



## FELLOWS SELECTION PROCEDURES

Approved March, 2020

**PURPOSE.** To establish procedures for the selection of Fellows; to enhance the visibility of the IHMM credential and the Fellows designation and to more fully utilize the talent pool that resides within the Fellows recipients.

### ELIGIBILITY

1. Nominees must be a certificant in good standing with the Institute.
2. Nominees must have been a certificant for a minimum of ten years.
3. Nominees may not be current members of the IHMM Board of Directors (BOD), IHMM staff or the Fellows Nominating Committee
4. To be selected as an IHMM Fellow, a nominee must have demonstrated contributions in both of two defined areas:
  - a. Excellence in Science/Profession
  - b. Outstanding Service to IHMM
5. There must be verifiable evidence as to the contributions.

### NOMINATION

1. A minimum of two nominators who are not current members of the BOD, staff, or the Fellows Nominating Committee are required for each nominee.
2. One nominator must be a Fellow in good standing with the Institute. This nominator will address primarily the nominee's service to the Institute. This nominator may also provide information regarding the professional contributions.
3. The second nominator must be an IHMM certificant in good standing with the Institute and will address professional contributions.
4. Additional nominators will be allowed and all additional nominators must be an IHMM certificant in good standing with the Institute. Additional nominators may address professional contributions.
5. Only one nominator may be from the same organization as the nominee's primary place of employment.
6. No self-nominations will be accepted.
7. Nominations will only be accepted by electronic means and a digital photo and a short bio suitable for publication will be required with the nomination submittal.

### ELECTION

1. Upon receipt of the nomination packet by the Fellows Nominating Committee, the Committee members will evaluate the nomination using an Evaluation Criteria. Nominees are required to receive a simple majority of Committee votes. Successful nominees will then be forwarded to the Board of Directors for final approval and award.
2. Non successful nominees will be informed in writing that they did not meet the criteria for approval in this year's balloting. These nominees will be informed by the Board of Directors through the Executive Office.
3. Unsuccessful nominees may be nominated again at a later time.

### FELLOWS RECOGNITION

1. Upon award of the Fellows designation, the successful nominees will be contacted by the Board of Directors in writing through the Executive Office and informed of the award and the award recognition process.
2. The list of new Fellow(s) and a short bio and photo of each will be published in the next Institute newsletter.
3. The new Fellows will be awarded a framed Certificate, and lapel pin. This award preferably will be made in person at a special time set aside by the BOD. If the Fellow cannot attend the event, the award will be sent by mail.

