



Canadian Academy of Health Sciences  
Académie canadienne des sciences de la santé


# PREPARING A FELLOWSHIP NOMINATION

## PROCESS & RESPONSIBILITIES

The primary nominator is a CAHS Fellow.

In addition to providing a letter of nomination that introduces the nominee and co-nominators, the primary nominator accepts responsibility to co-ordinate the entire application.

# 2015 TIMEFRAME

- Nomination deadline: **Friday, March 13, 2015**  
*Note – Electronic submission only to: [a.hardisty@utoronto.ca](mailto:a.hardisty@utoronto.ca)*
  - Review meeting: 10:00 a.m. – 4:00 p.m. (EST) on Saturday, April 18
  - Recommendations to Board: Friday, May 1
  - Candidates advised of outcome: Monday, May 4
  - New Fellow Induction Ceremony: Thursday, September 17
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# COVENANT TO SERVE

Election to the Academy is considered one of the highest honours for members of the Canadian health sciences community.

Election embodies a covenant to serve the Academy and the future well being of the health sciences irrespective of the Fellow's specific discipline.

# REQUIREMENTS & ELIGIBILITY

## WHO ARE CAHS FELLOWS?

Fellows elected to the Academy will be health and biomedical science leaders who have achieved national and international peer **recognition** for their contributions to the health sciences (awards, invited lectures, invited reviews and editorials).

Fellows will normally hold the rank of Full Professor. They will be Canadian citizens or have been Canadian residents for the preceding three (3) years.

# DEMONSTRATED CHARACTERISTICS OF A FELLOW

**Leadership** evidenced by elected or appointed roles and offices in their own institution and in regional, national and international organizations;

**Creativity** exceptional scholarship, publications, innovative technologies, patents;

**Distinctive Competencies** identifiable national/international expertise that will contribute to the body of expertise of the CAHS; and

**Commitment to advance academic health sciences** academic service and innovation at local, national and international levels, including teaching and public service.



# ELIGIBILITY

Individuals are elected to the organization after a nominating and peer review procedure, which seeks to recognize those who have a demonstrated track record of academic achievement. **The review places considerable emphasis on internationally recognized leadership and contributions that have meaningfully advanced the academic health sciences.**

At the time of election, Fellows will normally hold the rank of Full Professor.

Candidates must be Canadian citizens or have been Canadian residents for the preceding three (3) years.



# **THE NOMINATION PROCESS**

## **NOMINATORS & RESPONSIBILITIES**

**The primary nominator is a CAHS Fellow.**

**In addition to providing a letter of nomination that introduces the nominee and co-nominators, the primary nominator accepts responsibility to co-ordinate the entire application.**

# THE NOMINATION PROCESS

Three (3) letters of nomination are required.

**The primary nominator must be a CAHS Fellow.** In addition to providing a letter of nomination that introduces the nominee and co-nominators, the primary nominator accepts responsibility to co-ordinate the entire application.

Two co-nominators, who would normally be an institutional leader from the nominee's institution and a colleague from a different institution, national or international, will attest their support of the nomination.

Letters should describe the nature and duration of the professional relationship(s) with the nominee and address the characteristics of recognition, leadership, creativity, distinct competencies and commitment to advance the health sciences.





# WHAT COMPRISES A COMPLETE NOMINATION?

- Letters of nomination from three (3) nominators (including the primary nominator)
- A completed nomination form comprising - Data sheet on nominee (page 1); citation and key words (page 2); succinct summary of nominee's accomplishments and contributions (page 3); Personal statement from the nominee on the commitment s/he is willing to make to advance academic health sciences (page 4). A note for the guidance of the nominee in this regard is included in the nomination package (page 5) and should be provided to the nominee by the first nominator.
- Curriculum vitae of the nominee **that clearly identifies trainees as authors of papers by means of an asterisk on the trainee's name.**
- Incomplete nominations are returned to the primary nominator unread.

# CITATION & DETAILED APPRAISAL

- The 100-word citation will highlight accomplishments and contributions of the nominee in the third person. The language used should be suitable for ceremonies, lay communications and media releases. If a nominee is elected, the citation is printed in the program for the Induction Ceremony and is posted on the Academy's website.
- In a 500-word appraisal the primary nominator will summarize the nominee's established, internationally recognized leadership and impact that has meaningfully advanced the academic health sciences.



# **THE REVIEW PROCESS**

## **FELLOWSHIP COMMITTEE & RESPONSIBILITIES**

**The Fellowship Committee is chaired by the CAHS President Elect**

**Membership Includes representation of all constituencies including basic sciences, public health, health services and francophone.**

**Appointment is a renewable 3-year term.**

# REVIEWER ASSIGNMENT

- Each nomination is assigned to 2 committee members, with designation as to whether they are the primary or the secondary reviewer (50:50).
- At least 1 of the reviewers is the same discipline as the nominee.
- Reviewers are not assigned nominations from their own University. If there is found to be close prior or present interaction with the nominee files are reassigned.



# RATING OF CANDIDATES: A 5 POINT SCALE

## Framework

1. Recognition (by peers nationally/ internationally, awards, invited lectures, invited reviews and editorials)
  2. Leadership (particularly through roles and offices in local, regional, national and international organizations)
  3. Creativity (exceptional scholarship, publications, innovative technologies, patents)
  4. Distinctive competencies (identifiable national/international expertise that will contribute to the body of expertise of the CAHS)
  5. Commitment to advance academic health sciences (academic service and innovation at local, national and international levels, including teaching and public service)
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# REVIEW MEETING

- All scores are assembled and ordered by mean scores. In instances where there is a difference of  $\geq 1.0$ , between the primary/secondary reviewer scores an additional review is sought.
- A full day review meeting is hosted where primary reviewers provide a brief oral synopsis of the candidate. The synopsis specifically highlights those features or concerns that led the primary reviewer to his/her rating. Taking into account a brief discussion, including the input of other members, the primary and secondary reviewers come to agreement on a consensus rating. Each member then casts a ballot with a score that is within  $\pm 0.5$  of the consensus rating.

# FINAL APPROVAL

- In the concluding portion of the review meeting, members scan the list to review the implications of ratings and natural cut-off levels for nomination that can be recommended to the Board.
- **The CAHS Board makes the final decision for election.**

