

Interior Design Educators Council

Policies and Procedures of the Council of Fellows

Purpose

The Council of Fellows (COF) provides institutional knowledge, guidance, and mentorship to IDEC leaders and members while actively engaging in IDEC activities.

Governance

Membership. The COF consists of all members who have been designated as Fellows.

Policies and Procedures (P&P) Revisions. The COF may from time to time revise its P&P. Any revisions will be provided for review and comment by the Fellows, followed by a vote of the COF to approve the proposed P&P as revised. Revisions may happen at any time. A simple majority vote is necessary to approve the revisions.

Leadership. The COF is led by a chair and vice-chair, each serving a two-year, overlapping term of office beginning on May 1st. Annually, the vice-chair is elected, transitioning to chair the second year of the term. The procedure to select the incoming vice-chair is as noted below:

- Recruitment for the vice-chair begins in the fall of the previous year.
- Nominations for the vice-chair are sent to the current chair and must be received by January 1. If no nominations are received, additional recruitment efforts are initiated by the chair and vice-chair.
- Voting for the vice-chair will occur via an electronic ballot using an online platform ensuring anonymity. All members of the COF are eligible to vote.
- The vote will be completed prior to the January meeting of the Fellows. Additional nominations can be made on the ballot.
- Election of the vice-chair is confirmed by a simple majority of the ballots cast by the Fellows who vote.
- Notification of the elected vice-chair is announced to the Fellows and the IDEC Board of Directors' liaison and IDEC's Executive Director by the chair.

Should the chair be unable or unwilling to complete the term, the vice-chair will assume that role with all responsibilities and will initiate the vice-chair nomination and voting process immediately. Should the vice-chair be unable or unwilling to complete the term, the chair will initiate the vice-chair nomination and voting process immediately.

Meetings

The Fellows will meet periodically using an online platform. Each meeting is purpose-focused and provides a platform for discussion, participation, and engagement. Virtual meetings timeline and examples of topics to be addressed may include among other topics:

- Mid-September (virtual): planning for Fellows' award committee; vice-chair recruitment; and review of the Fellows Fund account. Also, discuss COF participation for the year ahead, including the annual conference (e.g., Fellows Forum, New Member Meet and Greet, Graduate and New Faculty Mentoring Opportunities, etc.).

- Mid-January (virtual): recognition of new Fellows and COF's participation at the Annual Conference.
- February/March (in-person): annual conference, opportunity for a Fellows dinner and meeting, Fellows Forum leadership, and additional participation in other networking or mentoring sessions (see mid-September discussion, above).
- Mid-May (virtual): discussion of current issues and strategies for Fellow engagement with IDEC and discussion about the IDEC President's vision for the organization.

Fellows Fund*

The Fellows Fund (FF) provides a vehicle for the COF members to support IDEC initiatives. The FF is held by the IDEC Foundation (IDECF). The IDECF will provide a complete accounting (balance, contributions, expenditures) to the COF during the virtual fall meeting, as provided to the chair by IDECF. Fellows are encouraged to make contributions to this fund or to other IDECF funds, as determined by the Fellow.

Proposed initiatives or requests for expenditure of the FF will be presented to the Fellows by the chair or vice-chair at a scheduled virtual meeting and/or by email. Following a discussion, an online vote will occur, and a simple majority of those who vote will be used to approve the expenditure. No more than 50% of the FF balance can be expended at any one time. A minimum balance of \$5,000 must be maintained.

[*NOTE: This language is temporary and will be revised in late-2025.]

Awards and Honors

The COF bestows the status of Fellow to Professional member(s) of IDEC. Descriptions of the basis of these awards and honors and procedures follow.

Fellowship Awards

Criteria and Eligibility

Fellow status is a membership category designed to honor an IDEC member who has made outstanding contributions to IDEC. The intent is to recognize an IDEC member who has demonstrated 1) sustained and significant participation in the organization via its many leadership/service opportunities, and 2) ongoing and valuable contributions to interior design education such as the advancement of the body of knowledge, advocacy of interior design and/or education, or the advancement and/or development of any organizations that support interior design education (e.g., CIDA, CIDQ). Deliberation of these criteria for elevation to Fellow must be considered, but they need not be equal in magnitude.

Any member of IDEC may nominate a professional member for Fellow status in IDEC. In any given year, one or several fellowships can be awarded, as well as no fellowship.

Procedure

The procedure consists of two phases and involves collaboration between nominators, the COF, and IDEC staff, as described below.

Phase 1:

Any IDEC member may initiate the Fellow nomination process. This is a confidential process, and the nominees should not be informed that they are being considered for Fellow. The first

step is to complete the Phase 1 electronic form identifying the nominee, a brief statement of why the individual should be considered for Fellow, and the nominee's vita.

Phase 1 materials will be submitted to the chair of the COF who will review the nominees and then select a committee of five IDEC Fellows with no conflicts of interest who will form the Fellows Review Committee (FRC).

The FRC is a subcommittee ideally comprised of one Fellow member from each of the five (5) IDEC regions and diversified by institution type, length of time as Fellow, and experience. A minimum of three (3) Fellows are required to execute the FRC tasks and functions. The FRC must operate independently and confidentially of the COF's chair and vice-chair and IDEC leadership in its deliberations and recommendations. The FRC will determine if the nominee(s) should be moved forward in the process. All discussions are confidential. The nominator will be notified as to whether the nominee will move forward to Phase 2.

Phase 2:

Once the FRC determines a nominee is ready to move to Phase 2, the nominator is responsible for:

1. Submitting an official letter of nomination including a summary of the nominee's accomplishments;
2. Resubmitting the nominee's vita if there are any additions needed to the document including new books, awards, etc., and
3. Securing two additional letters of support from IDEC members.

If a Fellow writes a letter of support prior to the formation of the FRC, then the Fellow is ineligible to serve on the FRC, but they can cast a vote once the final list of applicants has been selected. If a Fellow serving on the FRC is asked to write a letter of support, that FRC Fellow must decline to write a letter of support.

Evaluation by the COF:

The nomination, review, and voting procedures need to be thorough, objective, and confidential, based solely on the application package and documentation. All completed Phase 2 submissions that meet the deadline will be made available to all members of the COF for review. All Fellows will have an opportunity to cast their votes through an online system. The new Fellow(s) will be notified by the chair of the COF in a timely manner so that they can make plans to attend the Awards Ceremony during the next IDEC Annual Conference.

Timeline

1. Phase 1 Nominations by October 1.
2. Notification of Phase 2 Progression by November 1.
3. Full Submission of Nominating Materials by December 1.
4. Voting Completed by December 24.