



## 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 Australian Academy of Health and Medical Sciences (AAHMS), including Overseas Ordinary Fellows.

### 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.

Fellows nominating two new candidates must ensure that at least one is a woman, and Fellows nominating four new candidates must ensure that at least two are women.

##### 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 nomination is under consideration. Please note that candidates remain under consideration for three consecutive years (unless they are elected), provided a re-nomination is submitted each year by the nomination deadline. If a new submission is not received by the closing date, the nomination will be withdrawn and the candidate will become ineligible for nomination for two consecutive years.

##### 1.3. Nomination Procedure

- Proposers are to email the Secretariat ([fellowship@aaahms.org](mailto:fellowship@aaahms.org)) to advise their intention to make a nomination and provide the name of the intended candidate, their gender, current email address and institution. The Secretariat will conduct an eligibility check on the candidate and if eligible, will invite the nominator to login to Award Force and complete the online nomination form.
- Additionally, Proposers will receive two forms (i.e. the Candidate Consent & Certification Form and Proposal Certification Form) which must be uploaded to Award Force along with the candidate's documents (e.g. CV, publications list and Top Five Publication/Contributions) for a complete nomination...

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- Proposers must list the candidate's primary position and institution on the nomination online form. If this is overseas, but they were previously based in Australia and expect to be again in the future, the candidate will be considered as an *Overseas Fellowship candidate* – Overseas candidates are still considered through the usual selection process, but it is important that their contributions are judged according to their domestic/overseas status. However, it should be noted that Overseas Fellows would usually have been elected while based in Australia, rather than being elected while Overseas.
  - For individuals located permanently overseas, but with strong connections to Australia, proposers should consider nominating them for *Corresponding Fellowship*. Refer to the Criteria for Fellowship and the Corresponding Fellowship nomination guidelines for further information on these categories.
- Four Fellows of the Academy, being the Proposer and three additional Sponsors, must endorse the nomination by either signing the Proposal Certification Form (digital signatures are accepted) or providing a copy of the email confirmation of each Sponsor advising their support of the nomination.
- All supporting material **must** be uploaded to Award Force for a complete nomination. Please note nomination documents **will not** be accepted via email, except for the Candidate Consent Form.
- Documents can be uploaded to Award Force at any time up until the advertised deadline. Once the nomination is submitted, the Proposer will receive an automated email from Award Force confirming the nomination was successfully submitted.
- The Proposer shall be the primary contact regarding all aspects of their candidate's nomination.

### 2. Checklist for a completed nomination

#### PERSONAL DETAILS

- Personal Details of the Candidate, including preferred title and full name.
- Eligibility of the candidate has been confirmed as an **Australian Citizen or Permanent Resident**.

#### CONTACT DETAILS

- Contact Details of the Candidate, including phone number, email and mailing address.

#### SPECIALITY DETAILS

- Speciality Details of the Candidate.
- Career Interruption (*if applicable*).

#### DISCLOSURE OF MATTERS INVOLVING THE CANDIDATE THAT COULD BRING THE ACADEMY INTO DISREPUTE

- A statement, in no more than 500 words, of known previous or current allegations, investigations or other relevant matters (personal or professional) made against the candidate that may bring the Academy into disrepute.

#### SHORT CITATION

- Short Citation, in no more than 100 words.

#### EXTENDED CITATION

- Extended Citation, in no more than 1500 words, detailing the candidate's eligibility against the four Criteria for Fellowship.

#### ONGOING CONTRIBUTIONS TO HEALTH AND MEDICAL SCIENCES

- A statement, in no more than 1000 words, advising the candidate's planned ongoing service to health and medical sciences for coming year (focusing particularly on the next five years).

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## ESSENTIAL DOCUMENTATION

- Curriculum Vitae.
- Full Publications List - standard bibliographic format should be used, with all authors listed in publication order.
- **Summary** of the candidate's **Five (5) Most Significant Publications / Contributions**, including DOI for open access materials.
- **Copies** of the candidate's **Five (5) Most Significant Publications / Contributions**, only if NOT available via open access.

## SUGGESTED REFEREES

- Suggested Referees - The names and contact details of at least **four** qualified referees (who are neither the Proposer nor Sponsors in this nomination).

## PROPOSAL CERTIFICATION FORM

- Proposal Certification Form signed by **four** Fellows of the Academy, who are not referees in the nomination.

## CANDIDATE CONSENT & CERTIFICATION FORM

- Candidate Consent & Certification Form signed by the candidate.

## 3. Key Dates

<b>Mid-October</b>	Proposers contacted to update ongoing candidate documents
<b>30<sup>th</sup> November</b>	Deadline for submitting nominations
<b>December</b>	Candidate and Proposer suggested referees are contacted for referee reports
<b>December - February</b>	Candidate and Proposer suggested referees submit referee reports
<b>March - May</b>	Selection committees review nominations, suggest additional referees where applicable, and provide recommendations to Council
<b>June - July</b>	Council review selection committee recommendations, conduct own review and anonymous ranking, and provide decision to entire Fellowship for approval
<b>Early August</b>	New Fellows and their proposers are informed of the election outcome
<b>August - September</b>	Proposers informed of unsuccessful nominations
<b>October</b>	New Fellows inducted at Annual General Meeting