



Association of
Canadian Archivists
Association canadienne
des archivistes

Fellow of the Association of Canadian Archivists

Policies and Procedures

Purpose:

The purpose of this award is to recognize individuals whom the ACA wishes to honour for their distinguished service to the archival profession. Fellows retain this distinction for life, provided they maintain their memberships with the Association.

Scope:

Any member in good standing who meets the eligibility criteria may be nominated to be as a Fellow of the ACA. The total number of Fellows for the ACA is set at a maximum 5% of the membership (approximately 25 Fellows).

Responsibility:

The Awards Committee shall receive and evaluate all nominations.

The Committee shall decide the recipient(s) of the Fellow distinction for each year or decide that no award shall be given, directing its recommendation to the Board of Directors for consideration.

The Board of Directors shall consider the Committee's recommendation of the Fellows.

Eligibility Rules:

- Current members of the Board of Directors; Governance Committee; Coordinators and Association employees are not eligible.

Selection Criteria:

The following criteria will be applied when nominees are considered for Fellows of the Association.

- Nominee has demonstrated distinguished service to the Canadian archival community and a demonstrated commitment to the ACA, holding membership in the Association for a minimum of seven (7) years.
- Nominee has extensive professional experience in archives or related fields (a minimum of seven (7) years) and their commitment to the profession that has resulted in a measurable and permanent impact on the archival community.
- Nominee's contributions demonstrate achievement in the archival world, which may include leadership in the field, scholarship, and/or other outstanding contribution and which has had a cumulative impact on the archival field.

Nomination and Selection Procedures:

Nominations are made by the membership at large and submitted to the Governance Committee. Bestowing this award shall be based on evidence submitted by the nominator(s) and the criteria outlined for the award. The Committee selects the final recipient(s) by majority vote and submits its recommendation to the Board of Directors. Nominations are eligible for two years after which the nomination becomes null and void. Additional supporting documentation may be submitted the second year. Individuals can be re-nominated one year after a nomination becomes null and void.



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Instructions for Submissions:

Each nomination must include a completed nomination form describing the nominee's achievements, together with a curriculum vitae, and three letters of support from members in good standing. The nomination should be submitted using the online nomination form and the CV and can be uploaded as PDF attachments as well.

Deadline for Submissions:

Submissions must be received by the Awards Committee by August 16, 2020.

Date and Place of Presentation:

Each Fellow shall be recognized with a certificate presented at the Association's Annual Conference.

Task	Who	When
<ul style="list-style-type: none"> • Competition announcement published in <i>Scope and Content</i>, posted to Arcan-L and ACA website. 	Awards Committee	Summer
<ul style="list-style-type: none"> • Nominations submitted. 	Nominators	By August 16
<ul style="list-style-type: none"> • Nominations evaluated. 	Awards Committee	By September 8
<ul style="list-style-type: none"> • ACA Board approval of awards. 	ACA Board	September 8
<ul style="list-style-type: none"> • Recipients notified. 	President	September 8
<ul style="list-style-type: none"> • Awards announced and presented. 	President	Online Ceremony
<ul style="list-style-type: none"> • Award recipients publicized in <i>Scope and Content</i>, posted to Arcan-L and ACA website. 	Awards Committee	September / October 2020