

# CSPS FELLOW NOMINATION PACKET

**CSPS By-Laws: "Fellows. Any member (Canadian or non-Canadian) who is deemed to have made a meritorious contribution to the advancement of pharmaceutical sciences may be elected a Fellow of the Society by the Executive Council." Membership to CSPS is a requirement in order to maintain the Fellow designation.**

**Background Information.** CSPS has a strong commitment to the recognition of selected **candidates** through their designation as FELLOW. The primary criterion for election to FELLOW status is professional excellence in the fields relevant to the mission of CSPS. Election to FELLOW status thus will be based on the individual's documented **sustained** level of superior and distinguished professional achievement and contributions in a relevant field of Pharmaceutical Sciences. Commitment and service to CSPS will be considered but do not constitute a requirement. Members from the Government, Academia, Industry and Community are considered.

**The Nomination Process.** The nomination process starts with an individual CSPS member (the Nominator) who wishes to nominate an individual (the Nominee) for consideration for Fellow status. The Nominator will obtain a copy of the CV of the nominee as well as three letters of support from external individual experts in the field. The package is then submitted to the CSPS Awards Committee. After a thorough review of all nominations, the Awards Committee will recommend up to 5 successful candidates to the CSPS Executive Council for final approval. Nominators are notified of the outcome of the selection process (whether successful or not) by the CSPS President. The successful Fellow nominees are recognized at the CSPS Annual Meeting. A distinctive plaque and lapel pin will be presented to them at the Annual Meeting Banquet. Fellow nominees will be offered an opportunity to provide an overview of their contributions at the Annual meeting.

## CSPS FELLOW REQUIREMENTS AND GUIDELINES FOR NOMINATION

### **Responsibility and Requirements of the Nominator\***

**THE NOMINATOR MUST BE A CURRENT MEMBER OF CSPS.** The nominator is responsible for assembling and submitting the **completed** Nomination Package which must include: (a) nomination form, (b) the nominator's assessment, (c) the curriculum vitae and (d) 3 letters of recommendation. The nominator's assessment is to be an accurate and concise evaluation of the contributions and impact of the nominee in the pharmaceutical sciences. It is anticipated and recommended that the nominator will actively work with the nominee, wherever possible, in the collection of information, including the solicitation of letters of recommendation. ***The original materials must be received in the CSPS Office by March 15, 2010.***

\*CSPS strongly suggests the nominator consider the length of time that a candidate has been active in his/her scientific area and suggests 10 years as a minimum.

**The following format (A-C) must be followed.** Incomplete or incorrectly formatted nomination packages will be returned without consideration. Poorly prepared and/or insufficiently documented nominations will place the nominee at a disadvantage in the evaluation process. It is the responsibility of the nominator to ensure a complete and representative Nomination Package.

## **THE NOMINATION PACKAGE**

In order to ensure that only persons of the highest qualifications and distinction be elected to FELLOW status, there must be focus and rigor in the nominating process. To that end, the following format for the content and presentation of the nomination package must be followed.

The nomination package must contain items A through C as follows:

### **A. Nominator's Assessment**

This component of the proposal will be prepared by the nominator and should clearly identify the currently active sustained achievements of the candidate. This assessment must be supported with appropriate relevant examples. Often, the nominee will present additional qualities and dimensions that obviously serve to enhance the nomination; however, the identification and validation of a candidate's sustained excellence in one (or perhaps two) specific field(s) is of primary importance. Clearly establish for the reviewing committees the answers to the following questions: "What makes the nominee an acknowledged leader in, and an outstanding contributor to, the pharmaceutical sciences?" "What are the nominee's most important scientific research accomplishments?" "What is the demonstrated impact of the contributions?"

### **B. Letters of Recommendation (no more than 3)**

Each letter is to be specific and include how long the individual has known the candidate and in what capacity. It is strongly recommended that the letters include sources outside the place of employment or education or training of the nominee. Letters are to specifically describe the candidate's contributions to the pharmaceutical sciences. Explain what makes the nominee "an acknowledged leader in, and an outstanding contributor to, the pharmaceutical sciences." Letters **must be included** in the submitted package to be considered for nomination.

### **C. Complete Curriculum Vitae (summary of candidate's background and qualifications)**

This section is to include: current position and affiliations, fields and areas of specialization, education (degrees, institutions, years, majors, minors), previous positions held, professional licensure (if appropriate), honours, awards, promotions, and recognitions (with dates). A complete list of publications, presentations, abstracts, etc., must be included. Publications should be divided by peer review and non-peer review. Un-refereed articles should be listed separately. Refereed publications should be listed separately from other publications, such as books, chapters, etc. One measure that helps assess the impact of publications is the frequency at which they are cited, and serious consideration should be given to providing such data in this section. Include citations for each of the key publications.

