

# IChemE

## Fellow application guidance



Document control

Version	Date issued	Changes
V3.0	December 2023	Fellow requirement bullet points updated Section 1 and 2 reordered Fellow referee requirements changed to two Fellow referees (with effect from Cycle 2, 8 March 2024)
V2.0	March 2021	Adjustments to content following implementation of new membership application system
V1.1	March 2020	Updated design
V1.0	November 2018	New document

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# Become a Fellow

To become a Fellow (FIChemE) you must meet, or have already met, the criteria for Chartered membership and:

- have made a significant contribution to, and demonstrated influence in, chemical engineering; and
- have been engaged in a sustained position(s) of senior responsibility for a suitable period. This would typically be five years. However, in cases of exceptional contribution to the profession, this may be reduced to three years.

## 1. Demonstrating valuable contributions to the profession

Contributions must be greater than those expected from a typical Chartered Member (eg not simply attending IChemE meetings but presenting at, or taking leadership of, meetings) and would include activities that are outside of your normal job remit and responsibilities.

Suitable contributions, which should be supported by appropriate evidence in the application and verified (where possible) by the referees, include:

- promoting the profession in your place of work; to schools and the local community; to media and government, and/or via IChemE initiatives (eg Chemical Engineering Matters) or elsewhere (eg STEM Ambassadors);
- supporting other professionals, particularly recent graduates, in training, mentoring and assessing (for example assessing Accredited Company Training Schemes, interviewing for Chartered Member or guest lecturing);
- contributing to your national professional engineering bodies and/or IChemE in running meetings, and serving on committees and working groups;
- contributing to professional policy and strategy and representations to government;
- advocating professional ethics and enforcing high standards of conduct;
- expanding the discipline's knowledge and learning in research, publishing, and in reviewing and editing papers and books;
- being recognised as contributing to society's wealth and well-being, eg through the development of new technologies, supporting development programs, etc;
- being instrumental in the creation, direction and/or management of a substantial corporate entity that employs a significant number of chemical engineers, and the ongoing support of professional employment opportunities and development of industry.

## 2. Demonstrating important position(s) of responsibility

The levels of responsibility expected from those applying to become Fellows are again substantially higher than those applying for Chartered membership. The position(s) should be of importance and have been held for typically five years. However, in cases of exceptional contribution to the profession this may be reduced to three years.

You should demonstrate the importance of your position(s) through a combination of:

- answering all three **Fellow experience questions**. Focus on metrics demonstrating the nature and scale of resources being managed; the nature and extent of influence (particularly upward) you exercise in the organisation, and your ability to significantly affect performance;
- organisation charts covering all important positions, showing at least one level of subordinates (where relevant) and all higher levels of management of the organisation (or of a business group where this is a substantial entity) or a list of connections for candidates who are self-employed or employed within small organisations;
- an up-to-date CV highlighting all aspects of your career relevant to chemical engineering.

If you are self-employed or part of a small organisation you should also be able to demonstrate your importance and influence as noted below.

### Characteristics expected of important positions

You need to demonstrate that you have significant influence on your organisation's key performance measures, and how your actions, advice and/or decisions impact performance in the short- and long-term. For example:

- you may be involved in policy direction, recognised as an acknowledged technical expert within an important field of chemical engineering, or have ultimate/significant responsibility for setting and maintaining technical standards within an organisation, or more widely;
- you will often carry discretionary responsibility and accountability over substantial resources of capital and revenue spending and/or staff deployment, although this is not a necessity for election to Fellow;
- you are consulted by senior management within your organisation and/or external bodies (eg clients and regulators), because your advice carries due weight and gains ready acceptance;
- typically, the content of your work is accepted by senior managers who rely on your detailed knowledge and expertise.

### Context of chemical engineering

Working within the context of chemical engineering means that the purpose of the organisation, or the part where you predominantly work, is driven by products, processes and/or programmes which are substantially related to chemical engineering, such as:

- manufacturers using chemical engineering transformation processes;
- engineering contractors;
- licensors and suppliers of plant or equipment used for these purposes;
- research and development organisations and creators of patents;
- education and training institutions;
- regulatory bodies;
- organisations that support the above (eg third-party contractors, suppliers, customers, insurers, financiers, legal firms, etc).

### Example roles

Job titles are often a poor guide to the level of a person's responsibility as titles differ across organisations and over time. It is your role and responsibilities that are judged against the requirements for Fellow status, therefore a clear description of that role is required as part of an application. Here are a few examples of possible roles that demonstrate suitable levels of importance relevant to chemical engineering:

#### Technical expert

This person displays outstanding technical excellence and leadership. They are recognised by peers and senior management as their go-to person for finding knowledge in their area; for interpreting knowledge, standards and methodology, and for resolving conflicts of application.

