

ACSG SPECIAL AWARDS POLICY

1. Purpose of the Guidelines

The purpose of these guidelines is to provide the ACSG committee with a clear and objective set of criteria to: first, evaluate nominations for honorary membership and second, to make informed decisions when it comes to bestowing special awards. The criteria for honorary membership and special awards are different and will be listed separately in this document. However, the process for nominations, decision-making and timing of these awards will be discussed jointly as the same principles apply.

2. Honorary Membership

Honorary membership is the highest award bestowed by the SA Assessment Centre Study Group NPC (ACSG) and is awarded to recognise individuals who have specifically advanced the goals and objectives of the ACSG and, in so doing, Assessment Centre (AC) practice in South Africa.

2.1. Criteria for Nomination of Honorary Membership

- Nomination for honorary membership is open to any South African who is a member of the ACSG.
- Any ACSG member can nominate an individual for honorary membership by completing the honorary member nomination form.
- The nominee should have a proven and recognisable record of accomplishment of extraordinary contribution to the ACSG and who has made a noticeable impact advancing the goals and objectives of the ACSG.

- The nominee should have at least fifteen (15) years' experience in the science and practice of ACs.

3. Special Awards

The Special Awards category is designed to recognise individuals who have made a significant contribution to the field of ACs in South Africa and/or internationally. For South African nominations, the idea behind such an award is to acknowledge individual contributions to the science and practice of ACs that is broader than the ACSG. For international nominations, in addition to being recognised for contributions in the AC field, the individual has also made a significant contribution as an ACSG partner and/or specifically to ACs in South Africa.

There is not one standard title for this category. Examples include (but are not limited to): Certificate of Excellence; Recognition for Outstanding Contribution to Assessment Centres, Lifetime Achievement Award.

3.1. Criteria for Nomination of Special Awards

- Nomination for a special award is open to anyone of any nationality.
- Any ACSG member can nominate an individual for a special award by completing the special award nomination form.
- The nominee should have at least fifteen (15) years' experience in the science and practice of ACs.
- Special awards are given for accumulated distinction in the field of ACs over a number of years rather than for a single accomplishment.
- The nominee is recognised to have made a contribution in one or more of the following categories:

- Outstanding contribution or innovation that has substantially influenced ACs;
- Outstanding managerial skills that have influenced the field of ACs;
- An outstanding career in ACs, which has been instrumental in the development of specific methodology and/or technology of key importance to the AC field;
- Outstanding contributions for international cooperation in the field of ACs, which have had major beneficial consequences for the ACSG;
- Outstanding contribution to the field of AC research.

4. The Process

ACSG members should be informed annually through electronic communication that nominations for honorary membership and special awards could be submitted to the ACSG's support and compliance manager on an official nomination form. The nomination should be submitted to the ACSG's support and compliance manager by the end of December. The person(s) nominating a potential nominee should submit a brief biography including accomplishments and reasons for granting the award. Decisions for the award should be taken at least one (1) month prior to the annual ACSG conference.

5. Decision to Award Honorary Membership and Special Awards

The ACSG committee has the responsibility for evaluating the nomination(s) based on the nominee's merits and for making a decision in a timely manner. For fairness and objectivity, the decision making process is two-fold. First, the ACSG committee will approve or reject the nomination based on an objective evaluation of the submitted information in line with the specified criteria. Second, at least one (1) but preferably two (2) existing honorary members will validate the decision of the ACSG committee with respect to the nominee(s).

6. Timing of the Awards

Should there be an approved nomination to receive honorary membership or a special award in a particular year, then the award is typically bestowed during the dinner/delegate function at a conference. The award may also be given on special occasions with the approval of the ACSG Committee.

7. General

- Current members of the ACSG committee shall not be eligible for honorary membership or special awards.
- The award shall consist of a framed certificate that shall include the name of the recipient, the title of the award, the date of the award, and the ACSG logo.
- Honorary membership shall carry a free lifetime ACSG membership and free attendance of the annual ACSG conference.
- There are no financial benefits, incentives or discounts associated with special awards.
- A list of past recipients with citations will be maintained by the ACSG' support and compliance manager on the ACSG website.
- The number of honorary member awards will be restricted to no more than 10 living individuals at any one time for either category.
- The ACSG committee can only change the criteria and process of the awards with the approval of an ACSG AGM.