



SANDFORD FLEMING AWARD

TRANSPORTATION DIVISION

Terms of Reference

(last revised 2007)

Introduction

- The Sanford Fleming Award was established in 1999 to recognize outstanding achievement in the transportation field. It is the pre-eminent award of the Transportation Division of CSCE.
- Nominees should meet the following criteria:
 - Have made outstanding contributions of a professional nature and/or in the area of education and research;
 - Have a demonstrated record of service to both the nominee's organization and to CSCE, and;
 - Have demonstrated innovation and an overall contribution to practice and/or education and training and/or research of a lasting nature.
- Normally these criteria would be met by individuals who have had a relatively extended track record of accomplishments over a number of years. However, it is not meant to exclude nominations for those who are still early in their careers but have an accelerated record of achievements to their record.
- It is expected that there will be one such award made annually, however, there need not be an award made in a year in which, in the opinion of the Selection Committee, no suitable candidate is recommended.
- The award will consist of a CSCE certificate signed by the President of CSCE. The award will be presented by the President of CSCE or his or her designate at the Annual CSCE Awards Banquet.
- The candidate for the award will be chosen by the Honours and Fellowships Committee of CSCE, on the recommendation of the Selection Committee. The Sanford Fleming Award Selection Committee will consist of up to 5 CSCE members elected by the Executive Committee of the Transportation Division.
- The Chair of the Selection Committee is approved by the Honours and Fellowships Committee for a 3-year term, with a possible 2-year extension. The Chair will establish a Selection Committee of up to 5 CSCE members, all in good standing, including the Chair, subject to approval of the Executive Committee of the Transportation Division. In establishing the Selection Committee, attention will be paid to regional representation, past recipients, balance between private and public sectors and academia, and language representation.

- The Chair will compile the scores for all nominees and arrive at a recommended selection, if there is a clear choice, or arrange a teleconference call with the Selection Committee, if the choice is not clear. In case of the latter, the Chair and members of the Selection Committee will arrive at a mutually acceptable second round of scoring for the top nominees. If a resolution still cannot be found, the award may be suspended for that year at the discretion of the Chair of the Transportation Division.
- Nominees not selected in any one year will stay in the “pool” for one more year. If still not selected in the following year, they are eligible for re-nomination, after a one-year waiting period.

Candidate Selection Procedure

- Any member of CSCE may nominate a person, who is a Member or Fellow of CSCE, for this award. In addition, the Selection Committee will normally seek advice and recommendations from regional and other committees of CSCE.
- Nominations for this award will be invited by an appropriate announcement, in Canadian Civil Engineer magazine or by electronic notice to the members.
- A nomination form is submitted with basic information on the nominee. A nomination requires a principal nominator and a co-nominator. An attachment of 5 pages maximum should then describe the contribution(s) which deserve the award plus any other information on the nominee relevant to his or her track record in the transportation area. One of these 5 pages may be a summary of the nominee’s biographical record including education background, professional memberships, other honours and awards, etc. Two reference letters in support of the nomination are also required. These would normally come from members of CSCE but one of the letters may come from someone not a member of CSCE, for example someone outside the country or in another profession. It is the responsibility of the principal nominator to solicit these letters of support and to also provide them as attachments.
- The results of the selection procedure will be treated as confidential until an award is made.