

ITAA Guidelines for Nominations and Granting of the Fanita English Lifetime Achievement Award

I. GENERAL DESCRIPTION OF THE AWARD

The Fanita English Lifetime Achievement Award is established to celebrate any transactional analyst who has, through a lifetime of work and commitment, demonstrated creativity, excellence, and a spirit of internationalism in any field of transactional analysis. The person will have significantly contributed to the theory, application, teaching methods, and/or recognition of TA as a modality. They will have been an ITAA member for at least a large proportion of that time.

Nominations for the Fanita English Lifetime Achievement Award (hereafter FELAA) are to be considered annually by the ITAA Executive Committee of ITAA or such committee as they may appoint. The FELAA need not be presented each year, and there will be only one recipient per year. The award will be presented either at the ITAA conference of the ITAA or in another forum decided on by the executive committee, except for those years in which the committee votes not to grant the award. The award will take the form of a written citation (certificate or scroll) and a small donation to a charity of their choosing (or as per wishes of next of kin if done posthumously). The latter will depend on funding.

II. NOMINATION CRITERIA

1. Any member of ITAA in good standing may nominate any other ITAA member in good standing (or if awarded posthumously, someone who had been a member in good standing).
2. The activities and contributions for which the person is being honored will primarily have taken place while the nominee was a member of the ITAA.
3. The nomination should include a description of the nominee's background and the ways in which he or she made, over their lifetime, outstanding contributions to the theory, practice, and development of transactional analysis and the international TA community. Documentation will be provided that supports the nomination from three areas of the nominee's life: personal, professional, and community. Three or more people for a particular individual will therefore make a complete nomination. Since areas of a person's life frequently overlap, each nominator may speak to one or more area, although a complete nomination must cover all three areas.
4. It is not a requirement that the nominee have either previously been recognized for their contributions. However, the nature of the award indicates that the nominee will be well known at some level of the ITAA organization. Members of ITAA who currently serve on the executive committee or board of trustees may be considered for nomination but will be excluded from any award committee process.

III. NOMINATIONS PROCEDURES

1. To be considered for a nomination, the following information and materials must be submitted, in written English and in electronic form (Microsoft Word or PDF), by the individuals, groups, or organizations making a nomination to the award committee in care of the ITAA office no later than 1 January:
 - a) Name of nominee
 - b) A detailed description of the nature of the achievements/contributions to be honored
 - c) Supporting relevant documentation
 - d) The complete name, address, and phone numbers of the person(s) making the nomination, whom the award committee may contact if additional information or material is required to fully consider the nomination
2. Notification of the nominee that their name has been submitted for consideration for the Fanita English Lifetime

Achievement Award is a courtesy on the part of the person(s) making the nomination but it is not a requirement of the nomination process.

3. The award committee may require additional information or documentation from the person(s) making the nomination, prior to considering the nomination. Failure to provide this requested documentation in a timely fashion may result in the nomination being denied consideration during that year.

IV. THE AWARD COMMITTEE REVIEW/VOTING PROCEDURES

1. All nominations received by the 1 January deadline will initially be reviewed by the award committee to determine the following:

a) Eligibility of the nomination

b) That written information and materials required for submitting a nomination are complete and sufficient for consideration

2. No later than 5 months prior to the award, the award committee will request from the person(s) making the nomination any additional information needed. That information must be submitted no later than 4 months prior to the event at which the award is to be given. The award committee may, as a courtesy, inform the nominee of his or her nomination, but that is not required.

4. The detailed reviews and recommendations will be distributed to all committee members at least 2 months prior to the annual event at which the award is to be given. Everyone on the committee will review the materials prior to voting.

5. The award committee will have the following options for granting the award:

a) Granting no award that year

b) Granting one award that year