



## **The ACVIM Specialty Lifetime Achievement Awards Standard Operating Procedures (Drafted January 2020)**

### **Purpose:**

The *ACVIM Specialty Lifetime Achievement Award* is presented in recognition of the most prominent leaders in each specialty and provides the opportunity to celebrate those who have made significant contributions in each of the five specialties. Call for nominations will come from the President of each respective Specialty, with Specialty Presidents receiving recommendations for nominations from members of their Specialty membership.

The award may be given up to once annually but need not be awarded if a meritorious nomination is not provided during a given year.

### **Award:**

The recipient will be invited to give a one-hour presentation to the Specialty on a topic of his or her choice (topic must be consistent with general program guidelines). Included in this invitation will be airfare, one night's hotel, Forum registration, plaque and one-hour speaker honorarium.

### **Eligibility:**

1. Active, Retired and Disabled Diplomates (in good standing) of the ACVIM are eligible.
2. Except for rare and exceptional circumstances, a period of at least 15 years must elapse after becoming an ACVIM Diplomate before an individual will be considered eligible.
3. Once nominated, individuals who do not receive the Award will remain in consideration for the next year.
4. Diplomates are not eligible while they are serving as members of the Board of Regents, as elected officers of any specialty, or on the Selection Committee for this award. Diplomates given compensation in the form of a salary or stipend for service contributions will not be eligible for consideration of that portion of their service to the College.
5. No individual who has won the Award may be nominated again in the future.

### **Selection Criteria:**

Nominations will be evaluated according to an individual's contributions to some or all of the following criteria.

1. Having an outstanding career in veterinary medicine within their specialty, with recognition for one's contributions. Selection is based on the nominee's entire career rather than on a single activity or initiative.
2. An outstanding record of service to and leadership of their respective specialty, either as an elected official of the College, or through voluntary service to the College, their specialty, and/or on task forces, committees, or as an advocate of their specialty to the veterinary profession or public.
3. Contributions to their specialty, including attendance at and participation in meetings (providing lectures, abstracts and special sessions, etc.).
4. Demonstration of innovative service contributions that have advanced their specialty through administrative, committee, or other efforts.
5. A demonstrated history of mentoring residents, student, interns, graduate students and others.

### **Selection Committee:**

The Selection Committee is comprised of the Specialty Executive Committee (except for Specialty President), Chair of the Specialty Nominating Committee, and the winner of the Award in the most recently given year. Recipients of the Award should be notified at the time of the award and in the fall that they are now members of the Committee for the next specialty award cycle (serves once in five years total). Members of the Selection Committee are not allowed to nominate a person for

the award, as this constitutes a conflict of interest. Writing letters of support for nominees is allowed, however; if a letter of support is written by a committee member, they must recuse themselves from ranking those nominees.

### **Nomination Procedure:**

When submitting a candidate for consideration, the Nominator should provide

- a nomination letter
- a recent version of the nominee's CV
- a minimum of three (3) letters and a maximum of five (5) letters of support from individuals familiar with the nominee's accomplishments

The nomination letter should provide a detailed explanation of why the nominee deserves this prestigious award. The letter need not repeat the detail found in the Curriculum Vitae but should instead convey the impact of the nominee's career within some or all of the nomination criteria.

### **Candidate Assessment:**

As an initial step in the selection process, each member of the selection committee will review the applications and assign the candidate a score using the standardized Award Score Sheet (Appendix 1). The committee will be informed how many years a nominee has been included in the selection process for the award. The Committee Chair will collate and average the scores from each committee member for each nominee and share the collated and averaged scores with the Committee.

The process of determining an average score for each candidate facilitates comparison of the candidate's qualifications, but the recipient should not be determined based solely on this score. In selecting a recipient, the committee members should consider all materials submitted with the nomination, plus additional information including such as personal knowledge of the nominee's career. Even if a clear winner is apparent based on scores alone, the committee should conduct at least a single phone call to discuss the nominations to confirm that all agree on the recipient.

### **Individuals nominated simultaneously for other ACVIM awards**

The same individual may not receive the Specialty Leadership Award and any College-wide (e.g. Kirk or Pyle) Awards in the same year. The Specialty Selection Committees would be well served to wait until the recipients of the College-wide awards are announced before selecting and announcing the recipients of their Specialty Leadership Awards.

### **Timeline – dates are approximate; this timeline will be reviewed and adjusted as needed based on circumstances in any given year.**

- October 1 - a first call for nominations is made by the Specialty President to the ACVIM Diplomates in the respective specialty with a stated deadline for nomination of December 15.
- November, and December 1 - additional calls may be necessary to elicit deserving nominations.
- November 1 - the ACVIM office contacts the persons who nominated candidates not chosen in the last award cycle for that specialty and asks if they wish to submit additional supporting materials such as an updated CV for the nominee. Updates are NOT required to consider the nominations again.
- December 15 – Deadline for Specialty President to submit nomination to the selection committee
- December 16 – January 15 - ASAP after December 15 and no later than January 15, nomination materials for all new nominees, plus any nominees not chosen during the previous award cycle, are collated and distributed to the selection committee.
- February 15 – The committee selects the award recipient and a "runner up" and forwards the names to the designated ACVIM staff liaison. If an awardee is selected to receive either the Kirk or Pyle Distinguished Service award, then the "runner up" becomes the recipient of the Specialty Lifetime Achievement Award. The ACVIM staff liaison notifies each Specialty President of whom the Specialty LAA recipient will be. The Specialty President, or someone designated by the Specialty President, notifies the award recipient immediately after the determination of the award so s/he can make travel arrangements. The recipient is asked to keep the award in confidence.



- February 15 – Forum - The ACVIM staff liaison in partnership with the Specialty President will organize the award presentation.