

AAPS FELLOWS HANDBOOK

Nomination Form



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Election to AAPS Fellow Status

Each year, AAPS elevates a few members to Fellow Status in recognition of their professional excellence and sustained superior impact in fields relevant to AAPS's mission: to advance the capacity of pharmaceutical scientists to develop products and therapies that improve global health.

AAPS Fellow is an AAPS member whose outstanding accomplishments distinguish them as a leader in their field and whose contributions advance the development and availability of products and therapies that improve global health. Their scientific achievements are considered innovative and highly impactful by their peers, and they are recognized for their leadership in developing creative solutions to challenges encountered in the discovery, development and/or regulation of pharmaceuticals and biologics. The status of Fellow is in recognition of this professional excellence and sustained superior impact to global health and to the AAPS Community. Consistent with this excellence, AAPS Fellows are expected to continue to actively contribute to their field and to AAPS through their involvement in AAPS-sponsored activities.

Since pharmaceutical scientists practice in diverse basic and applied areas, the measurement of a potential fellow's contributions and impact on a field requires a consideration of many factors. Accordingly, the case for each nomination is made through a carefully prepared, detailed nomination package. The nomination package is first reviewed for completeness and suitability by the AAPS Staff. The AAPS Fellows Committee then reviews and recommends qualified individuals for elevation to AAPS fellows by the AAPS Board of Directors. The AAPS Board of Directors gives the final approval of those candidates who are recommended for Fellows status by the AAPS Fellows Committee.

All AAPS members have the opportunity to be recognized for their accomplishments, regardless of the discipline or setting in which they pursue the discoveries and developments that advance pharmaceutical science and the mission of AAPS.

Nomination Process Overview

Each candidate for AAPS Fellow status is nominated by an AAPS member. The nominator and nominee work together to develop a complete and thorough nomination package that meets the criteria outlined in this document. The nominator and the nominee are encouraged to work with an advisor who is experienced in navigating the Fellows nomination process. To that end, the nominator or the nominee may request the AAPS Fellows Committee to identify an advisor from among the AAPS Fellows.

The nomination package must be submitted electronically to AAPS no later than the submission deadline. Nomination packages that arrive before the deadline and are complete according to the criteria outlined in this document are screened by AAPS Staff to assure that all the required documents are included and the package is complete. Packages that are deemed to be complete are subsequently reviewed by the AAPS Fellows Committee and then voted upon by the AAPS Fellows Committee. The report of the AAPS Fellows Committee with the names of the nominees recommended for elevation to Fellow status is forwarded to the AAPS Board of Directors for review and final approval.

Nominees approved for Fellows status, along with their nominator, are notified by the Fellows Committee Chair.

Successful Nominations

Nominees approved for Fellows status are recognized during the AAPS PharmSci360 Meeting.

Members who have been elevated to Fellow status may use the designation “FAAPS” after their names, if they so choose, in their communications, written biographies, CVs, and at any opportunity where other significant designations are in use.

It is anticipated that AAPS Fellows remain involved with AAPS after elevation to the status of Fellow. To that end, AAPS Fellows are role models for other pharmaceutical scientists and; as such, are expected to share their contributions, science or knowledge and insights through AAPS, and to step forward as leaders in activities that drive the organization’s mission.

Unsuccessful Nominations

Nominators and nominees whose nomination packages are not recommended for elevation to Fellow status by the AAPS Fellows Committee chair will be notified. Generally, nominations that are not recommended have failed to demonstrate distinctive, sustained contributions. Nominators are advised to carefully read the AAPS Fellows Committee chair’s notification, which includes detailed information about the nomination’s weaknesses/deficiencies/shortcomings. The AAPS Fellows Committee advises any nominee not recommended for elevation to Fellow status to not reapply for at least two (2) years, to allow for the time needed to address deficiencies/shortcomings and to enhance the nominee’s record of accomplishment. However, if a nomination was rejected because the nomination package was incomplete, it may be appropriate to re-submit a complete nomination package the following year.

