



## Election of Fellows of CAUTHE procedure

VERSION 1.0 – 24 January 2014  
 VERSION 2.0 – 14 September 2015  
 VERSION 3.0 - 22 October 2019  
 VERSION 3.1 – 16 September 2020  
 VERSION 4.0 – 24 May 2021  
 VERSION 5.0 – 26 June 2023

### Document versions

Version	Date	Details
1.0	24-Jan-2014	Procedure adopted
2.0	14-Sep-2015	Criteria expanded to include 'Events', and references to 'University' changed to 'Institution' following changes to the CAUTHE Constitution.
3.0	22-Oct-2019	Election process simplified by nomination of 6-member Electoral College (to be reviewed after two years).
3.1	16-Sep-2020	Updated with new Co-Chairs
4.0	24-May-2021	Revise process for Election of new Fellows including removal of reference to the Electoral College; move to the top of the list and strengthen the criterion for contribution to CAUTHE
5.0	26-Jun-2023	Form added

### 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 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.

### Criteria

To be eligible for consideration as a Fellow of CAUTHE, an individual must have made an outstanding contribution to the CAUTHE Organisation, including having been a regular attendee at CAUTHE Conferences and will normally be an Associate Member of the organisation (see Guidelines A).

In addition, the individual must be recognised as having made an outstanding contribution to one or both of:

1. Hospitality, Tourism and/or Events Research (See Guidelines part B)
2. Hospitality, Tourism and/or Events Education (See Guidelines part C)

### Nomination Process for Fellows

Fellows may each nominate one individual in any one year for consideration as a Fellow of CAUTHE. Each nomination must be seconded by another Fellow.

Nominators will submit a letter outlining the proposed Fellow's contribution to CAUTHE and their academic standing. This document will be accompanied by a brief CV of the proposed Fellow.

The documents will then be circulated to Fellows, where a vote will be held. For an individual to be recommended for election as a Fellow of CAUTHE, s/he should receive affirmative votes from at least two thirds of the Fellows who cast votes.

The Chair/Co-Chairs of the Fellows will forward recommendations for the appointment of new Fellows of CAUTHE to the CAUTHE Executive for ratification. An announcement of new Fellows will subsequently be made to members.

### 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. *The CAUTHE Organisation*

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

- Two or more terms as a member of the CAUTHE Executive
- Chair of CAUTHE
- Chair of the CAUTHE Conference
- Leadership of or substantial contribution to CAUTHE Special Interest Group events, workshops and activities
- Organisation of the CAUTHE Conference
- Service on various committees of CAUTHE
- Regular attendee and speaker or presenter at CAUTHE conferences and workshops
- Contribution to the CAUTHE PhD Scholar, Early- and Mid-career workshops and events
- Contribution to CAUTHE Mid-year meeting workshops and other events
- Involvement in the CAUTHE journal as Editor, or Editorial Board member
- Contribution to connecting CAUTHE with kindred organisations

#### B. *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 substantial 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

### *C. 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 at an Australian and/or New Zealand institution
- A substantial 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

## CAUTHE New Fellow Nomination form

Nominator: .....

Seconder: .....

### Letter to Chair Fellows

*Nominator to submit a letter outlining the proposed Fellow's contribution to CAUTHE and their academic standing. The letter should provide an indication of the types of achievements that have been achieved across each of the categories (A-C) in the lists below.*

*These lists are indicative and are not intended as a checklist. A nominee is not expected to have achieved in all these activities, and it is quite acceptable for the nominee to be deemed to have made an outstanding contribution to CAUTHE through making contributions to a few or many of these indicative activities/areas.*

*This document is to be accompanied by a brief CV of the proposed Fellow.*

Proposed Fellow Name: .....

Institution: .....

Mobile number: .....

Email: .....

Qualifications .....

Current position and level .....

#### A. *The CAUTHE Organisation*

- Two or more terms as a member of the CAUTHE Executive
- Chair of CAUTHE
- Chair of the CAUTHE Conference
- Leadership of or substantial contribution to CAUTHE Special Interest Group events, workshops and activities
- Organisation of the CAUTHE Conference
- Service on various committees of CAUTHE
- Regular attendee and speaker or presenter at CAUTHE conferences and workshops
- Contribution to the CAUTHE PhD Scholar, Early- and Mid-career workshops and events
- Contribution to CAUTHE Mid-year meeting workshops and other events
- Involvement in the CAUTHE journal as Editor, or Editorial Board member
- Contribution to connecting CAUTHE with kindred organisations

#### B. *Hospitality, Tourism and/or Events Research*

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 substantial 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

*C. Hospitality, Tourism and/or Events Education*

- Recipient of an Australian and/or New Zealand National teaching award
- Recipient of a teaching award for tourism, hospitality or events at an Australian and/or New Zealand institution
- A substantial 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