



## Election of Fellows of CAUTHE procedure

VERSION 1.0 – 24 January 2014

VERSION 2.0 – 14 September 2015

VERSION 3.0 - 22 October 2019

### Document versions

| Version | Date              | Details  |
|---------|-------------------|--|
| 1.0     | 24 January 2014   | Procedure adopted  |
| 2.0     | 14 September 2015 | Criteria expanded to include 'Events', and references to 'University' changed to 'Institution' following changes to the CAUTHE Constitution. |
| 3.0     | 22 October 2019   | Election process simplified by nomination of 6-member Electoral College (to be reviewed after two years).                                    |
| 4.0     | 22 October 2021   | Review date  |

### Purpose

This document outlines the process for election of new members to the CAUTHE Fellowship.

### Background

Fellow membership is granted by the CAUTHE Executive to people in recognition of their enduring commitment to tourism, hospitality and/or event education and research and CAUTHE.

The Fellowship was formed in August 2008 and marked a significant milestone in the development and maturation of CAUTHE. The inaugural Fellows were formally invested at the CAUTHE 2009 Conference in Fremantle. Professor Leo Jago was the foundation Chair of the Fellows from 2009-2018. The role of Tony Nankervis, Swinburne University, in bringing the Fellowship to life was also acknowledged.

The Emeritus Fellow status was introduced in 2014 for those Fellows who have retired. The Honorary Fellow status was introduced in 2019 to recognise the contributions of international colleagues to CAUTHE. Professor Philip Pearce was appointed as Chair of the Fellows in 2019.

### Criteria

To be eligible for consideration as a Fellow of CAUTHE, an individual must have made an outstanding contribution in at least two of the following categories:

1. Hospitality, Tourism and/or Events Research (See Guidelines part A)
2. Hospitality, Tourism and/or Events Education (See Guidelines part B)
3. The CAUTHE Organisation (See Guidelines part C)

As a base requirement, the individual will have been a regular attendee at CAUTHE Conferences and will normally be an Associate Member of the organisation.

### Electoral College

An Electoral College of six members will be elected from the Fellows of CAUTHE and will serve for a two-year term with half of the members retiring or re-nominating each year. A Chair of the Electoral College will be appointed by the members of the College to coordinate the nomination process of

Fellows. In cases of illness or immediate unavailability, a substitute Fellow can be asked to participate in the Electoral College.

The following members will constitute the Electoral College for the next two years.

- Brian King
- Larry Dwyer
- Betty Weiler
- Elizabeth Roberts
- Noel Scott
- Perry Hobson
- Philip Pearce (Chair)

The election will be conducted as follows.

1. Any current or International member can nominate a proposed Fellow with endorsement from a second Fellow.
2. Those nominations are sent to the Chair.
3. The Chair sends out the nominations to the Electoral College members as quickly as possible.
4. The Electoral College members respond to the Chair promptly with their individual decisions on the nominated persons.
5. The Chair does not vote (but can nominate someone).
6. The election of a Fellow will be confirmed if four or more out of the six nominated members of the Electoral College support that nomination.

The Chair sends the recommendation to the CAUTHE EXECUTIVE for final approval.

### Nomination Process for Fellows

Members of the Electoral College may each nominate one individual in any one year for consideration as a Fellow of CAUTHE. To be eligible for nomination, an individual must have been an academic at an Australian and/or New Zealand institution for at least five years.

Each nomination must be seconded by another member of the Electoral College. A nominee would then be invited to submit a brief CV to the Chair of the Electoral College highlighting their contributions in the categories listed in the Criteria Section. The CVs will then be circulated to each member of the Electoral College by the Chair so that members can vote on whether or not the individual(s) should be recommended as a Fellow of CAUTHE. For an individual to be recommended as a Fellow of CAUTHE, s/he should receive affirmative votes from at least two thirds of the Electoral College.

The Chair of the Electoral College will forward recommendations for the appointment of Fellows of CAUTHE to the CAUTHE Executive for ratification. An announcement of new Fellows will be made at each CAUTHE AGM.

### Guidelines for Assessing Outstanding Contributions

Whilst it is not possible to be prescriptive about what an individual should have achieved in each category for his/her contribution to be classed as outstanding, the following notes are proposed to provide an indication of the types of achievements that would be expected across each of the categories.

#### A. Hospitality, Tourism and/or Events Research

The list below is indicative and is not intended as a checklist. A nominee is not expected to have achieved in all these areas, and it is quite acceptable for the nominee to be deemed to have made an outstanding contribution through contributions to few or many of these areas.

Some of the nominee's contributions will have been undertaken within the Australian and/or New Zealand tourism, hospitality or events context. The nominee's CV will be assessed for "evidence" of the following characteristics:

- an international research profile in tourism, hospitality or events
- a publications track record in high quality international tourism, hospitality or events journals
- contribution to tourism, hospitality or events research through theoretical or methodological innovations
- fostering and/or leadership of a tourism, hospitality or events research centre within an Australian and/or New Zealand academic or research institution
- research mentoring of individuals or groups, especially at the early stage of career development
- management of large-scale and/or multi-institutional research projects
- a track record of partnering with the Australian and/or New Zealand tourism, hospitality or events industry in undertaking and/or disseminating research
- success in attracting external funds particularly through nationally competitive grants
- Australian and/or New Zealand postgraduate tourism, hospitality or events research supervision including completions and/or supervision awards
- examination of Australian and/or New Zealand postgraduate tourism, hospitality or events research theses
- contribution to tourism, hospitality or events journals research scholarship such as editorial board memberships or appointment as an ARC assessor
- contribution to research governance in an Australian and/or New Zealand institution such as at the Associate Dean level, representation on institutional post graduate research, research and/or ethics committees
- invitations to deliver keynote presentations at national or international tourism, hospitality or events research conferences
- other contributions to tourism, hospitality or events research and scholarship in Australia and/or New Zealand

#### B. Hospitality, Tourism and/or Events Education

The list below is indicative and is not intended as a checklist. A nominee is not expected to have achieved in all these areas, and it is acceptable for the nominee to be deemed to have made an outstanding contribution through contributions to few or many of these areas.

- Recipient of an Australian and/or New Zealand National teaching award
- Recipient of a teaching award for tourism, hospitality or events teaching at an Australian and/or New Zealand institution
- A track record of publications in the field of tourism, hospitality or events teaching and learning
- Experience as supervisor of successful Australian and/or New Zealand tourism, hospitality or events postgraduate completions
- A demonstrated record of innovative curriculum development in tourism, hospitality or events
- A demonstrated record of innovative use of teaching technologies/methodologies in tourism, hospitality or events
- Educational mentoring of individuals or groups in tourism, hospitality or events
- Leadership in tourism, hospitality or events education through appointments such as Head of School for a period of at least three years
- Contribution to higher education governance in an Australian and/or New Zealand institution such as at the level of Dean/ Associate Dean, representation on institutional education committees

#### C. The CAUTHE Organisation

- Two or more terms as a member of the CAUTHE Executive
- Chair of CAUTHE

