



Society of Environmental Toxicology and Chemistry

SETAC Fellows Award

Standard Operating Procedures

APPROVED at SWC2025-10 (15 Oct 2025)

FELLOWS AWARD

The SETAC Fellows Award recognizes members demonstrating both (i) significant long-term scientific or science policy contributions and (ii) service and leadership within SETAC.

Fellows constitute a body that has demonstrated long-term achievement in science or science policy and possesses institutional knowledge of SETAC. While there is no upper limit to the number of Fellows, a target of approximately 5% of the active membership is expected to hold this prestigious recognition. There is no specified number of recipients in a given calendar year.

Eligibility

This is a life-time achievement award, so nominees must be active SETAC members with 10 or more years' membership and a career of at least 15 years. If a new affiliate or chapter merges with SETAC, membership in the affiliates or chapters will count toward the eligibility requirement.

Application Instructions

- Nominator must prepare the nomination package in consultation with the candidate
- The candidate provides the factual information about roles, responsibilities, achievements, etc.
- The nominator provides information about how these achievements have contributed to the advancements in environmental science and management and to the society in general
- At least two and a maximum of three other SETAC members from different sectors must provide a support letter explaining why the nominee should be considered for the SETAC Fellows Award (see template)
- The nominator must submit a signed Conflict of Interest Declaration Form
- The nominee must submit a signed SETAC Awards Disclosure Form

Checklist Nomination Package

1	Application form	
2	At least two and a maximum of three support letters	
3	SETAC Awards Disclosure Form (completed by nominee)	
4	Conflict of Interest Declaration (completed by nominator)	

Review Instructions

- Five independent reviewers appointed by the Global Awards Committee are recruited from at least three different Geographic Units
- All reviewers must declare absence of conflicts of interest to ensure objective judgement
- Each item is scored on a scale from 1 to 5 (1: Poor, 2: Fair, 3: Good, 4: Very Good, 5: Excellent)
- Every reviewer makes a recommendation to accept or reject the nomination for the Fellows Award based on the approved review guidance
- If less than five reviewers accept the nomination, the Global Awards Committee will discuss the evaluations with the reviewers and makes a final recommendation (accept or reject) to the SWC
- If all five reviewers indicate accept, the Awards Committee makes a recommendation to the board to grant the SETAC Fellow Award to the candidate
- The Global Awards Committee includes a laudation (max. 100 words) to the nomination to the board

Please note: The SETAC Fellows Award recognizes members with exemplary contributions to SETAC, the scientific field it embraces, and the science-policy interface. It is recognized that the professional circumstances—such as access to funds, ability to travel, and opportunities to publish—vary considerably among SETAC members from different sectors and regions of the world. The assessment process and criteria are designed to recognize excellence in these circumstances.

Award Procedures

- The SETAC Board confers the award, not the Global Awards Committee; therefore, the winner's name must remain confidential until the board has conferred the award
- The SETAC Global Executive Director will inform the Global Awards Committee of the decision of the board and the successful nominee(s)
- SETAC staff will notify nominators and nominees of unsuccessful submissions
- The SETAC Global Executive Director will notify the new slate of Fellows.
- All Fellows will be recognized at all Geographic Unit annual meetings that year and may choose at which meeting they wish to receive their award
- Fellows who cannot attend a GU meeting will receive their award by mail. The award includes a certificate and a pin

SETAC Fellows Award Application Form

CANDIDATE

First (given) name	
Last (family) name	
Email	
Telephone	
Social media	
SETAC member since	
Affiliation	

NOMINATOR

First (given) name	
Last (family) name	
Email	
Telephone	
Social media	
SETAC member since	
Affiliation	

SUPPORTERS

Provide the name, email, and affiliation of at least two and a maximum of three SETAC members from different sectors who support the nomination (include support letters signed by the supporters)

From Academia

First (given) name	
Last (family) name	
Email	
SETAC member since	
Affiliation	
Declares possible conflict of interest	No / Yes (if yes, specify)

From Government

First (given) name	
Last (family) Name	
Email	
SETAC Member since	
Affiliation	
Declares possible conflict of interest	No / Yes (if yes, specify)

From Business

First (given) name	
Last (family) name	
Email	
SETAC member since	
Affiliation	
Declares possible conflict of interest	No / Yes (if yes, specify)

Graded Items**1. Professional Experience**

List jobs in reverse chronological order

To be completed by the candidate

Job title	
Start date	
Organization	
Position or role	
Responsibilities	
Accomplishments	

Job title	
Start date	
Organization	
Position or role	
Responsibilities	
Accomplishments	

Copy table to provide information about subsequent positions held.