#### **1. Patents** (explain importance and potential impact)

What is the value and number of patents held by the candidate? Value can be assessed, for example, by the number of patents which lead to products and the success with which the patent(s) has dominated the field.

#### **2. Presentations**

- (a) Invited Presentations
- (b) Submitted Presentations

Presentations must be cited chronologically, indicating full authorship, the title of the presentation, and to whom and where the presentation was given. For invited presentations, the size and importance of the audience will be factors in judging peer esteem. Do the presentations reflect expertise and innovation on the part of the candidate? In certain cases, contributed presentations may be refereed, and this fact also should be noted. In the case of multiple authorship, the principal author should be denoted.

#### **3. Service as Editor, Associate Editor, Editorial Advisory Board Member, and Referee for Learned Journals in the Pharmaceutical or Related Sciences.**

This information shall be indicative of the recognition of the nominee.

#### **4. Organization of Symposia**

Successful efforts in organizing national and international symposia are valuable for establishing the level of recognition of the nominee in the area of his/her expertise.

#### **5. Mentoring of Graduate Students and Colleagues**

This category includes the traditional thesis/dissertation advisors and co-advisors as well as mentors for summer interns in academic or non-academic research/development laboratories. For Ph.D. and Master's students, the student's name and the title of the thesis/dissertation should be included. The research under the direction of mentors ordinarily will be published and/or presented. An additional, though more indirect, measure of the impact of the mentor may be taken from the success of his/her students upon leaving the program. This category may also include mentoring and development of coworkers in positions outside academia.

#### **6. Service to CSPS or Other Professional/Scientific Organizations**

While service is not the major contributing factor to election of Fellow status, it is a criterion which can have impact. Accordingly, significant service (not university or company committees) should be provided and documented. For example, chairing committees or task forces, or holding elected offices, etc., is supportive, particularly when that service has had impact in a field.

#### **7. Adjunct Faculty Positions in Universities**

As an adjunct faculty member, it must be clearly demonstrated what the contributions have been. Mere listing as adjunct faculty is insufficient.

#### **8. INDs, NDAs, and Related Contributions**

If the candidate functions in a drug development environment, it is important to determine what are the product approvals or introductions associated with the person's career. Can the candidate make a documented argument that she/he was pivotal in the product success through some unique contribution? Such contributions might include a new formulation technique or process, a new analytical procedure, the development of a novel *in vitro* procedure that provided *in vivo* correlation for a dosage form that would otherwise be "unapprovable," a novel pharmacokinetic statistical method for data analysis, or a unique contribution to a clinical/clinical pharmacology program critical to an NDA, etc. In using this approach, it is important that a strong case be made by experts other than a nominee's supervisor or subordinates. **The impact and sustained nature of these activities must be documented.**

#### **9. Level and Scope of Technical and/or Managerial Responsibility**

A record of increasing responsibility is usually an indicator of the regard that the organization holds for the individual. Responsibility here does not necessarily mean managing large staffs, but also includes responsibility for start-up departments or management responsibility for complex projects.

#### **10. Special Internal Awards, Recognition, etc., for Research and Development Related Achievements**

These may include major recognition awards from the employers, or national or international achievement and recognition awards. Awards routinely given in recognition of a job well done, as a part of normal employment, shall not be provided.

#### **11. Sustained Recognition and Solicitation for Expertise and Technical Leadership**

**NOTE:** Criteria have been adapted from AAPS.

## CSPS FELLOW NOMINATION FORM

### Deadline: March 15, 2010

**This form must be completed in full and the following information must be included:**

- Nominee's assessment abstract
- No more than three (3) letters of recommendation. These must be included in the package. They may not be submitted separately
- Nominee's current, complete curriculum vitae

**Submit to:** Canadian Society for Pharmaceutical Sciences  
*Attn: Chair of Awards Committee*  
 3126 Dentistry/Pharmacy Centre  
 University of Alberta  
 Edmonton, AB T6G 2N8 Canada

**OR Email to:**  
 bberekoff@cspscanada.org

**PLEASE TYPE ALL INFORMATION**

**Date of Nomination:** \_\_\_\_\_

NOMINEE INFORMATION			
Name			
Organization/Institution			
Address			
City	Province	Postal Code	Country
Daytime Telephone		Fax	
Email			

NOMINATOR INFORMATION			
Name			
Organization/Institution			
Address			
City	Province	Postal Code	Country
Daytime Telephone		Fax	
Email			