

SETAC GLOBAL STANDARD OPERATING PROCEDURES
TOPIC: AWARDS AND FELLOWSHIPS COMMITTEE
Date: November 5, 2008

1. Committee Charge

The SETAC Global Awards and Fellowships Committee (the Global Awards Committee), has been developed under the auspices of the SETAC World Council (SWC), supporting the continuing efforts of globalization. The charge of the Global Awards Committee is to oversee and implement the the awards and fellowships process at a global level. This includes the development of new awards as appropriate. It is the intent of the Society of Environmental Toxicology and Chemistry (SETAC) to recognize and honor outstanding contributions in the environmental sciences and to the Society by means of an awards program. It is further the intent of SETAC to recognize and honor the participation of students and pre-professionals in the Society and to use Society resources to enhance their professional development. The responsibilities of the Global Awards Committee are detailed in Section 6.1:

2. Membership

The members of the Global Awards Committee will include the chairs of the SETAC North America and SETAC Europe Awards Committees plus additional members from each of those GUs, plus one representative from SETAC Asia /Pacific and one from SETAC Latin America. The chair of the Global Awards Committee will be identified by the President of SETAC and presented to the SWC for approval. The chair need not be a serving member of the SWC. The chair will participate in the selection of additional committee members from each of the GUs. All proposed committee members who are not already chairs of SETAC North America or SETAC Europe Awards Committees will be presented to the SWC for approval. Membership on the Global awards Committee is for three years. The term of Membership may be extended, subject to approval by a majority vote of the Global Awards Committee and approval of the SWC. No more than half the members should be replaced in any given year. The SETAC Executive Director or SWC designee is an ex-officio, non-voting member of the committee.

3. Sub-committees

From time to time it may become necessary to appoint sub-committees to manage the program more effectively. Appointments to such sub-committees will be made by the Global Awards Committee Chair with a goal of representation from the three sectors, business, government and academia, and SETAC GUs. Each sub-committee will be coordinated by one member of the Committee.

4. List of Global Awards and Fellowships

The following is a list of Global awards and fellowships that have been approved by the SETAC World Council. The description, nomination and review process for each award are provided in Appendix A. Brief descriptions are provided below.

Rachel Carson Award: presented every 4 years at a World Congress

The SETAC Rachel Carson Award was initiated by the Society on the 25th anniversary of the publication of *Silent Spring*. The award is given to an individual who reflects the characteristics and spirit of Rachel Carson. The recipient does not have to be a member of SETAC. Rachel Carson was a scientist and science writer who through her literary skills increased awareness among the public for the natural world and potential threats to that world. To this end, Rachel Carson was recognized as a meticulous researcher who attempted to assemble and synthesize information and make that information accessible to the public. She

worked hard to be sure of her facts. Her greatest mission was making the science accessible to a wider audience.

Global awards presented annually

Founders Award

This award is given to an individual with an outstanding career in the environmental sciences. The individual does not have to be a member of SETAC. The individual will have made clearly identifiable contributions to the development of the science that are consistent with the following goals of SETAC:

- Promote research, education, communication, and training in the environmental sciences.
- Promote application of interdisciplinary environmental sciences in managing environmental stressors.
- Participate in scientific interpretation and communication of exposure to and effects of environmental stressors, ecological risk assessment/management, and solutions for global environmental problems.
- Provide forums for communication and interactions among professionals on a multi-sector, interdisciplinary, and multinational basis on environmental issues.
- Develop principles and practices for sustainable environments, considering appropriate ecological, economic, and social aspects.

Herb Ward Award

This award, in honor of its first recipient Dr Herb Ward, is for a member of SETAC who has given exceptional service to the Society over a number of years.

