



**International Association  
for the Scientific Study  
of Intellectual Disabilities**

## **Adjudication Guidelines for the IASSID Awards**

### **Guideline criteria for awards:**

The successful individuals should receive an award for an *exceptional* contribution in the defined category. This contribution should be such that his or her peers readily recognise it by the standard criteria appropriate to the domain of expertise. Since criteria differ from domain to domain, it is not possible to establish hard and fast rules, but examples may be useful in this regard. For example, the Distinguished Achievement Award – Research – by a sustained important contribution, which could include policy development, practice or a publication leading to a significant change in the lives of people with intellectual disability, the standard criterion for excellence is a national / international reputation as evidenced. Other criteria appropriate to evaluate outstanding achievement in other areas.

### **Guidelines for making the Award:**

#### **Group of assessors -**

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- i) The group of assessors for awards are those set out in the Appendix of the Bylaws.
- ii) The assessors cannot be among the nominees or nominated candidates in each category for the award.
- iii) The group is chaired by Vice-President of the Awards Committee.
- iv) The assessors can only serve one term.
- v) The members make an initial decision as to whether sufficient information has been submitted for each candidate, and if not, the co-ordinator writes to the nominators to request further information.

#### **Decision process -**

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- I. The nominations are sent electronically or otherwise to the assessors, to be considered in confidence.
- II. On receipt of the nominations an assessor may withdraw from the panel, given sufficient grounds to do so.
- III. The chairperson establishes that all assessors are content that sufficient information on the candidates has been provided.
- IV. The decision to be made at the meeting is a choice of one of the nominated candidates or *none* of them.

- V. In the first instance, the assessors declare their initial choice.
- VI. If one candidate has been unanimously chosen (all assessors declaring the same choice and no abstention), this candidate will be deemed the recipient of the specified award.
- VII. If four of the five assessors, chose the same candidate, a discussion of the merits of the candidates should be held. After discussion, if the decision is still four of the five assessors, the candidate will nonetheless be deemed the recipient of the award, conditional on subsequent appeal (see below).
- VIII. If there is less than a 4 - 1 majority decision, the award will not be made.
- IX. In exceptional cases, where at least four of the five assessors believe the award should be presented jointly to two of the candidates, the award can be so presented.
- X. In cases of strong competition, the assessors can request the co-ordinator to invite the nominator of the unsuccessful but highly eligible candidate(s) to re-apply in the subsequent term, without prejudice.
- XI. Awards should be withheld when no nominated candidate in that term is considered worthy of it.
- XII. A record of the nominations, group of assessors, and all decisions made with respect to the award each year will be held by the Secretary of IASSID. Any member of IASSID, who presents a reasonable case, may meet with the Vice President of the Awards Committee to discuss the record of the award in a particular term.

#### **Appeal Procedure -**

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If an assessor strongly disagrees with the choice of a candidate, he or she may appeal the group decision by declaring a wish to appeal. In this case the Chairperson will reconstitute a new group of assessors. The new group should consist of at least three new members, to ensure that a different decision is possible, if necessary. The new group will consider the nominations without prejudice and, in so far as possible, without foreknowledge of the previous disputed decision.

#### **Publication of the Award -**

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- i. Calls for nominations for the award will be published in all IASSID publications 9 months prior to the General Assembly. The names of the nominators and nominees are confidential.
- ii. Nominations should be submitted directly to the Chairperson of the Awards Committee.
- iii. Nominations should include sufficient information to enable an assessor, personally unfamiliar with the candidate, to adjudge the suitability of the candidate.
- iv. The group of assessors will inform all nominators in writing of the outcome of their decision at least four months prior to the General Assembly.
- v. To maintain an element of surprise, the decision will remain confidential. The successful candidate will be informed 3 months before the General Assembly , to enable him or her to attend the presentation ceremony.
- vi. The award will be presented at the General Assembly.
- vii. The decision of the group of assessors will be published in IASSID publications and on the website.

- viii. The publication of the decision will be accompanied by -
  - a. These guidelines in the first instance and thereafter an invitation to any member to send for a copy of these guidelines from the Vice President of the Awards Committee.
  - b. The name of each member of the group of assessors.
  - c. The name of the successful candidate, if there is one, and a statement of his or her achievements influential in the decision to present the award.

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