

DEMONSTRATION OF QUALIFICATIONS AND REQUIREMENTS for Election to CLADEA Fellows

The Council has adopted the qualifications and requirements for election to CLADEA Fellows as defined and explained in Martha Maxwell's initial proposal – Maxwell, M. (1998). Fellows in learning assistance and developmental education: A proposal. *Journal of College Reading and Learning*, 29(1), 41-47 – with later amendments by the Council. A copy of Dr. Maxwell's article is archived on the CLADEA website at <https://cladea.info/fellows/>

Current Fellows of the Council may sponsor candidates for nomination. Council member organizations may also sponsor candidates for nomination. The nominator submits a document to the Council Chairperson, with pages numbered, to include the following:

1. Cover sheet:
 - a. Name, address, title, phone number, and email address of the nominee.
 - b. Name and title of the nominator, including the organizational title, if appropriate, with contact information including phone number and email address.
2. Letter(s) of endorsement by the nominator(s) describing the candidate's qualifications and professional accomplishments (to be documented in the applicant's *curriculum vitae* or accompanying materials) and addressing the general requirements for fellowship status of **either** at least 15 years' professional experience directly relating to developmental education or learning assistance **or** significant contributions to related areas of study that influence developmental education or learning assistance.
3. Two additional letters of endorsement from professionals in the field of learning assistance or developmental education describing the candidate's professional accomplishments. At least one of these letters must be from someone who is not currently and has not been the nominee's major professor, supervisor, or close colleague. Thus, at least one of the letters must come from an individual outside the nominee's institution or agency. The CLADEA Council Chair may not write nomination or support letters for Fellows candidates.
4. The candidate's *curriculum vitae* addressing the qualifications:
 - a. At least 15 years' professional experience directly relating to developmental education or learning assistance **or** significant contributions to related areas of study that influence developmental education or learning assistance:

- (1) Abstract or synopsis of the dissertation, if candidate has a doctoral degree.
- (2) Reference to (but not copies of) certificates, relevant graduate courses, research, and publications.
- b. Suitable documentation in at least four of the six areas listed on pages 43-46 of Dr. Maxwell's *JCRL* article:
 - (1) outstanding leadership, scholarship, or service to the field,
 - (2) public recognition as an authority,
 - (3) significant impact on state, national, or international programs and policy,
 - (4) promotion of the field and improvement of its image,
 - (5) development of an effective program,
 - (6) outstanding research and publication record.
- c. Documentation organized and sequenced in the order provided in Martha Maxwell's article (on pages 43-46), with headings to specify the area addressed.
- d. Thorough yet concise documentation:
 - (1) Do not include copies of any research, publications, or awards.
 - (2) Do not include abstracts, newsletter articles, or manuscripts.
 - (3) Do not make duplicate reference to writings or book reviews.

To fulfill 4.b., above, a candidate for Fellow must provide suitable documentation in at least four of the six areas described below:

- 1. The candidate has shown outstanding leadership, scholarship, or service to the field:
 - a. outstanding teacher (documented by letters from students or student and peer ratings),
 - b. author of a textbook or textbooks (including letters from a minimum of two professionals in other institutions who have adopted the textbook),
 - c. author of a book or books for professionals (including two book reviews attesting to the value of the work for the profession),
 - d. president or dean of a college or university,
 - e. editor or founder of a quality journal,
 - f. chairperson of a credentialing body,
 - g. administrative officer or influential person in national or regional organization in the field, or
 - h. recipient of an award or awards from national or regional associations (including a clear statement of the criteria for the award).

The following position descriptions are insufficient even if considered together: Learning Center Director; Department Chairperson; Director of Tutor Training or other training programs; Consultant; Associate Journal Editor; President of a Division or Special Interest Group; Member of a Board

or Committee; President of State, Regional or Local Association; and Editor of a national, state or local association newsletter.

2. The candidate has received public recognition as an authority:
 - a. election to a scholarly society,
 - b. selection as a reviewer for a scholarly journal,
 - c. selection as a reviewer for grant applications,
 - d. assumption of a leadership role (e.g., chair of a scientific or educational group),
 - e. selection as a reviewer for manuscripts from publisher(s) of books in learning assistance or developmental education,
 - f. the development of innovative materials for instruction or research as evidenced by written reports in journals or presentations at conferences,
 - g. statements by colleagues of frequent and high-quality service (as in letters of reference regarding teaching or other contributions),
 - h. invitations(s) to be a visiting professor, or
 - i. invitations(s) to be a presenter or mentor at learning assistance or developmental education institutes.
3. The candidate has had a significant impact on state, national, or international programs and policy. Creative and innovative application of principles to programs or problems reflects the candidate's depth of knowledge and leadership. Such leadership might result in statements of support such as, "The nominee chaired a committee that developed and published national professional standards, guidelines, and ethical standards for the profession."
4. The candidate has promoted the field on the social and political scenes and has made special efforts to improve the image of the field.
5. The candidate has developed a program that provides effective education and training:
 - a. recognition of the merits of the program by peers, outside agencies, or other colleges (stated explicitly and in detail rather than in sweeping generalities),
 - b. evaluation involving follow-up of students (e.g., grade point averages, retention, graduation rates, attendance in graduate school),
 - c. evidence of the individual's impact on a community, organization, or institution, through research or application of principles relevant to learning assistance and developmental education.
6. The candidate has an outstanding research and publication record for the field:
 - a. publication in academic journals (to be rated on content, quality of journal(s), and single versus multiple authorship,

- b. frequent selection as chair of paper-reading sessions,
- c. organization of, and participation in, symposia at professional meetings,
- d. presentation of significant papers at professional meetings,
- e. citations of nominee's publications in professional publications by others,
- f. presentation of invited addresses,
- g. author or editor of a major textbook or textbooks in the field (including two published reviews of each book),
- h. author of a whole chapter or major section of a book in the field (including copies of two published reviews of book),
- i. author or editor of a major work or works for professionals in the field (including copies of two published reviews),
- j. principal investigator on a grant funded by federal, state/provincial, or private foundation,
- k. reviewer on a journal for a minimum of three years,
- l. editor of a journal, or
- m. creator of a film or video series involving the theories, principles, or instructional strategies in learning assistance and developmental education.