SETAC /ICA Chris Lee Award for Metals Research

This award recognizes the leadership and technical contributions by the late Dr. Chris Lee. It provides up to \$5,000 (USD) to a graduate student or recent graduate who has focused on research related to the fate and/or effects of metals in the environment and has published in a peer reviewed journal on a metals related subject within two years prior to the award date. Funding will be provided by the ICA toward the recipient's ongoing research as long as the recipient continues research on metals-related environmental issues

Best student publication in Environmental Toxicology and Chemistry (ET&C)

This annual award is given to the best published (or accepted) student paper during the past year. The award is given to a student who also is the senior author of the paper. The research must also be that of the authors. In order to qualify as a recipient of this award, the senior author must be a member of SETAC at the time of submission of the paper and be a student or recent graduate reporting on research conducted as a student (not as part of **postdoctoral research**). Qualifying papers accepted for publication in *Environmental Toxicology and Chemistry* are sent to the Global Awards Committee Best Student Paper Award coordinator, together with the review comments from the Editorial Board of the journal, for the selection of the best paper.

Fellowships presented annually:

The SETAC / Procter and Gamble Global Fellowship for Doctoral Research in Environmental Science

The SETAC / Procter & Gamble Fellowship for Doctoral Research in Environmental Science, sponsored by the Procter & Gamble Company, will provide \$15,000 (USD) for one-year Ph.D. studies. Although this award is offered annually, it is offered in rotation to a student from the following SETAC geographic units. : Europe/Africa, Asia/Pacific - Latin America and North America.

Other Awards

Further awards will be added on the recommendation of the Global Awards Committee subject to approval by the SWC.

5. Nomination, Solicitation, and Notification Procedures

Nominations for all awards will be actively sought throughout each year by the SETAC governing bodies, the Committee Chair and the committee members. The Committee will also liaise with the SWC Public Relations Committee to ensure effective dissemination of information on awards via various media including Environmental Toxicology and Chemistry, IEAM, SETAC Globe, the SETAC website, and in emailed communications to the SETAC membership. The Committee Chair will also seek nominations from the SWC during its meetings. Members of the Global Awards Committee will seek nominations during the course of their business or academic activities and attendance at scientific meetings. Unsolicited nominations will be considered equally with all others. Each nomination package should include sufficient background and supporting material to allow the Global Awards Committee to properly consider the nominee in accordance with the relevant award criteria. These criteria are presented in Appendix A and on the SETAC website. It is desirable to have more than one nomination for each award. However, if only one nomination is received, and it meets and/or exceeds expectations for the award, the award may be given. Nominations received for Founders and Herb Ward Award that do not result in an award will be retained by the Committee chair for possible future consideration for a total of three years including the first year of submission. In some cases the candidate's may be requested to resubmit the nomination in accordance with the prevailing award criteria. Unsuccessful candidates for Best Student Paper in ET & C, SETAC / ICA Chris Lee Award and the SETAC/Procter and Gamble Fellowship will not be taken into consideration in following years. All aspects of the award process will be confidential to protect the privacy of all nominees and to make sure that award recipients will be notified in the proper manner. All documentation and evaluations will be held on a secure, password-protected, area of the SETAC website. Announcements to award winners and at meetings will be coordinated by the SWC President and the SETAC Executive Director or his or her nominee. Because of the confidential nature of some awards, care must be taken by the SETAC offices and others not to announce or notify winners prematurely. Whilst it is preferable to have one overall winner for each award, there may be instances where either no winner, or more than one, is recommended by the Committee to the SWC.

The award presentations will usually take place during the opening plenary session of the subsequent World Congress or Geographic Unit Annual Meeting as defined in the award criteria (Appendix A and Section 7.1.4).

6. Responsibilities of Global Awards Committee Chair

The responsibilities of the Global Awards Committee chair include:

- Ensuring that the Committee and its members carry out the charge and responsibilities detailed in Sections 1 and 6.1 above.
- Identifying members of the Global Awards Committee for approval by the SWC.

