



William R. Fenner Early Career Award for Outstanding Service

Standard Operating Procedures (Drafted February, 2022)

Purpose:

The ACVIM William R. Fenner Early Career Award for Outstanding Service is awarded to a Diplomate exemplifying exceptional service in the College and/or their Specialty in a volunteer capacity within the first 10 years following Board-certification.

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 given ACVIM Forum registration, airfare and one night's hotel stay to attend and receive a plaque at the Membership Awards Luncheon.

Eligibility:

1. Diplomates are eligible for nomination within the first 10 years following Board-certification.
2. Diplomate must be an ACVIM member in good standing.
3. Once nominated, individuals will remain in consideration for the award for two years. (If nominated in year 10, the individual will remain in consideration through year 12).
4. Diplomates are not eligible while serving on the Selection Committee for this award or generally if receiving compensation in the form of a salary or stipend for service to the College.

Selection Qualifications & Criteria:

1. An outstanding record of service to the ACVIM either as an elected official of the College, or through voluntary service to the College on task forces, committees, or as an advocate of the College to the veterinary profession or public.
2. Evidence of a leadership role in one or more activities of the ACVIM.

Selection Committee:

The Selection Committee is comprised of two appointed early career Diplomate volunteers with at minimum five years of board-certification and the three most recent recipients of the Lee & Inge Pyle Service Award during the inaugural three years of this award (total of 5 members). The Pyle Service award recipient serving in their third year will be replaced with the Fenner award recipient on the selection committee each year, until there are three past recipients to complete the selection committee. New recipients of the award will be notified at the time of the award, and reminded in the fall, that they are now members of the committee for a three-year term. 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 letters of support are 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:

1. A nomination letter.
2. A recent version of the nominee's Curriculum Vitae (CV).
3. A minimum of three (3) letters and a maximum of five (5) letters of support from individuals familiar with the nominee's service to the ACVIM, participation in mentoring ACVIM residents and professional accomplishments.
4. A record of the nominee's ACVIM and/or other professional service to date.

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 CV 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 ACVIM recognition award review portal and award score sheet defined by the "Qualifications & Criteria". The committee will be informed how many years a nominee has been included in the selection process for the award. The ACVIM recognition software will generate a report of the scores from each committee member for each nominee and the ACVIM staff liaison will share this with the selection committee.

The process of determining an average score for each candidate facilitates comparison of the candidates' 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, 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 one call to deliberate the nominations to confirm that all agree on the recipient.

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

- October - a first call for nominations is made by the ACVIM staff liaison to ACVIM Diplomates with a stated deadline for nomination of mid-December.
- November & December - additional calls may be necessary to elicit deserving nominations.
- November - the ACVIM office contacts the persons who nominated candidates not chosen in the last award cycle (if applicable) 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.
- Mid-December – Deadlines for all Nominators to submit nominations for consideration of the selection committee
- Mid-January to Mid-February - ASAP after mid-December and no later than mid-January, nomination materials for all new nominees, plus any nominees not chosen during the previous award cycle, are collated and distributed to the selection committee.
- Mid-February – The committee selects the award recipient and a "runner up" and forwards the names to the designated ACVIM staff liaison. The committee chair, or someone designated by the

chair, 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.

- Mid-February – Forum - The ACVIM staff liaison in will organize the award presentation.