In rare circumstances, a nominee or nominator may choose to appeal a decision. The appeals decision process is outlined later in this guide.

Rescinding Fellowship

Elevation to AAPS Fellow status is an honor bestowed by the AAPS Board of Directors upon scientists who set an example in their fields to which all pharmaceutical scientists should aspire. Should a fellow engage in conduct that violates [AAPS’s member code of ethics](#) or that, in the opinion of the majority of the Board, deviates widely from the conduct expected of a Fellow representing AAPS, the AAPS Board of Directors may rescind an individual’s fellowship status. The AAPS Fellows Committee may recommend such action following due process.

Nomination Requirements

Submissions that do not follow the requirements outlined below will be rejected without consideration.

Nominator Requirements & Responsibilities

1. **The nominator must be a member of AAPS.** Submissions advanced by a nonmember will not be considered.
2. **The nominator is responsible for assembling and submitting a complete nomination package.**

The nominator must actively work with the nominee to collect all the necessary information, including soliciting letters of recommendation.

Nominee Requirements & Responsibilities

- A. **The nominee must be a member of AAPS at the time of nomination.** The nominee must have been a member of AAPS for no fewer than five (5) of the immediate past seven (7) years.
- B. **Significant service to AAPS over the time of membership is required of the nominee.**
- C. **The nominee must work with the nominator to develop and complete the submission package.** Nominees must collaborate particularly closely with the nominator on:
 - a. Compiling their Portfolio of Accomplishments
 - b. Identifying authors for at least two (2), but no more than three (3) letters of recommendation
 - c. Submitting their updated Curriculum Vitae
- D. The nominee or nominator may ask the AAPS Fellows Committee to recommend an advisor from among the AAPS Fellows. Both the nominator and advisor must be free of the conflict of interest caused by being a current member of the AAPS Fellows Committee or AAPS Board of Directors.

The status of Fellow is an honor bestowed upon AAPS members whose outstanding accomplishments distinguish them as leaders in their field.

Nominees and nominators are advised that successful candidates should generally have completed their highest degree plus 10 years of service in the pharmaceutical sciences, and have been promoted to full professor or to a corresponding level of impact in industry or government service. Candidates with abbreviated biographies must demonstrate extraordinary accomplishment.

Nomination Package Requirements

To ensure that only members of the highest qualifications and distinction are elevated to Fellow, there must be focus and rigor in the nominating process. **The contents of each nomination package must include the following information in this order:**

1. AAPS Fellow Nomination Form
2. Portfolio of Accomplishments
3. Nominator's Assessment
4. At least two (2), but no more than three (3) Letters of Recommendation
5. Current Curriculum Vitae formatted as described below

Nomination packages must be submitted in an electronic format, e.g., MS Word or Adobe Acrobat (.pdf), as a single file. Paper submissions received by mail will not be considered. Handwritten, incomplete, or otherwise illegible submissions will not be considered. Submissions that fail to follow the format described in this document will not be considered.

- E. Poorly prepared and/or insufficiently documented nominations will place the nominee at a disadvantage in the evaluation process. It is the responsibility of the nominator to ensure the

submission of a complete and representative nomination package before the submission deadline.

1. Nomination Form

The AAPS Fellow Nomination Form identifies the nominee, the nominator and, if selected, the advisor. See the AAPS Fellow Nomination Form at the end of this document.

2. Portfolio of Accomplishments

A Curriculum Vitae cannot be substituted for a Portfolio of Accomplishment.

The nominee, in consultation with the nominator, must prepare a Portfolio of Accomplishments documenting his or her contributions and impact in a particular scientific discipline. This is an accurate and concise evaluation of the contributions and impact of the nominee in the pharmaceutical sciences. The term "portfolio" literally means "a collection of representative works," and its use here implies a document that is not limited to traditional academic forms of evidence such as refereed publications and successful grantsmanship. **In fact, for scientists working in non-academic environments, significant evidence of scientific contribution other than traditional refereed publications may be appropriate.** The portfolio requires careful preparation to concisely and unambiguously document the sustained scientific contributions of the nominee.