- Selecting members of subcommittees to oversee specific awards
- Appointing SETAC members to undertake award evaluations or charge specific GAC responsible persons (eg. for the P& G Fellowship and Chris Lee award) to oversee the appointment of SETAC member evaluators for those awards .
- Providing written reports to formal meetings of the SWC.
- Bringing new Global Award proposals to the SWC for consideration.
- Organizing Committee meetings at either SETAC GU Annual meetings and/or World Congress.

6. 1. Responsibilities of the Global Awards Committee

The Global Awards Committee will support the chair in the following areas:

- Updating the Awards SOP when major changes reflect a need for amendment.
- Identifying new /additional Global Award Committee members subject to SWC approval.
- Identifying appropriate award timelines and activities for: seeking nominations; posting of information on the web; receipt of applicant information; evaluation /selection of award winners.
- Informing the ED of needs for award plaques and certificates of appreciation.
- Calling for nominations and announcing award recipients, as appropriate, in the SETAC GLOBE, the journal Environmental Toxicology and Chemistry (ET&C), the journal of Integrated Environmental Assessment and Management (IEAM), the SETAC website, and through emailed communications to members.
- Overseeing and conducting the awards evaluation process, ensuring confidentiality and objectivity are maintained.
- Maintaining current awards listing in the Membership Directory.
- Maintaining records of Committee activities to pass on to the chairs' successors.
- Seeking nominations for all SETAC awards.

6. 2. Responsibilities of the SETAC President or Designee

Responsibilities include:

- Ensuring oversight of the Committee.
- Providing nominations for awards to the Committee Chair.
- Selecting incoming Committee Chair in accord with SOP requirements and monitor performance of this individual to ensure compliance with the SOP responsibilities.

6. 3. Responsibilities of SETAC World Council Members

Responsibilities include:

- Providing nominations for awards to the Committee Chair.
- Considering recommendations on specific awards from the Global Awards Committee before voting on recipients of the awards.
- Supporting the SETAC President or designee in his or her oversight responsibilities of the Committee performance.

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6. 4. Responsibilities of SETAC Executive Director and Office

Responsibilities include:

- Providing timely support services to the Global Awards Committee as specified in the annual budget.
- Obtaining appropriate certificates of appreciation and award plaques as needed.
- Advising Committee Chair and subcommittee chairs of deadlines and needs relative to the World Council meetings and the Membership Directory.

- For specified awards, eg Rachel Carson, Founders, Herb Ward award, Chris Lee ICA award and the SETAC Procter and Gamble fellowship, arrange for awardee travel and participation at the appropriate World Congress or Annual Meetings or work with the host GU to arrange.

7. Awards Procedures

Information on Global award descriptions, eligibility, deadlines, and nomination and evaluation criteria are presented in detail in Appendix 1 and on the Global Awards and Fellowships page of the SETAC website: www.setac.org.

7. 1. General Procedures

The procedures listed below are the criteria used to select awardees following the defined evaluation processes.

7. 1. 1. Professional Awards (Founders and Rachel Carson), and Herb Ward Award for Exceptional Services to SETAC

After all applications have been received by the SETAC Office, the nomination packages will be placed in a password protected area on the web, accessible only by nominated evaluators. A numerical scoring system will be used to facilitate ranking of each proposal so that the winner will be selected in a fair and non-arbitrary manner. If there is more than one nominee for an award the evaluator is asked to numerically rank the candidates based on the total scores given on the evaluation sheet. The rankings will then be discussed by the committee or subcommittee to arrive at an agreed overall position for a recommendation to be made to the SWC. A simple majority vote of the Global Awards Committee or appropriate sub-committee is sufficient to present a recommendation to the SETAC World Council. During the ranking process, a committee member may indicate that she/he considers a particular candidate unacceptable (“U”). In such cases a rationale for this finding will be recorded on the evaluation sheet. If requested by the SETAC World Council, the rank sums for each candidate including a tally of “U” votes will be provided along with the Committee recommendations. A simple majority vote of the Global Awards Committee or appropriate sub-committee is sufficient to present a recommendation to the SETAC World Council. It is the responsibility of the Committee Chair to present the recommendations for the professional awards to the SETAC World Council in sufficient detail to justify their ratification. Normally this is in the form of a brief outline of the winning candidates attributes sent by email to the SETAC President, copied to the SETAC Executive Director. If necessary, a copy of the primary nomination letters will be distributed to the SWC to support this ratification process.

