



# ACS Fellows Program

## Guidelines

### 2012

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# ACS Fellows Program 2012



## PURPOSE OF THE PROGRAM

The purpose of the ACS Fellows Program, one component of the broader ACS Awards Program, is to recognize and honor members of the American Chemical Society for their outstanding achievements in and contributions to the science and the profession **and** for their service to the Society.

Although the “Fellow” designation has been adopted by many professional societies, the criteria for awarding this designation vary significantly from society to society. For some, such as the Royal Society of Chemistry, the Fellow designation indicates a senior membership level, signifying that the individual has attained a particular status within the profession. For others, such as the American Physical Society, the designation indicates that the individual has been recognized by his or her peers for significant contributions to the science. The ACS Fellows Program, however, uniquely recognizes a different standard of achievement and service. Specifically, the Fellow of the American Chemical Society (ACSF) designation is awarded to a member who, in some capacity, has made significant contributions to the science or profession **and** provided excellent volunteer service to the ACS community.

## ELIGIBILITY CRITERIA

- E1. Nominees for ACS Fellows must be current members (including retired and emeritus members) in good standing of the American Chemical Society. Former members or deceased members will not be considered as nominees for ACS Fellows. However, if a member dies after his/her name is submitted as a nominee and if that candidate is selected, he/she will be granted the Fellows designation posthumously.
- E2. Current members of the Fellows Selection Committee, Fellows Oversight Committee, ACS Board of Directors, and current ACS staff are not eligible to be nominees or to be primary or secondary nominators.
- E3. Nomination for other awards, including national, regional, or local ACS Awards, does not disqualify a member from being nominated for ACS Fellow.
- E4. The selection of ACS Fellows is based on documented excellence and leadership in **BOTH** of two areas: (1) science, the profession, education, and/or management, **AND** (2) volunteer service in the ACS community. Nomination documents must address **BOTH** of these areas.
  - (1) **Excellence and leadership that have a lasting beneficial impact in science, the profession, education, and/or management.** Appropriate activities might include, but are not limited to, the following:
    - Outstanding and creative contributions to scientific research;
    - Superior achievements in the teaching and learning of chemistry;
    - Strong, effective leadership or managerial excellence in an organization within the chemical enterprise.
  - (2) **Volunteer service in the ACS community resulting in significant enhancements to ACS programs, products, or services.** Appropriate activities might include, but are not limited to, the following:
    - Outstanding leadership, documented through specific results achieved, of a Division, Local Section, regional meeting, national meeting and/or international conference;
    - Exceptional assistance, as an unpaid volunteer, in the publication of scientific information (not including routine authorship or reviewing publications associated with one's own research);
    - Organization of especially significant symposia, major presentations, or other programming at national/international meetings;
    - Leadership or other outstanding contributions to public outreach activities, such as National Chemistry Week and Chemists Celebrate Earth Day;
    - Effective communication to the public of the value of the chemical sciences or chemical professionals through the press, radio, TV, or other electronic media.
- E5. There must be documented evidence of exceptional accomplishments, professional attainment, and impact in both of the above two areas. Excellence in research, teaching, or management alone is not enough, nor is exceptional leadership of ACS activities; members selected as Fellows **must have excelled in multiple areas**. In assessing the qualifications of a nominee, the Selection Committee will weigh the depth, extent, and impact of the nominee’s activities as documented in the nomination submission.

## NOMINATION PROCESS

N1. Nominations for ACS Fellows are solicited from:

- a. **ACS National Committees** -- each Committee may submit one nomination.

The Committee Chair must be the primary nominator or a secondary nominator **unless** he or she is a current member of the Fellows Selection Committee, the Fellows Oversight Committee or the ACS Board of Directors. If the Chair is the primary nominator, the secondary nominators need *not* be members of the Committee; if the Chair is a secondary nominator, then the other secondary nominator need *not* be a member of the Committee.

If the Chair is not eligible to serve as a nominator, preparation of the nomination *must* be delegated to another member of the Committee. Nevertheless, the Chair must provide a letter attesting that the individual is indeed being nominated on behalf the Committee and that the choice of the candidate and the preparation and submission of the nomination have been delegated to other individuals. In the event that the Chair is the nominee, then the above attestation must be provided by another member of the Committee. The letter of attestation must be uploaded in the nomination system. If all members of the Committee are ACS Board members, the Committee must recuse itself from the nomination process.

