

AAPS Fellows Committee Charter

Approved by the Board of Directors 10/17/2018

Statement of Purpose

The AAPS Fellows Committee oversees the selection of Fellows in recognition of AAPS members who are leaders in the pharmaceutical field.

Committee Membership

The committee is composed of 9 voting member volunteers including a vice chair and past chair. The committee is led by a non-voting chair. Any AAPS Fellow who is an AAPS member in good standing may apply for service on the committee through an annual open call. Selection of applicants is based on:

- AAPS Fellow status
- AAPS membership in good standing; membership must be maintained throughout the term on the committee
- Interest in the AAPS Fellows program and contributing to the selection of Fellows
- Ability to maintain confidentiality
- Ability to act impartially and diligently
- Time to commit to:
 - Participating in training webinar in January (1 hour)
 - Two, one-hour conference calls in December and March; the committee's activities begin in December and end in July (2 hours total for calls)
 - Reviewing Fellow nomination packages (approximately 10 hours beginning mid-May through June)
 - Mandatory face-to-face meeting for discussion and election of nominees (approximately 8 hours at the end of June)

Committee members as a group represent a broad spectrum of disciplines, occupations, and experience. Selection of applicants will be based on assembling a committee that reflects the diversity of AAPS' members. Applicants with at least one volunteer contribution to AAPS in the last five years is preferred. Applications will be screened annually by the committee officers and recommendations will be submitted to the AAPS Board of Directors for approval. The committee is appointed annually by the AAPS Board of Directors.

Term of Service

Service on the committee is a three-year term; one-third of the committee rotates off each year. Each year in September, AAPS issues a call to AAPS Fellows to solicit volunteers for the following year. Calls may also be issued as needed if members choose to leave the committee before their term expires.

Tasks

The Fellows Committee, with the support of staff, follows the roles and responsibilities outlined in the [AAPS Fellows Handbook](#) to:

- 1) Review annual Fellow nomination packages using the committee's online community platform
- 2) Recommend nominees to be elevated to Fellow status for approval by the AAPS Board of Directors
- 3) Recusal from the development of nomination packages, including authoring endorsement letters, and other activities that would either influence, or have the appearance of influencing, the committee's decision
- 4) Review the Fellows Handbook to improve communication and processes in order to create the best experience possible for nominators
- 5) Review committee documents and communicate with other committee members in the committee's online community platform
- 6) Monitor the performance of nominations (number and quality of submissions, etc.) and make recommendations to the AAPS Board of Directors for future improvements

Metrics and Milestones

- Encouraging nominations that reflect the diversity of AAPS' members (i.e., gender, discipline, occupation, ethnicity, national origin, nationality, age, etc.).
- Ensuring that an unbiased review of nomination packages recognizes professional excellence as indicated by a documented, sustained, and continuing level of superior and distinguished professional achievement in a relevant field, per the AAPS Fellows Handbook.