

College of Fellows - Entry Criteria and Application Process

Includes Fellows and Honorary Fellows

1. Introduction and Background

Since the creation of the AIHS (previously SIA) College of Fellows in 2002, entry to the College has been automatic upon successfully obtaining the member grading of Fellow or Chartered Fellow or, alternatively, via an Honorary Fellowship award. With the introduction of the then SIA's certification program in 2015, the previous member grading process ceased and therefore the entry pathway for the College also ceased.

The College of Fellows has since undergone an extensive review undertaken jointly by the Institute's Board and the College of Fellows Chair and Executive. Part of the review included considering new entry criteria and the application process. This document presents the Institute's new criteria for entry to its College of Fellows. There are two pathways for entry to the College:

1. Entry via successful application to the College of Fellows Chair and Executive;
2. Being honoured with an AIHS Award of 'Honorary Fellow'.

The introduction of SIA's certification program has also prompted a simplification of the Fellow status. There will now be two AIHS Fellow categories – Fellow and Honorary Fellow. SIA Chartered Fellow membership no longer exists and former Chartered Fellows who remain financial are now Fellows (FAIHS). This aids with the distinction between membership categories and certification levels.

2. College of Fellows Membership Criteria

Membership of the College of Fellows (Fellow member of the AIHS) recognises Occupational Health and Safety (OHS) professionals who are making a substantial ongoing contribution to and have a record of achievement in the field of OHS. Fellows are committed members of the Institute and leaders within the profession.

A Fellow member of the AIHS may use the post-nominals – **FAIHS**.

There are four (4) mandatory criteria for membership of the College of Fellows:

1. Current financial membership of the Institute; and
2. Ten (10) or more years' full-time equivalent experience in OHS/WHS related positions; and
3. A minimum of five (5) years in a senior position/s, involving strategic influencing and management of substantial programs, activities and resources OR alternative demonstration of leadership skills and attributes (e.g. position descriptions/role titles and referee reports); and
4. Recognised standing within the OHS/WHS profession, including being known to be of good character and to act in a professional and ethical manner, and commitment to making a contribution to the Institute and its College of Fellows into the future.

The Awards and College Membership Committee (a sub-committee of the College of Fellows Executive that includes the Chair of the College as an ex officio member) may also consider the following additional non-mandatory criteria that may be regarded favourably in making an assessment of eligibility for entry to the College:

5. Completion of an undergraduate and/or postgraduate university qualification in OHS/WHS or a related discipline (e.g. engineering, science, health science, allied health, occupational hygiene, ergonomics);
6. Service to the Institute over a reasonable period (at least 3 years), including a commitment to continue this service (e.g. service may include membership of an Institute Branch or other committees, representing the Institute on Standards Committees, participation in the mentor program, holding a Board position, etc.);
7. Demonstrated service to the field of OHS/WHS. This may include, but is not limited to:
 - Provision of expert advice to government and/or other bodies e.g. Standards Australia committees, inquires, industry groups, policy development work, etc.
 - Presenting/ lecturing/tutoring at universities and/or conferences
 - Performance of mentoring roles
 - Involvement in OHS research and/or production of peer reviewed writing/publications
 - Accomplishments that have contributed to the advancement of the OHS/WHS profession or to the advancement of scientific knowledge or that have added significant value to organisations or society.

3. Fellow Application Procedure

Application to the Institute's College of Fellows involves the following steps:

- The applicant will complete the online application process demonstrating that they meet the entry criteria (detailed above). The application will include:
 - Completion of the application form
 - Arranging to provide written references against all mandatory entry criteria (and potentially some non-mandatory criteria) from two referees who are current AIHS members with potentially one of whom a recognised OHS/WHS leader. The referees should be able to comment on the applicants OHS/WHS leadership skills, attributes, experience and contributions. To ensure frankness and confidentiality referee reports should be sent directly to the AIHS via membership@aihs.org.au
 - Attaching a current resume.
- Completion of an interview with representative/s from the College of Fellows, Awards and College Membership Committee.

4. Assessment of the Application

Assessment Procedure

Once received, the application for entry to the College will be assessed by the Awards and College Membership Committee. The Committee members must be satisfied that the applicant is a fit and proper person from a professional and ethical point of view and that they meet the entry criteria.

Interview

The Committee members (or an agreed subset of the Committee membership) will schedule an interview with the applicant to finalise the application. The interview may either be performed in person, via teleconference or similar arrangement. The timing of the interview will be suitable to the Committee representatives and the applicant.

Timing

Applications made to the College of Fellows will be assessed in a timely manner and should be finalised within three (3) months of receiving a complete application.

5. Maintenance of Fellow Status

In order to maintain the member status of Fellow, the member must continue to remain financial and in good standing. Fellows are encouraged to undertake the Institute's CPD program on an annual basis. If certified, they must undertake CPD to maintain certification.

6. AIHS Honorary Fellow Award Criteria

Honorary Fellowship of the Institute may be awarded at the discretion of the Board of the Institute, based on recommendation from the College of Fellows Chair and the Chair of the Awards and College Membership Committee. Honorary Fellowship may be awarded based on the following criteria:

- persons with recognised eminence in the field of OHS/WHS; and/or
- persons with experience in the field of OHS/WHS, whose experience has resulted in exceptional outcomes; and/or
- persons with suitable Academic and/or Professional qualification and contribution; and/or
- persons who have made outstanding contributions to the profession of OHS/WHS; and/or;
- persons who have demonstrated outstanding leadership in the area of OHS/WHS; and/or
- persons who have made significant ongoing voluntary contributions to the OHS/WHS field.

Individuals do not need to meet all criteria to be considered for the award of Honorary Fellowship but should ordinarily meet at least two. In addition, the person needs to exhibit the highest professional standards and should have made a substantial contribution to the work of the Institute and/or an exceptional contribution to the profession nationally and potentially internationally.

7. Eligibility for Honorary Fellowship

The award is open to, and is primarily designed for, **non-members of the AIHS** who have made an extraordinary contribution to the field of OHS/WHS. The award is not open to General Members of the AIHS.

8. Honorary Fellowship - Other Matters

- **Honorary Fellow - designation** – in order to distinguish between Fellows and Honorary Fellows, a successful candidate should be referred to as an 'Honorary Fellow' and is entitled to use the FAIHS designatory initials but with an "(Hon)" suffix i.e. FAIHS (Hon).
- **Duration of membership as an Honorary Fellow** – Honorary Fellows are members of the Institute and normally retain Honorary Fellowship for life. However, they are subject to the usual rules of membership, e.g. if they commit a serious crime or other disciplinary offence then they will be subject to the normal disciplinary procedures and are subject to the sanctions permitted therein such as suspension or expulsion. Ceasing to be a member acts automatically to cancel the Honorary Fellowship.
- **Resignation** - Honorary Fellows may resign from the Institute at any time upon notice.
- **Limitation on the annual number conferred** – The number of Honorary Fellowships awarded in any one year should be kept to a minimum to preserve the award's due exclusivity and gravitas. Normally, no more than two awards would be given in a calendar year.
- **Membership Fees** – Honorary Fellows do not pay member fees. However, annual communication with the National Office is required to ensure currency of the Honorary Fellow's personal and contact details. Five years of no contact with the National Office results in lapsing of the Honorary Fellowship.