- b. **Technical Divisions** – each Division may nominate up to twice the number of Councilors from the Division. Nominees must be current members of the Division.

The primary nominator must be an Officer, Councilor, or Alternate Councilor of the Division; however, the secondary nominators need *not* be members of the Division. If the Chair is not the primary or secondary nominator, the Chair must provide a letter attesting that the individual is indeed being nominated on behalf the Division. In the event that the Chair is the nominee or is not eligible to serve as a nominator, then the above attestation must be provided by another Officer or by a Councilor or Alternate Councilor of the Division.

- c. **Local Sections** -- each Local Section may nominate up to the number of Councilors from the Local Section. Nominees must be current members of the Local Section.

The primary nominator must be an Officer, Councilor, or Alternate Councilor of the Local Section; however, the secondary nominators need *not* be members of that same Local Section. If the Chair is not the primary or secondary nominator, the Chair must provide a letter for inclusion with the nomination submission attesting that the individual is indeed being nominated on behalf of the Local Section. In the event that the Chair is the nominee or is not eligible to serve as a nominator, then the above attestation must be provided by another Officer or by a Councilor or Alternate Councilor of the Local Section.

- d. **Individual ACS Members** -- each individual ACS member in good standing (unless excluded under the eligibility provisions above) may serve as the **primary nominator** for only one nominee but may serve as a secondary nominator for additional nominees.

N2. Primary and secondary nominators **must be** ACS members in good standing.

N3. Each Officer, Councilor, and Alternate Councilor of a Local Section or Division and each Chair of a Committee may serve as the primary nominator or secondary nominator for the nominations submitted on behalf of his/her respective body, and also may be the primary nominator for **one additional individual nomination (i.e., he/she may still submit a single nomination as an individual ACS member and may serve as a secondary nominator for additional nominees)**.

N4. Each Committee, Division, and Local Section will establish its own process for identifying and nominating candidates.

N5. Self nominations will not be accepted.

N6. Each nomination will require a primary nominator and two secondary nominators. No more than one of the nominators (primary or secondary) may be from the same work group in a company, university/college, industrial or national laboratory, etc. as the nominee's primary place of employment. If the nominee is retired, only one letter may come from the nominee's last place of employment prior to retirement.

N7. A candidate may receive more than one nomination; (e.g., a nomination submitted by a Division and also one submitted by an individual member). In the selection process, each nomination will be evaluated on its own merit and the ratings/scores will be aggregated in making the selection. A nominee receiving more than one nomination would have no intrinsic advantage or disadvantage relative to nominees with single nominations.

N8. **How To Submit A Nomination.** Nominations will ONLY be accepted online during the period February 27 – April 23, 2012. Go to <https://www.nominatefellow.acs.org> to submit a nomination. Detailed instructions are provided in the **ACS Fellows Program: Step-by-Step Instructions for the Online Nomination System** document which you can download from the ACS website at [www.acs.org/fellows](http://www.acs.org/fellows).

N9. **Requirements for submitting a nomination include:**

**i. The Nomination**

- a. Nomination Type. (For example, is this a nomination for an individual member or on behalf of a Committee, Local Section, or Technical Division?)
- b. There must be a primary nominator and two (2) secondary nominators.
- c. A letter of attestation, if applicable. If the primary nominator is submitting a nomination on behalf of a Committee, Division, or Local Section and is not the Chair of that Committee or an Officer, Councilor, or Alternate Councilor of that Division or Local Section, the Chair of the body must provide the primary nominator with a letter attesting that the nomination is indeed being submitted on behalf of the Committee, Division, or Local Section.

**Note:** The 2012 Fellows Nomination System is integrated with the ACS member database; therefore, contact and other relevant member information will be readily available to the nominator for inclusion in the nomination submission. The Primary Nominator will have the opportunity to make additional entries related to each section.

