



# 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) and who have demonstrated potential and commitment to work with the Academy to advance its mission.

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.



# REQUIREMENTS & 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.



# 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.

**Evidence of contributions to advance inclusivity, diversity, equity, and accessibility in Canada:** within and across disciplines, and in particular leadership in this area.

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



# PREPARING A FELLOWSHIP NOMINATION

## Process & Responsibilities

**Three** 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.

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

# LETTERS OF NOMINATION SHOULD:

- describe the nature and duration of the professional relationship(s) with the nominee and must address in specific paragraphs the first five (5) characteristics of recognition, leadership, creativity, distinct competencies, and commitment to advance the health sciences;
  - The **primary nominator** should describe how the nominee positively contributes to inclusivity, diversity, equity and accessibility through their teaching, research, scholarship, and service roles.
  - **Co-nominators** also may address the above if they have knowledge of the nominee's contributions.
  - You may wish to review the following links, as a framework of how you might describe and value a nominee's IDEA related activities and outcomes:
    - [NSERC guide on integrating equity, diversity and inclusion considerations in research](#)
    - [Research Excellence at CIHR](#)
    - [The San Francisco Declaration on Research Assessment \(DORA\)](#)
- be based on personal knowledge of the work of the nominee;
- expand on statements made in the CV but not restate them as presented by the nominee.

Letters should not include specific paragraphs for any of the six (6) characteristics where a nominator cannot provide personal knowledge of the contributions a nominee has made to that characteristic.

**NO MORE THAN 3 LETTERS OF NOMINATION WILL BE ACCEPTED. Each letter must not be longer than 3 pages.**



# CVs SHOULD:

- clearly support and show evidence of the six (6) characteristics of recognition, leadership, creativity, distinct competencies, and commitment to advance the health sciences and evidence of contributions to advance IDEA in Canada.

**There is no page limit for submitted CVs, but please be mindful to reviewers. A summarized CV, or one page summary of your CV, that shows how specific entries relate to the six (6) characteristics would be welcome. Please find a template attached to the nomination form.**



# WHAT COMPRISES A COMPLETE NOMINATION?

The primary nominator is responsible to co-ordinate the nomination package. Submissions should follow the order below and be submitted **as one document** by email to [kbimm@cahs-acss.ca](mailto:kbimm@cahs-acss.ca).

1. DATA SHEET on nominee, citation and key words, succinct summary of nominee's overall accomplishments and contributions. (page 3, 4, 5 and 6 of the nomination form)
2. LETTERS OF NOMINATION from three (3) nominators (including the primary nominator which appears first). Each letter must not be longer than 3 pages.
3. PERSONAL STATEMENTS from the nominee on the commitment s/he is willing to make to advance academic health sciences, as well as a personal statement from the nominee describing their contributions to advancing inclusivity, diversity, equity, and accessibility in Canada. A note for the guidance of the nominee in this regard is included in this nomination package and should be provided to the nominee by the first nominator. (page 7 and 8 of the nomination form)
4. CURRICULUM VITAE of the nominee that clearly identifies trainees as authors of papers by means of an asterisk on the trainee's name. (could include one page CV template)



# THE RE-APPLICATION PROCESS

A large number of outstanding candidates are nominated each year. It is inevitable that some are not elected in the first year.

Nominations are active for **one year** after the first submission and updates to the original nomination package are accepted through this period.

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

What constitutes an update? Well, it may be the replacement of one piece of the original submission or the entire nomination package.

**To re-apply, please reach out to Kayla at [kbimm@cahs-acss.ca](mailto:kbimm@cahs-acss.ca).**



# THE REVIEW PROCESS

## FELLOWSHIP COMMITTEE & RESPONSIBILITIES

- All Reviewers are Academy Fellows.
- Reviewers are selected to ensure balanced representation from different professions, disciplines, scholarly backgrounds and institutions.
- 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.
- 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.
- The CAHS Board makes the final decision for election as a Fellow, based on the Assessment of the Review Committees.



# RUBRICS

Assessment rubrics have been developed to enhance transparency, impartiality, and fairness of the review process. These rubrics provide guidance regarding Academy expectations regarding the six characteristics of potential Fellows.

For 2026, two rubrics will be provided: An Academic Pathways Rubric, and a Non-Academic Pathways Rubric.

Nominators are encouraged to carefully review these rubrics 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.

You will be asked to indicate which rubric you would like to be reviewed using on the nomination form.

[Click here to view the 2026 Rubrics.](#)



# 2026 TIMELINE

- Online ‘how-to’ Meetings for Nominators:
  - January 27 – 3 pm - 4pm ET (French) [Click here to register.](#)
  - January 28 – 1pm - 2pm ET (English) [Click here to register.](#)
- Nomination deadline: March 11, 2026
  - Note – Electronic submission only to: [kbimm@cahs-acss.ca](mailto:kbimm@cahs-acss.ca)
- Recommendations to Board: May 2026
- Emails to all candidates to be sent out by July 2026
- New Fellow Induction Ceremony: September 2026