To be completed by the nominator

Explanation of the importance of the career and the highlighted accomplishments in light of SETAC's mission to advance environmental science and management.

To be completed by reviewer

	1	Poor	Includes positions with limited importance and influence on the development of environmental science and management
	2	Fair	Includes positions with increasing importance and influence on the development of environmental science and management
	3	Good	Includes positions of significant importance for the development of environmental science and management over a period of 5 years or more
	4	Very Good	Includes positions of major importance for the development of environmental science and management over a period of 10 years or more
	5	Excellent	Includes positions of critical importance for the development of environmental science and management over a period of 10 years or more

2. Science Communication

Listing in order of importance in light of SETAC's mission to advance environmental science and management.

To be completed by the candidate

	Date	Event	Title of the presentation
1			
2			
3			
4			
5			

Add rows as needed.

To be completed by the nominator

Note from the Nominator Explanation of the importance of the most important science communication and the impact of the work in light of SETAC's mission to advance environmental science and management.

To be completed by reviewer

1	Poor	Science communication is of limited importance for the development of environmental science and management
2	Fair	Science communication contributes to the development of environmental science and management
3	Good	Science communication has significant impact on the development of environmental science and management
4	Very Good	Science communication highlights novel approaches and have significant impact on the development of environmental science and management
5	Excellent	Science communication considered benchmarks in the development of environmental science and management

3. Certificates, Awards, Grants, and Honors

Items demonstrating recognition from your professional community.

Listing in order of importance in light of SETAC's mission to advance environmental science and management.

To be completed by the candidate

	Recognition (name of the award, certificate, etc.)	Comments (provide additional details as needed)	Received (year)
1			
2			
3			
4			
5			

Add rows as needed.

To be completed by the nominator

Explanation of the importance of the most important recognitions in light of SETAC's mission to advance environmental science and management.

To be completed by reviewer

	1	Poor	Recognitions of limited importance in the field of environmental science and management
	2	Fair	Includes recognitions with limited competition testifying of achievements in the field of environmental science and management
	3	Good	Includes competitive recognitions testifying of outstanding achievements in the field of environmental science and management
	4	Very Good	Includes highly competitive recognitions testifying of major achievement in the field of environmental science and management
	5	Excellent	Includes highly competitive recognitions from esteemed organizations and testifying of unique achievement in the field of environmental science and management

4. Participation in Science and Science Policy Workshops

Listing in order of importance in light of SETAC's mission to advance environmental science and management.

To be completed by the candidate

	Workshop	Role S/G/L*	Short description of the results of the workshop	Year
1				
2				
3				
4				
5				

Add rows as needed.

- S=Supporting / G=Guiding / L=Leading

To be completed by the Nominator

Explanation of the importance of the workshops, the impact of the workshop results on environmental policy and regulation, and the significance of the candidate's contribution to the results.

To be completed by reviewer

	1	Poor	No or occasional participation to workshops of limited importance on the overall development of environmental science and policy
	2	Fair	Occasional participation to workshops of limited importance on the overall development of environmental science and policy
	3	Good	Occasional or regular participation to workshops with a recognized impact on the development of environmental science and policy
	4	Very Good	Regular participation as a guiding or leading contributor to workshops with a recognized impact on environmental science, policy and management.
	5	Excellent	Regular participation as a guiding or leading contributor to workshops with a high impact on environmental science, policy and management.

5. Presentations at SETAC Meetings

Listing of presentations at Geographic Unit annual or biennial meetings, SETAC Chapter or Branch meetings, Focus Topic Meetings, etc., in reverse chronological order.

To be completed by the candidate

	Presentation title and authors	Poster / Platform	SETAC Meeting	Year
1				
2				
3				
4				
5				

Add rows as needed

To be completed by the nominator

Explanation of the importance of the presentations where they presented and the importance of the meeting or session in general to the advancement of environmental science and management.

To be completed by reviewer

1	Poor	Occasional contributor to SETAC meetings over a limited period of time
2	Fair	Regular contributor to SETAC meetings over an extended period of time
3	Good	Regular contributor to SETAC meetings over an extended period of time with impactful presentations of importance to the meeting program
4	Very Good	Regular contributor to SETAC meetings over an extended period of time with impactful presentations of critical importance to the meeting program
5	Excellent	Frequent contributor to SETAC meetings over an extended period of time with impactful presentations of critical importance to the meeting program.

6. Key Publications

Listing of five of the most important publications for which the candidate was primary author or a major contributor.

To be completed by the candidate. Provide copy of the publication if not publicly available.

