



Fellowship Committee

Volunteer Role Description

Committee Description

The ACVIM Fellowship Committee is charged with reviewing, evaluating, awarding ACVIM Fellowship Approved Program status to programs that meet the ACVIM Fellowship Guidelines, and ensuring ongoing compliance by Approved Programs. The committee is also charged with refining Fellowship Program policies and guidelines to incorporate continuous improvement and to ensure alignment with the original Fellowship Program intent. In fulfilling this charge, the Fellowship Committee will seek outside expertise if needed to evaluate certain programs or components of programs as needed at their discretion.

Committee Member Responsibilities

- a. Review ACVIM Fellowship applications at least twice per year, with specific deadlines defined that allow time to review the program plan and render a decision for approval. Requests for consideration of program applications outside the published deadlines may be considered on a case-by-case basis, at the discretion of the Fellowship Committee Chair.
- b. Award the FACVIM credential to successful Fellow candidates.
- c. Determine the designated field that will be part of the postnominal credential. For example, FACVIM (Designated Field).
- d. Develop and revise Fellowship Program policies as needed, including but not limited to those related to program renewal requirements, retroactive approval of recently completed fellowships, and honorary fellowship status.
- e. Approve exceptions or changes to programs according to Program Guidelines.
- f. Determine whether a particular program is best suited for an ACVIM Approved Program or is better suited to another Recognized Veterinary Specialty Organization (RVSO). In cases where programs are suited to another RVSO, work with staff to communicate with other RVSO leaders to recognize completion of the Fellowship within their specialty.
- g. Review Fellow candidate evaluations and make adjustments to program requirements or program communications accordingly.
- h. Ensure Program Guidelines and policies are aligned with any requirements by the American Board of Veterinary Specialties (ABVS) or similar regulatory body.
- i. Provide bi-annual reports to the ACVIM Board of Regents
- j. Work with the Fellowship Committee Staff Liaison to support the execution of the program in alignment with financial and operational goals and priorities.

Time Commitment, Term Length, and Term Dates

Time Commitment: The Fellowship Committee will review applications at least twice per year, with specific deadlines defined that allow time for review of the program plan and render a decision. The committee will meet virtually and communicate via ACVIM360 as needed to fulfill its duties.

Term Length: 3 years*

**If a committee member moves into a leadership position within the subcommittee (Assistant Chair – Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: January 1 – December 31

Committee Meeting Schedule

The committee will meet virtually and communicate via ACVIM360 as needed to fulfill its duties.

Recommended Prior Experience

Experience training residents and/or prior service on a Credentials Committee or Residential Training Committee is preferred.

Benefits

Volunteering for the Fellowship Committee provides a unique opportunity to have an influence on the Fellowship Program. Other benefits include leadership skill development, networking and more.