This section must be clear, focused, and convincing. The following is a list of categories of documentation that may be used to support the nomination of a candidate. **This list is intended only as a guideline and is not intended to limit the types of information that may be submitted or that could be considered during the evaluation.** The key to this section is to identify and document, through whatever pathway is considered best suited for establishing excellence of accomplishments, the candidate's scientific contributions and impact(s), on the pharmaceutical sciences.

Executive Summary

In 250 words or less, provide a brief description of the impact of the nominee on the pharmaceutical sciences. This summary should make clear the sustained contribution for which the nominee is to be elevated to fellowship.

Sustained Contribution, Recognition and Solicitation for Expertise and Technical Leadership

Sustained scientific contribution implies continued, impactful work for at least the past five years before application for AAPS Fellow.

AAPS strongly suggests that the length of time that the nominee has been active in a scientific area; the rank achieved in academic, industry, or government; and the individual's promotion history be considered and documented. The suggested minimum time for sustained contributions and recognition is 10 years after the highest degree is completed (not including post-doctoral training). Promotion record, including promotion to full professor or a corresponding promotion in industry or government is a strong indicator of sustained recognition, expertise, and technical leadership. However, a high-level position does not lead directly to elevation to fellowship, and is seen by the Fellows Committees as one indicator among many of the strength of a potential fellow's nomination.

Publication Record

The nominee must cite and discuss no more than six (6) key publications representing major contributions to the field, giving a brief explanation of the reason why each should be regarded as a key contribution. One good measure of the impact of publications is the frequency at which seminal research articles are cited by other authors and researchers, and serious consideration must be given to providing such information in this section. The impact and sustained nature of the activity is the committee's focus, rather than the number of publications.

Refereed publications must be listed separately from other publications, such as books, chapters, etc. In the case of multiple authorships, the principal or corresponding author must be identified with an asterisk, and all authors must be included in the order in which they were listed in the actual publication. If an author is a "middle author" on an article cited in the Publication Record, it is recommended that the nominator include a brief statement that highlights the nominee's contribution to the article.

Patents

When patents are listed in the nomination package, the nominee should clearly define the value and the number of patents held by the nominee. Value can be assessed, for example, by the number of patents that have led to products, new directions and approaches that emerged within the pharmaceutical sciences because of that patent, and the success with which those patents have dominated the field.

Presentations

Invited presentations and submitted presentations may both be included and considered. Invited presentations are presentations given as a speaker who is invited by the organizing committee to present on a topic at the meeting. Submitted presentations are either poster or podium presentations submitted through a meeting abstract submission process by the author.

Presentations must be cited chronologically, indicating full authorship, the title of the presentation, to whom and where the presentation was given. For invited presentations, the purpose of the invitation and the size and potential influence of the targeted audience will be considered as evidence of the candidate's impact and accomplishments. Considerations will include a determination of whether the presentations reflect expertise and innovation on the part of the nominee. It must be noted if a contributed presentation was refereed. In the case of multiple authorship, the principal author must be identified with an asterisk and all authors must be identified in the order in which they were listed in the presentation abstract.

Service as Editor, Associate Editor, Editorial Advisory Board Member, or Referee for Learned Journals in the Pharmaceutical or Related Sciences.

This information is indicative of the scientific recognition of the nominee.

Organization of Symposia

Successfully organizing national and international symposia establishes the level of recognition of the nominee in the area of the nominee's expertise. The nominee's specific involvement in supporting scientific and professional organizations must be documented.