They are expected to see the big picture and have the responsibility to initiate new directions of work. It is likely that this person has achieved technical eminence nationally or globally. They would also typically be contributing as a technical expert to bodies with the ability to influence society, education and/or industry (eg government, education, regulators or standard-setting bodies).

### Middle/senior operations manager

This person has day-to-day control of significant assets, spending and staff and substantial responsibility for important operation aspects such as safety, economic performance and quality. Technical work is still the main focus of their job, but they have to manage and control many technical and non-technical support functions as well as interacting with the most senior levels in the organisation, and with external bodies. Examples of relevant positions are:

- in manufacturing, managing a large plant complex rather than a single small unit (as would be typical of a Chartered Member). The applicant may typically have accountability and responsibility for 'licence to operate' etc for a significant or hazardous facility;
- in projects and programmes, ultimate or substantial responsibility for controlling larger and more complex projects (or parts of major projects) at a more senior level than those carried out by typical Chartered Members.

### Senior strategy leader

These are the most senior people in the organisation plus their immediate support staff. Most of their time is spent on analysing, creating, and executing overall strategies, but there will also be times when seeking detailed knowledge is important. This could be in major commitments of people, money and resources (eg investments in major capital projects, mergers, acquisitions, licenses or large teaching/research programmes); also in actions with significant financial, legal and/or societal ramifications (eg lawsuits, industry-level regulatory development/compliance, cross-discipline and/or national or international commissions involving statutory bodies, etc).

### Academic applicants

In academia (whether in teaching or research) the reach of the influence is important and would typically only be attained by someone directing a complex of courses or a significant research organisation/programme rather than single courses or research topics, or being recognised as a leader in a significant area of research, together with a significant contribution to the wider profession.

Academics at Fellow level would be expected to exhibit academic and/or strategic leadership. This could include demonstration of such skills as successfully leading academic practices in scholarship, CPD and research or pedagogy and supporting, developing and/or mentoring individuals or teams in these areas; and demonstrating successful strategic leadership through a strong commitment to students, staff and institutional developments and delivering high quality teaching and support for learning.

# Your application

## Before

- you must already be a Chartered Member of IChemE;
- read the information above on the requirements for Fellow. Any questions can be directed to [applications@icheme.org](mailto:applications@icheme.org)
- check the [Professional Review cycle](#) page of our website for details of submission deadlines throughout the year;
- download and complete the [Fellow experience questions preparatory template](#);
- approach two suitable referees who are willing to support your application and ask them to complete the [Fellow Referee Report](#) and return it to you after following the guidance at the top of the referee report.

Your referees should ideally be current IChemE Fellows. If you cannot find two Fellows of IChemE, then it is acceptable for one of your referees to be a current Fellow of another Professional Engineering Institution who is a Chartered Engineer (CEng) registered with the Engineering Council. Your referees must:

- be willing to provide you with a reference;
- agree to provide IChemE with information;
- not be a member of your family;
- know your role or activities in detail, although they do not necessarily need to work with you currently.

## During

Visit the application portal at [www.icheme.org/apply](http://www.icheme.org/apply)

Once you have drafted your Fellow experience questions and obtained two completed references you can submit your application online. The online application form will ask you to:

- provide, update or review your contact details;
- complete the Fellow experience questions (you can copy your answers from the preparatory template (if used) directly into the online form);
- upload your CV;
- provide an organisation chart covering all important positions (see [page 4](#) for further details);
- upload your two completed references;
- pay the application fee.

## After

Once submitted, your application will be reviewed by our membership team who will check it for completeness.

Your application will be assigned to two professional reviewers who will carry out a Professional Review of your application. If the professional reviewers require clarification or more information from you, or if they want to discuss your application via an online interview, IChemE membership staff will contact you.

Following the Professional Review (and interview, if required) your application will be put forward to the panel responsible for making the decision. The results will be sent you following their meeting (information on dates and deadlines can be found on the [Professional Review cycle](#) page of our website).

### Things to note:

Focus your application on demonstrating the importance of your role(s). Clearly explain how you exert influence within your organisation or more widely in society, detailing aspects such as responsibility for setting policy, allocating or controlling resources, or being consulted on significant matters.

Applicants for transfer to Fellow should not normally need to demonstrate their technical competence – which would have occurred when being elected to Chartered Member – but if your role centres on technical expertise you may wish to elaborate on this aspect.

### Apply online today

Applications can be made online at [www.icheme.org/apply](http://www.icheme.org/apply)

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