7. 1. 2. SETAC/ Procter and Gamble Fellowship and the SETAC/ICA Chris Lee award

These awards are coordinated by the Sponsors representative and SETAC responsible person. They are evaluated an industry and a SETAC –nominated evaluation team. After all applications have been received by the SETAC Office, The Committee chair will arrange for the SETAC Office to send one copy of each application to members of the evaluation team. A numerical scoring system will be used to facilitate ranking of each proposal so that the winner will be selected in a fair and non-arbitrary manner. Numerical scores and ranks of applicants’ proposals should remain confidential. When scores are summed, the applicant with the highest ranked score is the winner. When a winner has been selected for each fellowship or award, the Committee Chair will then notify the SETAC World Executive Director and the SETAC President. The Committee and SETAC ED will make every effort to make sure that the successful applicants are present at the World Congress or appropriate GU Annual Meeting. Subsequent to the World Congress or Annual Meeting, the Committee chair along with the SETAC World Executive Director ensure that an official acknowledgment of the award of the

fellowship(s) and award(s) is sent to each fellowship recipient, to make sure that a letter of appreciation is sent to the unsuccessful applicants, and to write an article for SETAC Globe announcing the winners. For fellowships involving research proposals, the committee chair may approve that an individualized summary of the reviewers' evaluation comments be sent to each applicant. Numerical scores and ranks of applicants' proposals should remain confidential. For the fellowship applications, each reviewer is expected to evaluate all proposals for their assigned fellowship

APPENDIX 1 Global Award Operating Procedures 1.1 Founders Award 1.1.1 Criteria The Founders Award is presented annually. It is the highest SETAC award and is given to an individual with an outstanding career in the environmental sciences. The individual will have made clearly identifiable contributions to the development of the science that are consistent with the goals of SETAC, which are:

- Promote research, education, communication, and training in the environmental sciences.
- Promote application of interdisciplinary environmental sciences in managing environmental stressors.
- Participate in scientific interpretation and communication of exposure to and effects of environmental stressors, ecological risk assessment/management, and solutions for global environmental problems.
- Provide forums for communication and interactions among professionals on a multi-sector, interdisciplinary, and multinational basis on environmental issues.
- Develop principles and practices for sustainable environments, considering appropriate ecological, economic, and social aspects.

1.1.2 Eligibility

Membership in SETAC is not a prerequisite for the Founders Award. Individuals with an acknowledged career in any aspect of the environmental sciences, such as research, technical or regulatory contributions, and who have contributed to the development of our understanding of the influence of human activity on the environment, are eligible for the Founders Award.

1.1.3 Nominations Process

Applications are welcomed from individuals nominating themselves as well as applications submitted in support of a candidate other than themselves. Applications should be made in a letter outlining the eligibility of the nominee for the award. Curriculum vitae should be included, and supporting letter from three additional sponsors should explain why they believe the candidate should be considered for the award. Sufficient information should be provided to facilitate an objective evaluation of the candidate; details of both the qualities of the candidate and the candidate's activities in relation to the award description shown above are needed. The nominee or his/her nominator should provide evidence of the candidate's effectiveness in influence and outreach through either a science citation index review or other communication/media indicators (book sales, non-peer reviewed articles etc.)

1.1.4 Application Instructions

Applications must be submitted electronically to the SETAC Office (setac@setac.org). The closing date for submission of nominations is **30 June**. Candidates should ensure that all emailed documentation is submitted together, either in a zipped file or in a pdf.

