC Fellow Application Guidance**

This document lists the requirements needed for a Member to transfer to the grade of Fellow, or for an applicant to join the grade of Fellow.

A Fellow is a person of professional distinction who, for a suitable time (typically over five years or more), has in respect to measurement, control, automation, or related technology:

1. Held an important position of responsibility, and/or

2. made valuable contributions to the profession.

**Demonstrating Importance and Contribution Criteria**

Fellowship level is attained where individuals have demonstrated significant achievement(s) sustained at high levels for a period of typically five years or more in measurement, control, automation or relevant technologies. Applicants must show evidence of their specific personal contributions and achievements and the associated impact in two or more of the six criteria described below.

Application

To apply, complete the application via the website.

Supporting Documents should be supplied as listed on the website:

* Organogram- This should relate to your most recent employment and/or the most relevant to this application. The organogram should show as a minimum immediate line manager, and equivalent and subordinate positions with titles.
* CV- This should include a comprehensive chronological career listing, with employer’s names, job titles, specific departmental responsibilities, and achievements.
* Any publications authored or co-authored by the applicant should be individually listed.
* “Additional Evidence” button may be used for significant additional evidence.
* URL links should only be used to validate key evidence provided. If you cannot provide publicly available information due to security or other sensitivity, then it must be corroborated by your supporters.

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| **Criteria for Fellowship** **(Note: minimum of two to be provided as evidence during application. The points listed below each criterion are examples of possible evidence.)** |
| 1. Research
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| Describe the key findings of your independent contributions to original research, including the associated outcomes and impact that have resulted in national and/or international recognition. Include examples that cover the full 5-year period:* Published publicly available outputs
* Invitations as conference chair, to organising committees, keynote speakers etc.
* Externally awarded research grants and funding
* Other Scholarly activities.
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| 1. Business Success/Innovation
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| Summarise your development of successful business(es) or significant business unit(s) in areas relevant to the InstMC, including details of products and services developed and delivered to market. * Details of your involvement in successful innovative projects(s)
* The impact of the innovation on business (includes non-profit) exploitation, utilisation, development of products, services, and processes.
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| 1. Insight & experience
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| Describe your roles as a consultant, business manager, technical specialist/subject area expert/functional head in fields related to engineering and technology. For example:* Evidence of the sphere of personal influence within the organisation described
* The business impact, outcomes and consequences of the insights and experience that have been provided
* The level of recognition nationally and internationally
* Range of clients served nationally and internationally.
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| 1. Leadership & Responsibility
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| Describe your senior role(s) that sets, directs, or significantly influences an organisation's vision, strategic and operational aims. Please include an organisational chart that shows your title and position within your organisation both upwards and downwards, including the number of professional people that you have influence over or responsibility for. Demonstrate how you have shown leadership, for example in the following areas:* Your sphere of influence in your organisation
* The level at which you represent the organisation externally and internationally
* The extent and nature of your accountability for wider financial and non-financial actions and resources
* Influence on the type and status of corporate or functional standards, policies, and procedures
* Evidence of resultant achievements and associated significance and business impact
* Efforts in originating and completing transformational events
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| 1. Service & Reputation
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| Describe the impact of your outstanding service as Chair or other senior position on committees at the InstMC or other relevant organisations in engineering and technology disciplines such as non-government and government committees, not-for-profit organisations etc. Provide evidence of public recognition of standing at national and/or international level:* Leading the setting of industry, national or international standards
* Engineering or technology activity which has a significant positive impact on society or the environment
* Championing professionalism within engineering.
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| 1. Influence & Contribution
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| Suitable contributions, which should be supported by appropriate evidence in the application and verified (where possible) by the referees: * Promoting the profession in their place of work; to schools and the local community; to media and government, other initiatives, or elsewhere (e.g. STEM Ambassadors)
* Supporting other professionals, particularly recent graduates, in training, mentoring, and assessing (for example assessing Accredited Company Training Schemes, interviewing for Chartered Member or guest lecturing)
* Contributing to their national professional engineering bodies in running meetings, and serving on committees and working groups
* Contributing to professional policy and strategy and representations to government
* Advocating professional ethics and enforcing high standards of conduct
* Expanding the discipline's knowledge and learning in research, publishing and in reviewing and editing papers and books
* Being recognised as contributing to society's wealth and well-being, e.g. through the development of new technologies, supporting development programs, etc
* Being instrumental in the creation, direction and/or management of a substantial corporate entity that employs a significant number of chemical engineers, and the ongoing support of professional employment opportunities and development of industry.
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