Mentoring of Graduate Students, Subordinates and Colleagues

This category includes the traditional role of thesis or dissertation advisor or co-advisor, as well as mentor for summer interns in academic or non-academic research or development laboratories. For Ph.D. and Master's students, the student's name and the title of the thesis or dissertation must be included. The research under the direction of mentors ordinarily will be published and/or presented. An additional, though more indirect, measure of the impact of the mentor may be taken from the current position and success of the nominee's students upon leaving the program.

Service to AAPS or Other Professional/Scientific Organizations

Service to AAPS by the nominee is an important determinant in the selection of a nominee as AAPS Fellow. Significant service to AAPS over the time of membership is required of a nominee. Service in AAPS and other professional organizations – not just service in university or company committees -- should be identified and documented. For example, chairing committees or task forces, or holding elected offices, etc., is supportive, particularly when that service has had impact in a field of pharmaceutical sciences.

Adjunct Faculty Positions in Universities

If including a position as adjunct faculty member in the nomination, the nominee must clearly demonstrate the contributions made. For example: frequency of visits, number of lectures per year, contribution to a student's dissertation, etc., must be specifically identified. Mere listing as adjunct faculty is insufficient to assess its impact.

INDs, NDAs and Related Contributions

If the nominee functions in a drug development environment, it is important to identify the product development work associated with the person's career. To be supportive of the nomination package, evidence must be provided to demonstrate that the nominee was pivotal in a product's success through some unique contribution. Examples of such contributions include: a new formulation technique or process; development of a new analytical procedure or a novel *in vitro* procedure that provided *in vivo* correlation for a dosage form that would otherwise be "unapprovable"; a novel statistical method for pharmacokinetic data analysis or a unique contribution to a clinical/clinical pharmacology program critical to an NDA; or collaboration with FDA or another health authority in the creation of a new regulatory channel or pathway for a class of new drugs. The impact and sustained nature of these activities must be documented. It is important that a strong case be made by experts other than a nominee's supervisor or subordinates.

Level and Scope of Technical and/or Managerial Responsibility

A record of increasing responsibility is usually an indicator of the regard that the organization holds for the individual. Responsibility does not necessarily mean managing a large staff. It may also include responsibility for start-up departments, responsibility for managing complex projects, or other senior scientific leadership roles in industry, academia, or government organizations.

Special Internal Awards, Recognition, etc., for Research and Development Related Achievements

These may include major recognition awards from employers (e.g. President's Awards), or national or international achievement and recognition awards. Awards routinely given in recognition of a job well done, as a part of normal employment, should not be listed.

3. Nominator's Assessment

The purpose of the Nominator's Assessment is to clearly identify the sustained achievements of the nominee, and to support them with appropriate, relevant examples. The nominator must articulate and establish the answers to the following three questions:

- What makes the nominee an acknowledged leader in, and an outstanding contributor to the pharmaceutical sciences?
- What are the nominee's most important scientific accomplishments?
- What is the demonstrated impact of those contributions to pharmaceutical sciences?

The nominator must answer these questions in a brief, essay statement. This should not be a recitation of the nominee's CV or portfolio of accomplishments.

Nominees often present additional qualities and dimensions that enhance their nomination. However, the identification and validation of a candidate's sustained excellence in one (no more than two) specific field(s) is key to the success of the nomination. The Nominator's Assessment must identify these fields clearly, with supporting evidence.

4. Letters of Recommendation

Letters of Recommendation are an attestation of the nominee's achievements in the field by experts. These written endorsements must personalize the nominee, not merely restate accomplishments listed in their CV or Portfolio of Accomplishments.

A minimum of two (2), but no more than three (3) letters of recommendation will be accepted.

Submissions that have only one letter, or four or more, will be returned without consideration.

Letters of recommendation may be written by colleagues, peers, or technical managers working in academic, industrial, or government settings. Letters should be written by independent evaluators. Letters written by AAPS Fellows who are independent evaluators of the nominee are particularly valuable because Fellows understand the professional excellence standards sought by AAPS. Supporting letters should not come from current employers, supervisors, or direct reports.

