

# Fellow application guidance

This document lists the requirements needed for a Chartered Member to transfer to Fellow, plus tips on how to apply. Further in-depth information can be found in IChemE's Training and Experience Regulations.

Individuals who meet the basic requirements for Fellow as listed in points 1 and 2 below, but who are not chemical engineers, can apply for Associate Fellow.

## Fellow requirements

An IChemE Fellow is a person of professional distinction who, for a suitable time (typically over 5 years), has:

- 1) held an **important position of responsibility** in the context of chemical engineering, **and**
- 2) made **valuable contributions** to the profession of chemical engineering.

Candidates must already be IChemE Chartered Members in order to apply.

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

The levels of responsibility expected from those applying to become Fellows are substantially higher than those applying for Chartered Membership. The position(s) should be of importance and have been held for at least five years.

Candidates should demonstrate the importance of their position(s) through a combination of:

- answering all the questions in the online application form. 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)
- an up-to-date CV highlighting all aspects of your career relevant to chemical engineering.

Candidates who are self-employed or part of a small organisation should also be able to demonstrate their importance and influence as noted below.

### Characteristics expected of important positions

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

- they 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
- they 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
- they are consulted by senior management within their own organisation and/or external bodies (eg clients and regulators), because their advice carries due weight and gains ready acceptance
- typically, the content of their work is accepted by Senior Managers who rely on the detailed knowledge and expertise of the candidate.

### Context of chemical engineering

Working within the context of chemical engineering means that the purpose of the organisation, or the part where the candidate predominantly works, 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 the candidate's 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 (e.g. 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 candidate 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 (e.g. investments in major capital projects, mergers, acquisitions, licenses or large teaching/research programmes); also in actions with significant financial, legal and/or societal ramifications (e.g. lawsuits, industry-level regulatory development/compliance, cross discipline and/or national or international commissions involving statutory bodies, etc).

- **Academic candidates**

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.

## 2. Demonstrating valuable contributions to the profession

Contributions must again be greater than those expected from a typical Chartered Member (eg not only attending IChemE meetings but presenting at, or taking leadership of, meetings) and would include activities that are outside their 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 their 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 their 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.

## Application hints and tips

### Before:

- candidates must already be a Chartered Member of IChemE
- read the information above on the requirements for Fellow. Any questions can be directed to [members@icheme.org](mailto:members@icheme.org)

### During:

[Apply online](#). After you log in (or complete the initial registration form to set up an account) you'll need to complete all sections of the application before it's ready to submit for assessment:

#### 1. Personal details

Provide/update your personal details, address information and communication preferences.

#### 2. Experience

The first part asks for the following information:

- a. give details of your experience in an **important** post of responsibility in chemical engineering (up to 100 words)
- b. describe the contribution you have made to the profession of chemical engineering in accordance with the guidance provided above (up to 100 words)
- c. provide a statement describing why you feel that the work you have been doing in the last five years fulfils the Fellow requirement of an important post in chemical engineering (approx. 300 words).

Once saved, you'll then be able to add your employment details. Top level info only (ie up to 50 words) and listed in chronological order (most recent first).

### 3. Referees

You'll be asked to provide details of at least two (but no more than three) referees willing to support your application. They must be current Chartered Chemical Engineers, and at least one should be a Fellow.

### 4. Supporting Documentation

In this section you can upload your CV and organisation chart. Where more than one position of importance has been held in the last five years, a chart for each will be helpful in assessing your application.

### 5. Data Protection

Our data protection statement.

### 6. Finalise Application

Pay the application fee and submit your application.

#### After:

Once submitted, your application will be reviewed by our membership team who will contact your referees.

After receiving the relevant information from your referees, your application will be processed and assigned to the next Professional Formation Forum (PFF) monthly panel meeting. PFF consists of a group of Chartered Members and Fellows of IChemE who formally peer review all applications. You'll be informed of their decision shortly afterwards.

#### 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.

#### Fellow application timeline:



The application process for Fellow is relatively quick compared to the somewhat more time-intensive process for Chartered Member. However, delays can happen - for instance if a referee cannot be reached, or if PFF require additional information from the applicant.

#### Apply online today

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

Any questions can be directed to our membership team at [members@icheme.org](mailto:members@icheme.org)