

National Association for Kinesiology in Higher Education (NAKHE)

Fellows Selection Committee Operating Code

I. Name

The name of this committee shall be the NAKHE Fellows Selection Committee of the National Association for Kinesiology in Higher Education (Corporation). The NAKHE Fellows Selection Committee will be from here on referred to as the Committee.

II. Purpose:

The Committee is a standing committee. Its purpose is to oversee the process of calling for NAKHE Fellow nominations, reviewing the nominations, selecting the final nominees, coordinating the voting process among NAKHE Fellows, and making the final NAKHE Fellow recommendations to the President and Board of Directors.

III. Plan of Committee Organization:

- A. The Committee shall consist of three NAKHE Fellows with current NAKHE memberships.
- B. The President provides a list of committee member candidates to the Committee Chairperson. The Committee will select the new committee member who will then replace the outgoing (i.e., most senior) committee member.
- C. Committee membership is a three-year term.
- D. The new committee member starts the term at the end of NAKHE's Annual National Conference and ends after three years at the end of that year's national conference.
- E. Committee membership is staggered with the most senior committee member (i.e., in their third year) serving as Committee Chairperson.

IV. Conduct of Business:

A. Nominations Process for NAKHE Fellows:

1. Nominations for NAKHE Fellow are welcomed each year. All NAKHE members are eligible to nominate their NAKHE member colleagues for this prestigious designation.
2. Current Board of Directors are not eligible for NAKHE Fellow status.
3. A call for NAKHE Fellow nominations shall be sent to all NAKHE members via a website announcement and an email by no later than August 15th. A minimum of two email follow-up reminders shall be sent within the following two weeks. The call for NAKHE Fellow nominations (along with the follow-up reminders) will be sent out by the Corporation's Website manager.
4. Deadlines for NAKHE Fellow nomination submissions is October 1st.
5. All final nominations recommended by the Committee must be approved by the Board of Directors by no later than November 1st.

B. NAKHE Fellow Criteria:

A NAKHE Fellow is one of the acknowledged leaders in the field of kinesiology. Each year, NAKHE Fellows are selected using the following criteria:

1. Active and sustained NAKHE membership of at least five years.
2. Completed submission of all required material for review by NAKHE Fellows Selection Committee. This includes: (a) a completed NAKHE Fellow application form, (b) the nominee's current and complete Curriculum Vitae, (c) a separate formal letter of nomination by a lead nominator who is a NAKHE Fellow, and (d) a second letter of support by a second NAKHE Fellow.
3. Rank of Associate or Full Professor.
4. National-level recognition and reputation through significant contributions to kinesiology, including but not limited to scholarly productivity, leadership engagement in the field of kinesiology and one's home institution.
5. Significant leadership contributions to the Corporation, including but not limited to leadership on committees, editing publications, holding senior leadership positions (Secretary, Vice President, President, or other leadership roles such as membership on the Corporation's various other committees and/or Chairperson position), and conference presentations.

C. Fellow Selection Process:

1. The NAKHE Fellows Selection Committee determines if the nominated NAKHE member meets the previously described minimum criteria.
2. Each year, a maximum of five (5) NAKHE Fellow nominations can be selected by the Committee as NAKHE Fellow finalists.
3. Eligibility to vote for the NAKHE Fellow shall consist of all NAKHE fellows who are current NAKHE members.
4. All voting NAKHE Fellows shall then be sent the materials of all Fellow finalists for evaluation.
5. All voting NAKHE Fellows shall then vote for or against on the NAKHE Fellow finalists and may offer optional written feedback to the Committee.
6. Based on the NAKHE Fellows' affirming votes and possible written feedback, the Committee will forward NAKHE Fellow affirmed finalist nominations to the President.
7. This list of new NAKHE Fellows nominees will be confirmed by a vote of the Board of Directors no later than November 1st.
8. Following the vote by the Board of Directors, the President will inform those who received a positive vote in writing with a formal letter no later than November 10th.
9. Those nominees who do not receive a positive vote will be notified regarding this decision by the Chairperson of the Committee.
10. Applications for NAKHE Fellow status remain active for three years during which time the applications must be updated. After three years, if not selected, the application for NAKHE Fellow induction will be terminated.

D. Fellow Induction Recognition and Ceremony:

1. The Committee will prepare a program that includes a one-page summary of accomplishments of the NAKHE Fellows to be inducted.
2. The Committee is responsible for ordering the engraved medals and printing the certificates for each new NAKHE Fellow inductee.

3. All NAKHE Fellow inductees are invited by the President to attend the opening session and reception at the annual conference.
4. New NAKHE Fellows are to be listed on the Corporation website with all NAKHE Fellows.
5. All NAKHE Fellows are invited to attend the annual conference opening session and reception.
6. The President and the Chairperson shall host the NAKHE Fellows Induction Ceremony during the Annual National Conference. During this time the new NAKHE Fellows shall receive their engraved NAKHE Fellow medal and certificate.
7. New NAKHE Fellow inductees who are unable to attend the induction ceremony in person shall be offered the chance to attend via electronic methods or attend the Ceremony in the following year.

E. Operating Code

1. The Chairperson shall review and submit operating code changes to Bylaws Chairperson by June 1 each year. All additional operating code changes should be submitted by November 1 to update the committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to Bylaws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

V. Reports

The Chairperson or designee shall prepare and submit an annual written report to the Vice President prior to the annual meeting. The Chairperson or designee shall present the report to the Board of Directors and share it via email with at-large members.

VI. Financial Support

Expenses of the Committee shall be defrayed by the Corporation within the limitations of the established budget. Additional funds may be requested when necessary.

All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends June 30th

Revised: (Hans van der Mars, September 20, 2022)