Above all else, letters should be personal and based in the context of the relationship between the nominee and the endorsing writer, what that experience has allowed the writer to see in the nominee, and in the nominee's contribution to pharmaceutical science. A letter that restates the general accomplishments of the nominee without expanding upon them, and which repeats that which is already detailed elsewhere in the package, is not a strong endorsement of the nominee.

It is strongly advised that letters of recommendation not be written by individuals associated with the nominee's current place of employment or training. If such is not possible, then letters from co-workers or instructors should be both strong and unique, meaning that no other writer could comment on the

nominee from this perspective. The letter should, include an explanation why that the relationship is incidental to the evaluation being provided by the co-worker or instructor.

AAPS Fellows Committee members or AAPS Board of Directors shall not participate in the nomination process in any way. This includes writing endorsement letters, nominating letters, or reviewing drafts of nomination packages. The AAPS Fellow committee members must avoid conflicts of interest in their roles and must not endorse or assist a nominee. The AAPS Board of Directors approves all recipients and is involved in the appeals process for decisions, and so cannot participate in the nomination process in any way. Board and Fellows Committee members must declare their conflict to their chair and be recused from discussions and voting during deliberations.

Each letter must specify:

- The length of time the author has known the nominee
- The capacity in which the author has known the nominee
- The nominee's contributions to and impacts on the pharmaceutical sciences

Nominators and nominees should direct authors to explain what makes the nominee "an acknowledged leader in, and an outstanding contributor to the pharmaceutical sciences." They may solicit more than three letters; however, then must include no more than three letters that best support the nomination for fellowship.

5. Curriculum Vitae

A complete, updated Curriculum Vitae summarizing the candidate's background and qualifications must be included in the nomination package. The contents must contain:

- Current position and affiliations
- Fields and areas of specialization
- Degrees, including institutions, years, majors and minors
- Previous positions held
- Professional licensure, if appropriate
- Honors and awards
- Promotions and recognitions, with dates
- A complete list of presentations, abstracts, etc.
- A complete list of publications divided into "Peer Reviewed," "Non-Peer Reviewed," and "Unrefereed"
- Patents
- Therapeutic candidates launched
- IND/NDA's involved/submitted

Fellows Selection Procedure

Selection Process Overview

All nominees are evaluated on the basis of professional excellence as indicated by a documented, sustained and continuing level of superior and distinguished professional achievement and contributions in a relevant field.

The two key questions Fellows Committee members consider are:

1. **What makes the nominee an acknowledged leader in, and an outstanding contributor to, the pharmaceutical sciences?**
2. **What are the nominee's most important scientific accomplishments?**

Only those nominees receiving a majority vote from the AAPS Fellows Committee will be recommended for elevation to AAPS Fellow. There is no limit on the number of nominees, or number of fellows.

Conflict of Interest & Confidentiality

Conflict of Interest

Conflict of interest is a continual concern in any process where nominations are evaluated and selected by a panel of individuals. The AAPS Fellows Program, draws its value from its prestige. Therefore, it is paramount that any potential for bias be avoided, and that the process for evaluation of nominees be transparent. This protects the program, the reputations of the volunteers involved in the program, and the value of fellowship to AAPS and its Fellows.