	Title Authors	Publication* (journal, report, recording, podcast, TED talk, article, etc.)	Publication Date
1			
2			
3			
4			
5			

To be completed by the nominator

Explanation of the significance of the publications to the scientific field embraced by SETAC and the significance of the candidate's contribution to the publications.

To be completed by reviewer

	1	Poor	Contributor to publications in the field of environmental science and management
	2	Fair	Contributor to highly relevant publications with impact on the development of theories and practices advancing environmental science and management
	3	Good	Leading contributor to highly relevant publications with impact on the development of theories and practices advancing environmental science and management
	4	Very Good	Leading contributor of one or more high impact benchmark publications of critical importance to the development of theories and practices advancing environmental science and management
	5	Excellent	Leading contributor to five high impact benchmark publications of critical importance to the development of theories and practices advancing environmental science and management

7. Engagement in SETAC Leadership

Listing of roles and responsibilities in global, regional or (sub)national groups, committees, boards, councils, etc., in order of importance in light of providing direction to SETAC and SETAC activities.

To be completed by the candidate

	Group, committee, board, council, etc.	Role and responsibility	Achievements	Start/End Dates
1				
2				
3				
4				
5				

Add rows as needed

To be completed by the nominator

Explanation of the importance of the achievements in these roles and the significance of the candidate's contributions to the committee/board/group and to the Society in general.

To be completed by reviewer

	1	Poor	No or Occasional engagement in SETAC committees etc. and no leadership roles
	2	Fair	Regular engagement in SETAC committees etc. over a limited period of time
	3	Good	Continued engagement in SETAC committees etc. over an extended period of time.
	4	Very Good	Continued engagement in SETAC committees etc. over an extended period of time including leadership roles.
	5	Excellent	Continued engagement as a leader in SETAC committees etc. including membership of Branch/Chapter/GU/SW board or council membership over an extended period of time.

8. Lifetime Achievements

Listing of five major lifetime contributions in light of SETAC's mission, e.g., innovative research, impactful public policies, practical industry solutions, or knowledge dissemination via lectures, projects, or impactful initiatives.

To be completed by the candidate

	Achievement	Description	Year
1			
2			
3			
4			
5			

To be completed by the nominator

Explanation of the impact of the candidate's lifetime achievements on advancing environmental science and management, highlighting the significance of the candidate's contributions to these achievements.

To be completed by reviewer

	1	Poor	Contributor to achievements in the field of environmental science and management
	2	Fair	Contributor to highly relevant achievements of importance to SETAC's mission of advancing environmental science and management
	3	Good	Leading Contributor to highly relevant achievements of importance to SETAC's mission of advancing environmental science and management
	4	Very Good	Leading contributor of one or more high impact benchmark achievements of critical importance to SETAC's mission of advancing environmental science and management
	5	Excellent	Leading contributor to five high impact benchmark achievements of critical importance to SETAC's mission of advancing environmental science and management.

9. Support Letters

To be completed by reviewer

	1	Poor	At least two support letters from SETAC members from two different sectors testifying of long-term contributions of the candidate to SETAC's mission and to SETAC as an organization
	2	Fair	At least two support letters from SETAC members from two different sectors testifying of significant and long-term contributions of the candidate to SETAC's mission and to SETAC as an organization
	3	Good	At least two support letters from SETAC members from two different sectors testifying of high level and long-term contributions of the candidate to SETAC's mission and to SETAC as an organization
	4	Very Good	Two support letters from SETAC members from two different sectors testifying of unique achievements and long-term contributions of the candidate to SETAC's mission and to SETAC as an organization
	5	Excellent	Three support letters from SETAC members from three different sectors testifying of unique achievements and long-term contributions of the candidate to SETAC's mission and to SETAC as an organization

SUMMARY OF REVIEW

To be completed by the reviewer

	Item	Score	
1	Professional experience		Must be 2 or higher to pass
2	Keynote lectures		
3	Certificates, awards, grants or honors		
4	Workshops		
5	Presentations		
6	Publications		
7	SETAC leadership		Must be 4 or 5 to pass
8	Lifetime achievements		Must be 4 or 5 to pass
9	Support letters		Must be 2 or higher to pass
10	Avg score items 1–6		Must be 3 or higher to pass
11	Avg score items 7–10		Must be 4 or higher to pass
12	Total 1–9		

CONCLUSION OF REVIEW

To be completed by the reviewer

Reviewer recommends to bestow candidate with Fellows Award

☐ YES ☐ NO

LAUDATION

(max 100 words, by the reviewer)