

## **AAPSE Fellow**

Fellow is the highest recognition bestowed by AAPSE. Fellows are nominated because of their superior service to AAPSE and achievement in education, certification, public service, research, personal achievement, and recognition. No more than two Fellows shall be selected each year. This Award may not be given each year.

**Eligibility and Nomination Process.** The nominee must be a current AAPSE member. Nominees cannot be serving on the Awards, Fellows and Honorary Membership Committee (AFHMC) or AAPSE Executive Committee EC. Obtaining the assistance of the nominee in supplying accurate information is permissible and may make the document more complete.

Members of the AFHMC and the AAPSE Executive Committee cannot be part of the nomination process; this includes being a nominee, submitting a nomination, or writing a letter of support.

The AFHMC evaluates the nominations and sends its recommended rankings to the AAPSE Executive Committee.

The AAPSE Executive Committee receives the recommendations and makes the selections on behalf of the Board of Directors. Nominations will not be returned to the nominators. Each nominator is encouraged to keep a file copy of the nomination since it may be the basis for submitting a nomination in the following year.

**Submission.** Submit nomination in Microsoft Word, Corel WordPerfect, or Adobe PDF as an e-mail attachment to the Chairperson of the AFHMC ([sherman.takatori@isda.idaho.gov](mailto:sherman.takatori@isda.idaho.gov)). Each nomination must contain the cover page, nomination letter, nominee's information, and two supporting letters. Cover page and nominee's information should use 12 pt. type and have 1-inch margins. Nomination packets are limited to twelve 8.5" X 11" pages. Organize the nomination in the order shown below. Nominations not following specifications will be not be accepted.

1. Cover Page:
  - a. Award name
  - b. Nominee's name, affiliation, address, phone number, e-mail address of the nominee
  - c. Professional positions (titles of positions held, employers, and years only)
  - d. Academic record (degrees received, dates, and institutions only)
2. Letter of nomination: provide an explanation of how the nominee excelled in the performance of his/her duties, including AAPSE service and achievement in education, certification, public service, research, personal achievement, and recognition. Letter not to exceed five pages.
3. Nominee's Information.
  - a. List/impact of AAPSE leadership roles, offices, committees and special assignments
  - b. Summary of professional accomplishments in education, certification, public service, research, and program innovation
  - c. List of pesticide education, certification, licensing resources or processes developed (databases, protocols, policies, presentations, publications, articles/columns, handbooks, posters, radio/TV scripts)
4. Two letters of support from professional colleagues and/or clientele. Each letter not to exceed three pages.

**Evaluation.** Preparation of the best nomination possible for a distinguished colleague will assure a fair evaluation by the AFHMC. Clearly identifying and evaluating the nominee's contributions is an important part of the nomination. The relative weight of the categories of achievement and performance are:

- maximum of 25 points to the nominee's contributions to AAPSE through their leadership roles, offices, committees and special assignments
- maximum of 35 points to the nominee's achievement in education, certification, public service, research, personal achievement, and/or recognition
- maximum of 20 points for resources/processes developed by the nominee and professional accomplishments/services
- maximum of 10 points for each of the letters of support

**Renomination.** Any candidate nominated, but not selected can be renominated with a revised nomination and updated support letters to the AFHMC by the nomination deadline.

**Notification.** AAPSE President will notify all candidates and their nominators with the selection results.