- 1) **Members of the AAPS Fellows Committee who will evaluate nomination packages and vote on nominees must avoid any discussion or interaction with nominees, nominators, and other supporters of nominees (advisors) related to the nomination packages.** This includes giving advice, reviewing a component of a package, writing letters of recommendation, advising on the selection of letter writers, chatting about a nominee's background with their former and current colleagues, etc. Committee members should approach the evaluation process without bias, and treat all nominations fairly and equitably.
- 2) **Questions about the Fellows nomination and selection process, nomination package development, and other issues should be directed to AAPS staff and the AAPS Fellows Committee Chair.** Staff will respond directly with information. Staff and the chair can help a concerned nominator find a mentor who is a fellow but is not expected to vote on a package.
- 3) **Committee members who have experienced interactions related to a nomination package must announce their conflict of interest to the chair, and the chair must recuse them from both the discussion and the vote.** AAPS directs chairs that they may not waive a member's conflict and permit them to participate. Any conflict, no matter how minor, must be recorded in the minutes of the meeting and the party in conflict recused.
- 4) **In the event of a blatant attempt to bias a decision, the chair may bar the member from the committee's deliberations.** The chair should only take this action after consulting with AAPS staff.
- 5) **During deliberations, committee members may not bring information into the discussion that is not referenced in the package.** It is not unusual that a committee member knew the nominee before nomination occurred, and experienced them in another setting. It is inappropriate to

discuss this knowledge during deliberations because it is unfair to nominees who did not have the same opportunity to interact with the volunteer.

Confidentiality

Being nominated for AAPS Fellow is an honor. However, it can prove embarrassing to nominees who are not selected, should the rejection of their nomination package become known. Therefore, committee members and staff involved in the Fellows nomination and recommendation process should only share the names of nominees when necessary to advance the nomination process. Committee members and nominators are discouraged from general announcements of the names of nominees and from distributing nominee information to others. Potential endorsement letter writers and individuals who can supply information for a nomination should be contacted personally and confidentially by the nominator or nominee.

A nominee may choose to make their status known, but all volunteers, including nominators, should leave that choice to the nominee.

Committee members will also refrain from congratulating the Fellow or announcing the outcome to other members until the AAPS Board of Directors and the AAPS President have publicly announced the outcome.

AAPS Fellows Committee Review

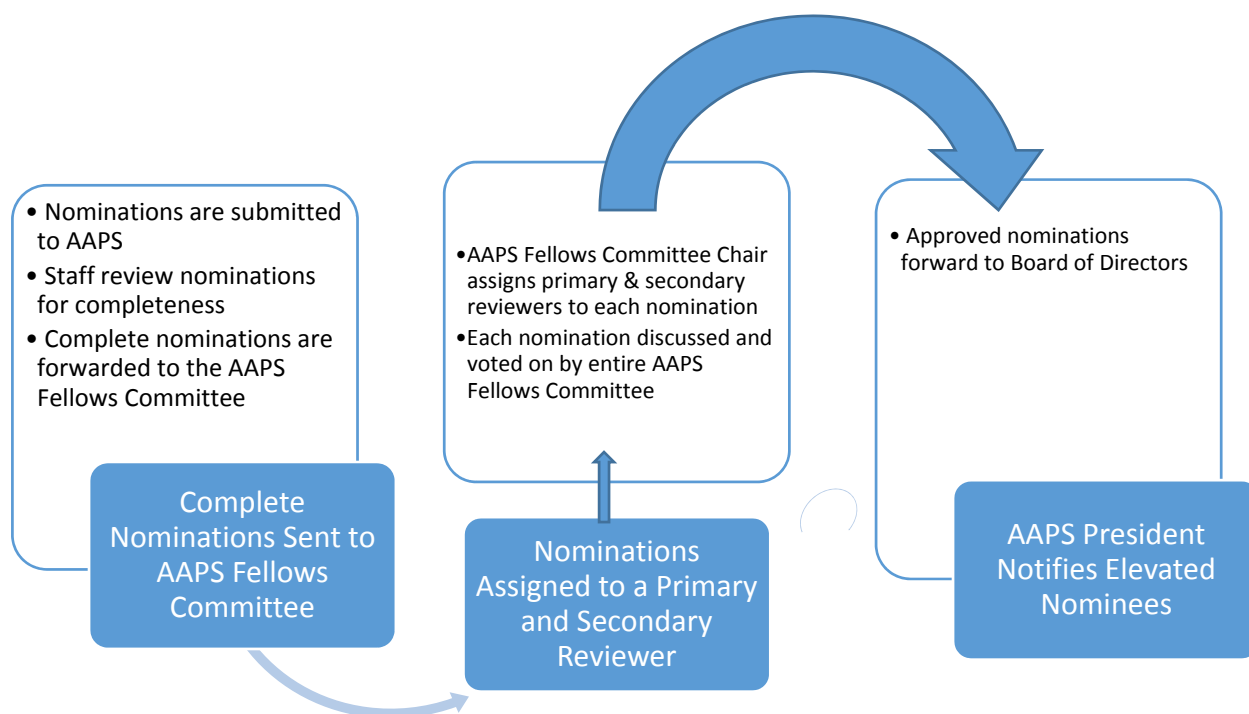
1. Upon receiving a package by the designated deadline, AAPS staff:
 - a. Document the date that the nomination arrived
 - b. Review the package to verify that it is complete
2. Staff make complete nomination packages available for review by the Fellows Committee members.
3. The AAPS Fellows Committee chair assigns each nomination to two committee members (designated as primary and secondary reviewers) for a detailed evaluation. The chair and members should identify potential conflicts of interest arising from assignments. When such potential conflict of interest arise, the chair will re-assign the review to other members, as needed.
4. The AAPS Fellows Committee is called to meet with the following in attendance:
 - a. AAPS Fellows Committee chair
 - b. Eight (8) AAPS Fellows Committee members
 - c. AAPS Board of Directors Liaison. The Board will designate a Board member to serve each year.
 - d. AAPS Staff Liaison
5. Under extenuating circumstances, and entirely at his/her discretion, the AAPS Fellows Committee chair may approve a substitution for a Fellows Committee member. A substitute committee member must be an AAPS Fellow.
6. Prior to the beginning of deliberations, members must review the slate of nominees and disclose any conflicts of interest. Recusal is imposed by the chair.
7. Each reviewer reports their evaluations to the full AAPS Fellows Committee in turn, making the case for the nomination, and participating in any discussion that may result from an evaluation.
8. Each AAPS Fellows Committee member votes on each package.
 - a. Election is by majority.

