

ACSG POLICY FOR THE RECOGNITION OF EXTRAORDINARY CONTRIBUTIONS TO THE ACSG OR AC SCIENCE AND PRACTICE

1. PURPOSE OF THE GUIDELINES

The purpose of these guidelines is to provide the SA Assessment Centre Study Group (ACSG) Committee with clear and objective criteria for recognising individuals who have made extraordinary contributions to the ACSG and the field of Assessment Centre (AC) practice in South Africa.

These guidelines apply to the following categories:

- Honorary Membership;
- Special Awards; and
- ACSG Ambassadors.

Different criteria apply to each of these categories and will be listed separately in this document. However, the process for nominations, decision-making, and presentation of these awards will be discussed jointly as the same principles apply.

2. CATEGORIES FOR RECOGNISING CONTRIBUTIONS

The different categories of recognising contributions to the ACSG or the field of AC science and practice, together with their respective criteria for nomination, are described below.

2.1 Honorary Membership

Honorary Membership is the highest award bestowed by the ACSG and is awarded to recognise individuals who have specifically advanced the goals and objectives of the ACSG and, in so doing, AC practice in South Africa.

2.1.1 Criteria for Nomination of Honorary Membership

- Nomination for Honorary Membership is open to any South African AC practitioner or researcher who holds full ACSG membership;
- Any ACSG member can nominate an individual for Honorary Membership by completing the Honorary Member nomination form;

- The nominee should have a proven record of accomplishment in the field of AC practice and have made an extraordinary contribution towards advancing the goals and objectives of the ACSG; and
- The nominee should have at least fifteen (15) years' experience in the science and practice of ACs.

2.2 Special Awards

The Special Awards category is designed to recognise individuals who have made a significant contribution to the field of AC research and practice in South Africa and/or internationally:

- **South African nominees.** An ACSG Special Award may be bestowed on South African practitioners and researchers to acknowledge individual contributions to AC science and practice beyond the advancement of ACSG goals and objectives. Bearers of this award should have made a lasting impact on the development, advancement and refinement of AC practice through continued efforts across different areas of application.
- **International nominees.** Special Awards may be bestowed on non-South African practitioners and researchers to acknowledge individual contributions to AC science and practice internationally. Bearers of this award should have made a lasting impact on the development, advancement and refinement of AC practice internationally, and have made a significant contribution as an ACSG partner to AC science and practice 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; and Lifetime Achievement Award.*

2.2.1 Criteria for Nomination of Special Awards

- Nomination for an ACSG Special Award is open to AC practitioners and researchers of any nationality;
- Any ACSG member can nominate an individual for an ACSG 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;
- ACSG Special Awards are given for accumulated distinction in the field of ACs over several years rather than for a single accomplishment;

- The nominee is recognised for their contribution in one or more of the following categories:
 - Outstanding contribution or innovation that has substantially influenced AC science and practice;
 - Outstanding managerial skills that have influenced the field of AC science and practice;
 - An outstanding career in AC science and practice, 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 AC science and practice, which have had major beneficial consequences for the ACSG; and
 - Outstanding contribution to the field of AC research.

2.3 ACSG Ambassadors

The ACSG Ambassadors' category is designed to recognise individuals who are not directly involved in AC science and practice, but who have made extraordinary contributions towards advancing the ACSG's goals and objectives or towards promoting ACs in South Africa.

2.3.1 Criteria for Nomination of ACSG Ambassadors

- Nomination as an ACSG Ambassador is open to individuals in different industries who have showed a keen interest in AC science and practice and who have demonstrated commitment to the ACSG goals and objectives;
- Serving ACSG Committee Members and ACSG Honorary Members may nominate an individual as an ACSG Ambassador by submitting a written recommendation to the ACSG Committee;
- The nominee should have been actively involved in promoting the ACSG's goals and objectives or advancing AC science and practice in South Africa for at least five (5) years;
- ACSG Ambassadorship is bestowed on an individual for continued commitment to the ACSG or the advancement of AC science and practice over several years rather than for a single accomplishment;
- Typical nominees may include (but are not limited to):
 - Champions of AC science and practice who have demonstrated their commitment to the ACSG through formal Memoranda of Understanding;

- Custodians of professional bodies in the field of talent assessment and development who have demonstrated commitment to AC science and practice; and
- Captains of Industry who identify with the ACSG's goals and objectives and have demonstrated commitment towards advancing AC science and practice beyond its current reach.

3. PROCESS FOR NOMINATION, EVALUATION AND PRESENTATION OF AWARDS

The process for recognising individuals who qualify for awards as set out above is described below.

3.1 Nominations

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.

3.2 Evaluation

The ACSG Committee has the responsibility to evaluate the nomination(s) received based on the nominee's merits and to make a decision in a timely manner. For fairness and objectivity, the decision-making process is two-fold:

- The ACSG Committee will approve or reject the nomination based on an objective evaluation of the submitted information in line with the specified criteria; and
- 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).

3.3 Presentation of Awards

Should there be an approved nomination to receive honorary membership, a special award and/or ambassador recognition in a particular year, then the award is typically

bestowed during the dinner/delegate function during an annual ACSG conference. The award may also be given on special occasions with the approval of the ACSG Committee.

4. GENERAL

The following general stipulations apply:

- Current members of the ACSG Committee shall not be eligible for Honorary Membership or Special Awards or Ambassador recognition;
- 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 and ambassador recognition;
- A list of past recipients with citations will be maintained by the ACSG's support and compliance manager on the ACSG website;
- The number of Honorary Membership or Special Awards will be restricted to no more than 10 living individuals at any one time for either category; and
- The ACSG Committee can only change the criteria and process of the awards with the approval of an ACSG AGM.