



ORDINARY FELLOWSHIP ELECTION NOMINATION GUIDELINES

Governing Policy

These Guidelines are made under the Policy on Election and Admission of Fellows and Associates, and should be read in conjunction with the *Criteria for Fellowship*.

Purpose

These guidelines specify the processes and key dates for nominating a candidate for election as an Ordinary Fellow of the of the Australian Academy of Health and Medical Sciences (AAHMS).

Provisions

1. Nomination of candidates for Ordinary Fellowship

1.1. Entitlement to nominate

Only AAHMS Fellows may make a nomination.

Each Fellow may propose up to four new candidates for election to Fellowship in any one year, but may Sponsor additional nominations. This limit includes nominations for Overseas Fellows.

1.2. Eligibility for nomination

Eligibility is restricted to Australian citizens and permanent residents, active in an aspect of health policy and/or practice and/or health and medical research at the time of the nomination, and, in the opinion of the Proposer, eligible for Fellowship of the Academy when judged against the published Criteria for Fellowship. Candidates must be residing in Australia at the time of election.

The Proposer, as principal nominator, is responsible for confirming the candidate's consent to nomination and continuing eligibility, including residency criteria, for each year the application is under consideration. Please note that candidates remain under consideration for four years unless they are elected or the nomination is explicitly requested to be withdrawn.

1.3. Nomination Procedure

- Proposers should email the Secretariat (fellowship@aaahms.org) with the name of the intended candidate.
- The Proposer will receive the application forms, including a Candidate Consent Form and Certificate of a Candidate for Fellowship, Nomination Checklist and an invitation to submit the completed documentation through a Dropbox File Request.
- Four Fellows of the Academy, being the Proposer and three additional Sponsors, must endorse the application by signing the Certificate. Digital signatures will be accepted.
- To assist the Selection Committees, Sponsoring Fellows will be contacted by the Secretariat in February the following year and asked to provide a brief statement of candidate endorsement.
- Proposers should submit a copy of the completed and signed Certificate and essential documentation, together with a signed consent form to the Academy Secretariat, via the provided Dropbox File Request.
- Files can be added to the File Request at any time up until the advertised deadline for completed nominations, at which point they will close, and no further documents will be accepted.
- The Proposer shall be the primary contact regarding all aspects of their candidate's nomination.

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2. Nomination Checklist for a completed nomination

As Proposer and primary nominator, I confirm the following has been completed and submitted:

- Personal Details** of the Candidate.
- Eligibility** of the candidate has been confirmed as an Australian citizens or permanent resident, currently residing in Australia.
- Contact Details** of the Candidate.
- Speciality Details** of the Candidate – *list form only*
- Career Interruption** – *this section is optional*
- Short Citation** - A short statement (up to 100-word) of the candidate’s qualifications for election, written in plain language.
- Extended Citation** – A citation (up to 3 pages) addressing the Criteria for Fellowship. The extended citation will be reviewed alongside the CV and publications of the candidate. It should not simply duplicate the CV, but should set out clearly and unequivocally the major contributions of the candidate that warrant fellowship against the criteria in the Criteria for Fellowship.
- Curriculum Vitae** - A copy of the candidate’s CV, including all items listed in the Certificate.
- Full Publications List** - A comprehensive list of the candidate’s publications. Where relevant, standard bibliographic format should be used, with all authors listed in publication order.
- Up to **20 Most Significant Publications** - Details of up to twenty of the candidate’s most significant publications or contributions to practice in health or medical research (papers, reports, policy documents, reviews, practice guidelines), relevant to the grounds for fellowship proposed in the extended citation, including a brief summary of the candidate’s contribution, the significance of the publication, impact on health or medical practice, and publication impact factor and citations where relevant.
- E-copies of the candidate’s selected **Most Significant Publications** (preferably in PDF form).
- Suggested Referees** - The names and contact details of at least four qualified referees who are **not** AAHMS Fellows. Where possible, referees should be fellows of a cognate learned academy. In addition:
 - No more than two referees suggested by the candidate.
 - At least two referees suggested by the Proposer who have no personal, financial or professional conflicts of interest with the candidate.
 - At least two referees are internationally-based.
 - The Proposer has contacted all four referees and confirmed they will be willing and able to provide a report on the candidate when contacted by the Academy between January and March next year. Reports will be due by 31 March.
- Proposal Certification Form** (Section 6 of the *Certificate of a Candidate for Fellowship*) signed by four Fellows of the Academy.
- A signed **Candidate Consent Form**.*
- This completed **Nomination Checklist** which will be submitted with the application.

* Hard copies of the original, hand-signed **Candidate Consent Form** must also be received by the Academy before the end of the year. Please post the originals to:

The Secretariat
Australian Academy of Health and Medical Sciences
PO Box 6114
Woolloongabba QLD 44102

3. Key Dates

September - November	Nominations open to all Fellows
30th November	Deadline for completed nominations via DropBox File Request
30th December	Deadline for hardcopies of signed consent form to be received by the Secretariat
Late August	New Fellows informed of the election outcome
October	New Fellows inducted at Annual General Meeting
October	Proposers informed of unsuccessful nominations (within 2 weeks of the AGM)