- b. Staff record the vote count and decision for each package.
9. If a package fails, the AAPS Fellows Committee chair leads the committee in reaching consensus on why the package failed. Such consensus is noted and forwarded to the nominee and the nominator.
10. After all candidates have been considered, those packages that failed by a close vote are reconsidered to ensure fair evaluation.
11. The AAPS Fellows Committee chair forwards the report of the committee's final decisions to the AAPS Board of Directors for acceptance and final approval.
12. Nominees elevated to Fellow status are notified by the AAPS President.
13. The AAPS Fellows Committee chair, with the support of AAPS staff, prepares written communications to nominees and nominators of failed nominations detailing the weaknesses, deficiencies, and shortcomings of the nomination packages.

Appeals Process

Nominees and their nominators may challenge a nomination's rejection as follows:

1. **Email a written appeal to the AAPS Fellows Committee staff liaison within five days of the AAPS Fellows Committee chair's notification of the package's failure.** The five-day window begins when the AAPS Fellows Committee chair issues notification. Appeals received within five days of the notification date are documented, and notice is made to the AAPS Fellows Committee chair and the AAPS Board of Directors. Appeals received after that time will be rejected without consideration.
2. **The appeal must include a written statement specifying the cause of the rejection identified in the rejection notices, and a reasoned response that makes a case for reversal.**
3. The reasoned response may not include:
 - A re-written nominations package. Editing and rewriting constitutes a new package, may be submitted the following year.
 - Additions that complete an incomplete package. An incomplete package should be completed and resubmitted the following year.
4. Upon receiving an appeal, the AAPS Fellows Committee chair will ask the AAPS Board of Directors to seat a 3-member Appeals Committee of the Board to review the appeal, excluding any member who participated in the discussion or vote that led to the rejection of the package.
5. The Appeals Committee will review this guide, the nomination package as received by staff, the AAPS Fellows Committee chair's letter documenting the reasons for rejection, and the arguments set forth in the written appeal.
6. The Appeals Committee will advise the AAPS Board of Directors on its determination, and then the AAPS Board will make the final decision.
7. Within two weeks of their appeal submission, the nominator will be contacted by a representative of the AAPS Board with the final decision.