**ii. Information Required for the Nominee**

- a. **Name.** (The Primary Nominator will have the ability to search for the membership database for the candidate to be nominated. Only members who are eligible to be nominated will appear in the search results.)
- b. **Educational background.** (College or University; Degree; Major; Graduation Date)
- c. **Professional history.** (Details regarding employer, position, responsibilities, and accomplishments.)
- d. **Professional organization affiliations.** (The Primary Nominator will have the option to search the ACS affiliation for the nominee (such as positions held in ACS Committees, Local Sections, Divisions etc.) and choose which positions will be included in the nomination. The Primary Nominator will also have the option to add non-ACS affiliation with other professional organizations.)
- e. **Volunteer Service to the ACS community.** Up to six of the nominee's most significant examples of volunteer service to the ACS community. The nomination submission must include documented evidence of volunteer service in the ACS community resulting in significant enhancements to ACS programs, products, or services.
- f. **Contributions to the Science/Profession.** Up to six of the nominee's most significant professional accomplishments. The nomination submission must document the nominee's excellence and leadership that have a lasting impact in science, the profession, education, and/or management.
- g. **Honors and awards.** (The Primary Nominator will have the option to search and select from any ACS National Awards received. Primary Nominator can add non-ACS Awards)

**iii. The Primary Nominator**

- a. Must be eligible to submit a nomination as an individual member or on behalf of a Committee, Local Section, or Technical Division
- b. Must be an ACS member in good standing
- c. Should verify his/her membership number and contact information. (System will pre-populate with current information; Primary Nominator will have the option to edit information.)
- d. Must write a letter of recommendation in support of the nomination
- e. Is responsible for submitting all nominations online

**iv. Secondary Nominators (two are required)**

- a. Must provide or verify name and contact information. (The Primary Nominator will have the ability to search the membership database for the names of the Secondary Nominators. Only members who are eligible to be Secondary Nominators will appear in the search results)
- b. Must be ACS members in good standing
- c. Must each write a letter of recommendation in support the nomination

**v. Information to be uploaded into the system**

- a. Three (3) letters of recommendation, one from the Primary Nominator and one each from the two Secondary Nominators. Letters of recommendation should be on official letterhead, where applicable, and **should clearly describe the nominee's major accomplishments and leadership that have a lasting impact in science, the profession, education, and/or management, AND should provide evidence of the nominee's volunteer service in the ACS community resulting in significant enhancements to ACS programs, products, or services.** Letters should not exceed 800 words (maximum 2 pages), with no less than 11pt font.

*Note: In order to provide a diverse perspective regarding the eligibility of the candidate, it is strongly recommended that the letters of recommendations address the breadth of the candidate's professional contributions and volunteer service to ACS and not be limited to the nominee's contributions in research/teaching/management or as a member of a Committee, Local Section, or Division. For example, one seconder might focus on the nominee's ACS contribution and another seconder (e.g., a long-time co-worker or collaborator) might address professional contributions. (Of course, the nominator could handle one or both of these focus areas as well.)*

- b. If required (see point i.c. above), a letter from the appropriate official (usually the Chair) attesting that the nomination is being submitted on behalf a Committee, Division, or Local Section.
- c. Other supplementary information in support of the nomination, which should not exceed 2000 words (maximum 5 pages) for each nomination. File formats accepted include .doc, .docx, .txt, and .pdf.

**It is best to have the items listed in v. above saved on your computer before beginning the process of submitting a nomination so you will be prepared when you are asked to upload them into the system.**

**N10. Deadline for Submitting A Nomination.** The **deadline** for submitting a nomination for the 2012 Fellows Program is **April 23, 2012 (11:59pm PDT)**. **Nominations received after this date will not be accepted.**

**SELECTION**

- Fellows will be selected by a broadly representative Selection Committee recommended by the ACS Immediate Past President and appointed by the Chair of the ACS Board Committee on Grants and Awards. Members of the Fellows Selection Committee, the Fellows Oversight Committee, current members of the ACS Board of Directors, and current ACS staff are not eligible to participate in the nomination process.
- A member who is nominated and not selected may be re-nominated in subsequent years by the same or different nominators. Nominations will not be carried over from year to year.
- Members retain the designation as an ACS Fellow, ACSF, for life.

**PRESENTATION**

- The names of ACS Fellows selected each year will be published in *Chemical & Engineering News* (C&EN).
- ACS Fellows will be recognized and honored at Fall ACS National Meetings. Each new Fellow will receive a distinctive pin and a certificate.

**ADDITIONAL INFORMATION**

- Additional information on the ACS Fellows Program can be found at [www.acs.org/fellows](http://www.acs.org/fellows) or obtained by sending an e-mail to [fellows@acs.org](mailto:fellows@acs.org)
- The list of current ACS Fellows can be found at [www.acs.org/fellows](http://www.acs.org/fellows).
- The ACS Board Committee on Grants & Awards, acting through the Fellows Oversight Committee, conducts governance oversight for the ACS Fellows Program.