1.1.5 Posting of candidates application

Completed nominations packages will be posted on a secure website by the SETAC Office global award administrator. Access to the files will be via a secure username and password to which each evaluator will have access. Also posted will, be the current evaluation sheet which each evaluator will complete for each candidate (see below)

1.1.6 Evaluation procedure

The chair of the Global awards Committee or the nominated award coordinator will solicit a panel of a minimum of five SETAC members to form an evaluation team. Members should reflect a mix of GU representation, affiliation and gender. Evaluators will download the blank evaluation sheet (current template shown below) to complete for each candidate and allocate it a unique identifier. Each evaluator will independently and objectively score each candidate in terms of how well the criteria on the evaluation sheet have been fulfilled. The score for the candidate is added up.

To a total, and when all candidates have been evaluated, the evaluator ranks them with the highest score ranked 1 and so on. Completed evaluation sheets are then uploaded to the secure site. Once all evaluations are done, the chair of the GAC or a nominee will access the uploaded evaluation sheets and check for any anomalies. He or she will provide a tally of rankings to determine the candidate with highest ranking. In the event of a tie, the chair of the GAC may seek to request a re-evaluation of those candidates in order to find a winning candidate. The chair of the GAC or the award coordinator (if different) will inform the award evaluators of the winning candidate subject to ratification by the SWC. The chair of the GAC will communicate the winners name and a brief outline of his/her attributes to the President, Executive Director of SETAC and the Global award administrator. The winners name must remain confidential until SWC have ratified the nomination. The Global award administrator will then inform the awardees and invite him/her to receive the award at an appropriate meeting.

1.1.7 Award Procedure

The Founders Award will be announced at each of the following GU Annual Meetings and the World Congress when it is held. The awardees may choose which meeting he or she wishes to receive the award in person. An appropriate certificate or plaque is given to the awardees at the time of presentation. The Society will pay for the travel and related expenses and will waive the registration fee of the recipient.

1.1.8 Submission of applications

ALL applications must be submitted electronically by email to setac@setac.org. Applications submitted by MAIL or FAX will **NOT** be accepted. Completed application must arrive by **30 June**.

SETAC Founders Award Evaluation Sheet (last updated January 2008) Applicant: _____
Reviewer: _____ Please rate each category with the maximum points being the highest score **Total Score:** _____ **Ranking:** _____ of _____ **Eligibility Requirements:** Applicant need not be a SETAC member but will be an individual of good standing in the scientific community (see award criteria). **PLEASE NOTE: COMPLETE EITHER SECTION 2a or 2b**

1. **Application is complete and contains the following required sections: letter of application to include title of award, name and coordinates of applicant: (postal address, phone/fax number and email address (10 points maximum)** **Points Awarded**

2 (a) **For self nominated applicants:** Curriculum Vitae has been provided detailing career steps and past and current activities that have contributed / contribute to the development of an understanding of the impact of human activity on the environment. (20 points maximum)

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OR

2 (b) **For a sponsor nominating a candidate:** The nominee's CV has been provided with a supporting letter outlining why the nominee should be considered for the award. A detailed account of the candidate's activities is provided that meet the award criteria. (20 points maximum)

3. Letters of recommendation from each of **THREE additional** nominee supporters have been provided that highlight and reinforce the achievements of the applicant. (20 points maximum)

4. A recent publications list or references to other documents (relevant to the applicant's professional activities) that allow an evaluation of the candidate's contribution to environmental science have been provided. Include citation information where appropriate. (20 points maximum)

5. Documentation clearly identifies and communicates to the evaluator, the scientific, technical or other specified achievements of the candidate in accordance with the award criteria. *Note: it is important that the candidate or the nominator fully explains the reasons why the nominee(s) merits the award. This should be backed up with data that allows an objective evaluation. Candidates should not expect to be contacted by the evaluator to clarify any issues where information is either absent or unclear.* (30 points maximum)

6 Reviewer to comment here on the overall impression of the candidate and his or her achievements in the context of the award criteria and ranking given. (no points)

Total score given out of a possible 100 points