AAPS Fellows Committee Members and Chair Responsibilities

The AAPS Fellows Committee is composed of eight (8) Fellows and a representative from the AAPS Board of Directors. The Fellows Committee annually selects a vice chair from submitted applications to the Fellows Committee through a blind screening process based on the job requirements outlined in the Board-approved committee charter. The vice chair then assumes the role of the chair in the following year and presides over all AAPS Fellows Committee meetings, and oversees all related activities. The vice chair, in essence, has a three-year commitment—as vice chair in the first year, chair in the second year, and as past chair in the third year. The AAPS Fellows Committee members select candidates who represent professional excellence in fields relevant AAPS’s mission: to advance the capacity of pharmaceutical scientists to develop products and therapies that improve global health. The AAPS Board of Directors appoints a liaison to the AAPS Fellows Committee annually who attends all AAPS Fellows Committee meetings as an *ex-officio* member without voting rights.

AAPS Fellows Committee members agree to:

- Read and critique every nomination package and provide a thorough evaluation of a nominee’s qualifications to be elected an AAPS Fellow
- Uphold the rigor and principles of the AAPS guidelines regarding the identification and selection of AAPS Fellow
- Maintain confidentiality, identify any conflicts of interest and conduct the business of the committee with the highest regard to professional and ethical standards
- Avoid interactions that may result in a conflicts of interest, to candidly identify any such conflicts, and to accept recusal from deliberations and voting that results from such conflicts

Time commitment:

- One-half to three hours to review each nomination, with as many as 30 or so nominations to consider
- The hours needed to provide all assigned primary and/or secondary review
- A day-long meeting, or conference call, to review and vote on nominations
- Participation in and completion of any activities that are needed to review and select AAPS Fellow nominations

Forms, Letters, & Additional Information

Current information is posted at www.aaps.org/Fellows including:

- List of current AAPS Fellows
- Upcoming Fellows nomination deadlines
- AAPS Fellow nomination instructions and forms

Board of Directors Liaison Responsibilities

The AAPS Board Liaison keeps the committee informed of the Board's actions and concerns, and communicates the committee's questions and decisions to the Board. The liaison:

- Attends meetings and conference calls held by the AAPS Fellows committee
- Ensures the AAPS Fellows Committee chair follows the procedures adopted by the AAPS Board of Directors for administering the Fellowship program
- Ensures the process is fair and equitable among all members

AAPS Fellow Nomination Form

Application Deadline: May 4, 2020, 5:00PM ET

Directions

Complete this form in full, in electronic format (i.e. Microsoft Word) and submit to the AAPS Fellowship Committee Staff Liaison at awards@aaps.org with the complete nomination package as described in the AAPS Fellowship Handbook. Incomplete/illegible nominations, including those with handwritten nomination forms, will not be considered.

Nominee Information

AAPS Member Number (Nominee must be a member of AAPS) _____

Full Name _____

Organization/Institution _____

Address _____

City _____ State _____ Zip _____ Country _____

Telephone (Include country code if outside United States) _____

Email _____

Previous submission for AAPS Fellow? ☐ No ☐ Yes If Yes, year(s) of submission _____

Nominator Information

AAPS Member Number (Nominator must be a member of AAPS) _____

Is the nominator an AAPS Fellow? ☐ No ☐ Yes

Full Name _____

Organization/Institution _____

Address _____

City _____ State _____ Zip _____ Country _____

Telephone (Include country code if outside United States) _____

Email _____.