Achieve greater **RECOGNITION**

**recognition** (noun)
1 the acknowledgement and admiration of achievement, service, merit, etc.

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**A guide to applying for fellowship**

As the highest level of membership attainable within the Institute, fellowship is recognition of your accomplishments in physics and the impact you have made in your sector.

The peer-reviewed process acknowledges and confirms your success, offering the opportunity for you to connect and collaborate with the renowned fellowship community.

As an IOP ambassador you can inspire the next generation.

**Our fellowship values**

**Recognition** – confirm your position as a leading physics professional and receive recognition among your peers for excelling in your sector

**Opportunity** – enjoy opportunities to connect and share ideas with other fellows. Build new partnerships and enhance your professional development through innovation and collaboration

**Inspiration** – be a role model for the next generation. As an IOP ambassador, use your experience and enthusiasm to encourage others to study, work and excel in physics

**Leadership** – progress the future of physics by helping to strengthen the voice of the Institute. Become an advocate and speak on behalf of the community as its representative.

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These guidelines will help you pull together everything you need for your fellowship application. Please read them carefully before starting the online application form and contact us on 020 7470 4800 if you have any questions.
Application process

1. Read the guidance notes
2. Do you think you meet the requirements?
   - Yes
   - Unsure

3. Choose two supporters

4. Complete the online application form
5. Write your professional review report
6. Upload evidence of any relevant qualifications
7. Upload your CV
8. Choose a payment method (new members only)

9. Click submit to send the application, report, qualification certificates and CV to us
10. Membership department receives the application, acknowledges it and emails out the supporter forms

11. Supporter forms received by the membership department
12. Application reviewed by panel of peers

13. You receive notification of the outcome of your application by email
Criteria

To be eligible for fellowship you:

- Will be educated to degree level in physics or a related subject or can demonstrate equivalent knowledge through a combination of education, training and experience.
- Hold a senior level position, or can exhibit a significant contribution to your profession.
- Can demonstrate important achievements in relevant areas over a sustained period – typically at least seven years.
- Can provide details of two supporters who can verify your achievement – ideally one of whom is an existing fellow (please contact us for support if you do not know of an IOP fellow).

Benchmarking criteria

Achievements will be measured against some of the following benchmarking criteria. A range of criteria is provided to account for the diversity of the physics community. No candidate is expected to have experience in all areas and some may only have experience in two or three. You are asked to select the criteria you wish to be assessed against when you write your professional review report. You will not be assessed against criteria that you do not select.

You may choose from:

- Personal responsibility for technological innovation, providing demonstrable benefits for your business, society or other stakeholders;
- Industrial collaboration, providing demonstrable benefits for business, society or other stakeholders;
- Personal responsibility for significant resources (such as budget, personnel or facilities);
- Project management of a senior and complex nature;
- Original research, significantly contributing to the advancement of physics;
- Award of patents, or other formal recognition of invention;
- Successful creation of a business in a relevant sector, eg, the technology-based, manufacturing or service sectors;
- Attainment of Professor or Reader rank, or position of similar seniority;
- Acknowledged expertise in developing new courses or teaching methods;
- Substantial experience in an external examiner capacity;
- Award of major research grants;
- Established reputation as a physics teacher at school or college level, regional or nationally;
- Outstanding service on national or international professional committees;
- Peer-acclaimed contributions to the public understanding of science;
- Setting of national or international policy, whether affecting education, research or other scientific areas;
- Other contributions to the enhancement of the profession eg, through high-profile promotion of the importance of physics or demonstration of the value of a physics education.

How to apply

Applications for fellowship are submitted online and a link to the form can be found at iop.org/fellowship. All applicants need to submit the following:

- Completed application form including supporters’ details
- Professional review report with organisational chart and CV

If you are not a current member of the Institute you will also need to supply:

- Evidence of qualifications
- Fellow subscription fee – this will be returned to you if you are unsuccessful and decide not to accept another grade of membership.
Supporters

Applications for fellowship require two supporters whom you choose yourself. Please note the following when choosing your supporters:

- At least one of your supporters should ideally be a fellow of the Institute
- One supporter should be outside your current workplace to ensure independence of opinion
- Both supporters must have known you (or known of you) for at least two years

If you wish to apply but believe you will have difficulty meeting the supporter requirements please contact us for advice as we should be able to help.

Professional review report

This is the main body of the application where you will make your case for fellowship. In total the report will be around 1000 to 3000 words long. We will return reports that are longer than this to you for editing. The report contains the following sections.

1. Introduction – in which you describe your current role

2. Professional experience – in which you indicate your selected criteria (up to five) and emphasise your personal achievements in those criteria. For example, if you have chosen ‘responsibility for significant resources’ you should detail staff, budgets or other resources for which you are responsible. Where you refer to collaborative activities you should ensure your personal role is clear. Remember, you will only be assessed against the criteria you select

3. Commitment to Continuous Professional Development (CPD) – you should highlight how you have ensured your skills and knowledge continue to develop and how you plan to maintain this in the future

4. Statement of suitability – where you show why you have applied and what significant contributions you have made within your profession

5. Organisational chart – the chart should be sufficient to highlight your level of seniority

6. Curriculum vitae – a maximum of five pages, longer CVs will be returned for editing

7. Evidence of qualifications – required for those not currently in membership. You can supply certificates, transcripts, award letters or official document that confirms your qualification. Current members do not have to supply qualifications that have already been seen as part of a previous application but are still offered the opportunity to do this on the online form. If there are no additional qualifications to add, current members should upload a blank document.

Notification of election

Being awarded fellowship of the Institute is recognition of your accomplishments in physics and the impact you have made in your profession. We believe that you should be rightly proud of this achievement. Therefore we encourage you to provide details of a senior person in your company or field that you would like to be made aware of your award should your application be successful. This person will receive a letter from the President of the Institute outlining what election to fellowship conveys and what an honour it is.

Application processing

Upon receipt of your application it will undergo a review by the Institute. If everything required has been supplied, your supporters are then contacted. Once we have your supporter statements your application will be peer-assessed by a panel of five Institute fellows. The length of the time it will take before you
receive a decision largely depends on how quickly your supporters reply and how quickly the panel reaches a decision. We will update you if there is an issue with your application. You are also able to monitor progress through the online system. If you have any questions about your application you can of course contact us.

**Contact details**

If you would like further information about fellowship or have any questions about the application process please call us on +44 (0)20 7470 4800 and ask to speak to someone about fellowship, or email us at fellowship@iop.org.