



Call for Nominations - 2023  
Appel de candidatures pour l'année 2023

# 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 six characteristics of recognition, leadership, creativity, distinct competencies & background, commitment to advance the health sciences, and commitments to diversity, equity, and inclusion. Letters should focus on the nominee's impacts.***



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## 2023 RUBRIC

An assessment rubric has been developed to enhance transparency, impartiality, and fairness of the review process. This rubric provides guidance regarding Academy expectations regarding the six characteristics of potential Fellows.

Nominators are encouraged to carefully review this rubric and present clear and concise evidence aligned with the identified characteristics, in a manner that allows reviewers to best understand the accomplishments and potential future contributions of the nominated individual to the Academy.

**[Click here to download the 2023 Rubric.](#)**



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## 2023 TIMEFRAME

- Nomination deadline: Monday, March 6, 2023
- Note – Electronic submission only to: [kbimm@cahs-acss.ca](mailto:kbimm@cahs-acss.ca)
- Review groups meet: between May 8<sup>th</sup> and May 29<sup>th</sup>
- Recommendations to Board: June 7<sup>th</sup>, 2023
- Emails to all candidates to be sent out by early August 2023
- New Fellow Induction Ceremony: September 2023



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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.



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# 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.



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# 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 and Potential for Civic Contribution/Engagement :** evidenced by elected or appointed roles and offices in their own institution and in regional, national and international organizations;

**Creativity and Productivity:** exceptional scholarship, publications, innovative technologies, patents and other examples of creativity;

**Distinctive competencies:** the Academy recognizes people with diverse backgrounds, expertise and experiences that will contribute to the body of expertise of the CAHS; and

**Demonstrated Commitment to advancement of health sciences and public health outcomes :** academic service and innovation at local, national and international levels, including teaching and public service.

**Demonstrated commitments to diversity, equity, and inclusion:** within and across disciplines, and in particular leadership in this area.

*The Academy is committed to equity, diversity and inclusion during its selection process.*





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# 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 non-academic 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.



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# 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.***





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# THE NOMINATION PROCESS

## Nominators & Responsibilities

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 co-ordinate 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 six characteristics of recognition, leadership, creativity, distinct competencies, commitment to advance the health sciences, and commitments to diversity, equity, and inclusion. 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.



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# 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.



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## 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

All Reviewers are Academy Fellows.

Reviewers are selected to ensure balanced representation from different professions, disciplines, scholarly backgrounds.

In addition, Reviewers represent different regions of Canada, and with attentiveness to Canada's rich and growing diversity.

Nominations are welcomed and reviewed in either of Canada's official languages.



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## REVIEWER ASSIGNMENT

Each nomination is assigned to an interdisciplinary and interprofessional committee of 4-5 members, all of whom are current Fellows from different regions of Canada and with diverse scholarly orientations.

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, not just subject-matter specialists.

Conflict of interest guidelines are used to ensure objective and impartial assessment by reviewers with no significant connections to the nominated individual.





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Appel de candidatures pour l'année 2023

# RATING OF CANDIDATES: THE ASSESSMENT RUBRIC

## FRAMEWORK:

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

**Leadership and Potential for Civic Contribution/Engagement :** evidenced by elected or appointed roles and offices in their own institution and in regional, national and international organizations;

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**Demonstrated commitments to diversity, equity, and inclusion:** within and across disciplines, and in particular leadership in this area.

***Nominators are advised to carefully review the Rubric and present clear and concise evidence aligned with the expectations of the Academy, along these 6 assessment criteria.***



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## FINAL APPROVAL

The CAHS Board makes the final decision for election as a Fellow, based on the Assessment of the Review Committees.

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