



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

## PREPARING A FELLOWSHIP NOMINATION PROCESS & RESPONSIBILITIES

**Three** letters of nomination are required. Normally at least one of the nominators is a Fellow, however CAHS will consider applications where none of the nominators are CAHS Fellows

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.

*Letters should describe the nature and duration of the professional relationship(s) with the nominee and must address in specific paragraphs the five characteristics of recognition, leadership, creativity, distinct competencies & background, and commitment to advance the health sciences. Letters should focus on the nominee's impacts.*

# 2022 TIMEFRAME

- Nomination deadline: **Monday, March 14, 2022**

*Note – Electronic submission only to: [kbimm@cahs-acss.ca](mailto:kbimm@cahs-acss.ca)*

- Review meeting: 10:00 a.m. – 4:00 p.m. (EST) on Friday, May 13, 2022
- Recommendations to Board: Wednesday, June 1st, 2022
- Emails to all candidates to be sent out in early August 2022
- New Fellow Induction Ceremony: September 2022

# 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 local, provincial, national and international peer **recognition** for their contributions to the health sciences (awards, invited lectures, invited reviews and editorials) and have a demonstrated track record of exceptional **accomplishment and impact**.

*Individuals working in government, NGO or private sectors are eligible if they have a stellar record of accomplishment in the public interest that attests to their ability to advance the mission and goals of CAHS.*

# DEMONSTRATED CHARACTERISTICS OF A FELLOW

**Recognition** Local, provincial, national and international peer recognition for their contributions to the health sciences (awards, invited lectures, invited reviews and editorials);

**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 and other examples of creativity;

**Distinctive competencies & background** the Academy recognizes people with diverse backgrounds, expertise and experiences 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.

*Given the Academy's mission and vision, and its expectation that Fellows will be active in promoting improved health, health care and health-related policies, the latter criterion is particularly important in the nomination process. The Academy is committed to equity, diversity and inclusion during its selection process.*

# ELIGIBILITY

Individuals are elected to the organization after a thorough nominating and peer review procedure. Successful candidates are able to demonstrate:

- A track record of exceptional accomplishment and impact and
- Sustained performance at a national and international level

The review places considerable emphasis on internationally recognized leadership and contributions that have meaningfully advanced the academic health sciences, health care, health policy or related impacts. Individuals working in government, NGO or private sectors are eligible if they have a stellar record of accomplishment in the public interest that attests to their ability to advance the mission and goals of CAHS.

At the time of election, Fellows working in a university will normally hold the rank of Full Professor and those working in other sectors will normally have senior positions.

At the time of election, Fellows must be either Canadian citizens or residents of Canada for the past 3 years, unless exceptional circumstances prompt the Board to rule otherwise.



# THE NOMINATION PROCESS

## NOMINATORS & RESPONSIBILITIES

Normally at least one of the nominators is a Fellow, however CAHS will consider applications where none of the nominators are CAHS Fellows

The primary nominator accepts responsibility to coordinate the entire application by filling out the nomination form and choosing the two co-nominators

The co-nominators provide letters of recognition.

*Letters should describe the nature and duration of the professional relationship(s) with the nominee and must address in specific paragraphs the five characteristics of recognition, leadership, creativity, distinct competencies & background, and commitment to advance the health sciences. Letters should focus on the nominee's impacts.*

# THE NOMINATION PROCESS

Three (3) letters of nomination are required.

The primary nominator must provide a letter of nomination that introduces the nominee and co-nominators, the primary nominator accepts responsibility to coordinate the entire application.

The 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.

All letters should describe the nature and duration of the professional relationship(s) with the nominee and must address in specific paragraphs the five characteristics of recognition, leadership, creativity, distinct competencies and commitment to advance the health sciences. Letters should focus on the nominee's impacts.





# WHAT COMPRISES A COMPLETE NOMINATION?


- Letters of nomination from three (3) nominators (including the primary nominator). Each letter can not be more than 3 pages.
- A completed nomination form comprising - Data sheet on nominee (page 2); citation and key words (page 3); succinct summary of nominee's accomplishments and contributions (page 4); Personal statement from the nominee focused on how the nominee has actively participated and had an impact in volunteer associations, societies or other groups (that are not part of her/his paid work) and how the nominee anticipates actively working in the Academy (page 5). 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 primary nominator.
- Curriculum vitae of the nominee **that clearly identifies graduate trainees as authors of papers by means of an asterisk on the trainee's name.**
- Incomplete nominations are returned to the primary nominator unread.

# ASSEMBLY OF INFORMATION

Submissions should follow the order below and be submitted by email to [kbimm@cahs-acss.ca](mailto:kbimm@cahs-acss.ca)

1. **DATA SHEETS** on nominee (page 2), citation and key words (page 3), succinct summary of nominee's accomplishments and contributions (page 4)
2. **LETTERS OF NOMINATION** from three (3) nominators (including the primary nominator which appear first)
3. **PERSONAL STATEMENT** from the nominee focused on how s/he has actively participated and had an impact in volunteer associations, societies or other groups (that are not part of her/his paid work) and how s/he anticipates actively working in the Academy (page 5).
4. **CURRICULUM VITAE** of the nominee that clearly identifies graduate trainees as authors of papers by means of an asterisk on the trainee's name.

# 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. This is in **addition** to the primary nominator's personal nomination letter.
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# THE REVIEW PROCESS


## FELLOWSHIP COMMITTEE & RESPONSIBILITIES

The Chair of the Fellowship Committee is a current member of the Board who has prior experience as a member of the Fellowship Committee. The role may be held by the President-Elect, but alternative choices that fulfill the terms stated in the preceding sentence are also acceptable.

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).
  - We make every attempt to assign at least 1 of the reviewers in the same discipline as the nominee. In some cases, this is not possible, and so please make sure your nomination submission can be read and understood by all.
  - 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.
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# RATING OF CANDIDATES: A 5 POINT SCALE

## Framework

1. **Recognition** Local, provincial, national and international peer recognition for their contributions to the health sciences (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 & background** (the Academy recognizes people with diverse backgrounds, expertise and experiences 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)

*Given the Academy's mission and vision, and its expectation that fellows will be active in promoting improved health, health care and health-related policies, the latter criterion is particularly important in the nomination process.*

# 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.**
- If an applicant is unsuccessful on two occasions, they will need to wait two years to re-apply