

## GUIDELINES FOR ELECTION TO DISTINGUISHED FELLOWSHIP

All nominations for the honor of Distinguished Fellowship are reviewed by the APA Membership Committee, which then submits its recommendations to the Board of Trustees for final approval. Nominations for Distinguished Fellowship are primarily the responsibility of the District Branches. The procedure is as follows:

1. The APA Membership Department annually sends to each District Branch a list of its members who have been APA General Members or Fellows for a combination of at least eight years. The branch should check the list carefully and verify years of General Membership or Fellowship for any prospective nominee.
2. The District Branch nominates from the list and asks only those members meeting the following requirements to complete the Distinguished Fellowship nomination form:
  - a) Not less than eight years as a General Member or Fellow of APA
  - b) Primary identification must be psychiatry for those in combined fields (e.g., psychiatry and pediatrics).
  - c) The District Branch should not resubmit the names of members who were nominated but not approved the preceding year. The purpose of this requirement is to allow time for members being re-nominated to improve their qualifications in areas where previously they did not show adequate strength. While a waiver of the two-year requirement is possible, there must be compelling reasons adequately documented by the branch.
  - d) The General Member or Fellow should be an outstanding psychiatrist who has made and continues to make significant contributions in at least five of the areas listed below. **Excellence**, not mere competence, is the hallmark of a Distinguished Fellow.
    - (1) **Certification by the American Board of Psychiatry and Neurology, the Royal College of Physicians and Surgeons of Canada, or equivalent certifying board.**

If certified by another Board, details of the certification standards and process should be submitted so that the Committee might evaluate the equivalence of that certification. Additional credit is given for certification by other medical boards, sub-specialty boards, or psychoanalysis, or for a Ph.D. or Masters degree in a related field. Training without certification warrants no additional credit.
    - (2) **Involvement in the work of the District Branch or other components of the APA.**

Since Distinguished Fellowship is an APA honor, the Committee feels very strongly that participation in this category is extremely important. Length and quality of service, as documented by the supporting letters, are taken into consideration. No credit is given for membership alone in the APA and its district branches and chapters. Elected offices, appointments as chairs or members of national or district branch/chapter components, and special projects earn credit. Presentations at APA meetings are usually considered under teaching activities.
    - (3) **Involvement in other medical and professional organizations.**

Activities in such organizations as the AMA, state/county medical societies and professional organizations are included under this category. Again, no credit is given for membership alone. Length and quality of service as documented by supporting letters, as well as positions held, determine credit given.
    - (4) **Participation in non-compensated mental health and medical activities of social significance.**

Activities demonstrating the physician's social responsibility and humanitarian concerns, such as work with disaster victims, mental health patient advocacy groups (AMIs) or with AIDS service organizations are included in this criterion. Letters from individuals (medical or non-medical) directly involved, specifically documenting the type, quality and length of involvement, are extremely important.

- (5) **Participation in community activities unrelated to income-producing activities.**  
The Committee looks for outstanding contributions to the political, religious, charitable, artistic or ethnic life of the community, i.e., contributions unrelated to income-producing activities. Mere membership in, or financial donation to, a community service organization earns no credit. Supporting letters detailing contributions from persons directly involved with these activities are very important in documenting this category.
- (6) **Clinical contributions.**  
Letters attesting to and detailing exemplary skill, knowledge, diagnostic ability and therapeutic expertise are necessary. In addition to the nominee's other customary work settings, the Committee takes special note of work in public service settings. Service on hospital committees and other medical administrative work may be listed here or under (7) below.
- (7) **Administrative contributions.**  
In this category the Committee looks for advancement in administrative positions in institutional, community/public, or private settings, as well as the level of responsibility associated with the position(s). Letters giving the specifics, as well as the quality of the nominee's achievements in this area are needed.
- (8) **Teaching contributions.**  
Teaching in all settings is acceptable. In university settings, advancement in academic rank is taken into consideration, as is the extent and quality of teaching activities in other settings. There should be letters from faculty members, heads of departments or others familiar with the nominee's work. Teaching in non-institutional, non-professional settings should be supported by letters from individuals directly involved. As indicated above, presentations at scientific meetings should be included under this category.
- (9) **Scientific and scholarly publications.**  
Books (other than privately published), book chapters and articles in refereed journals earn credit in this category. No credit is given for unpublished research. Both number and quality of publications are considered in evaluating this category.

3. In order that the Membership Committee may arrive at the correct decision, **detailed** comments must address the quality of nominee's accomplishments in the categories in paragraph d(2). At least three of the letters must be from Distinguished Fellows of the APA; however, letters from other individuals (other members or non-psychiatrists) are **strongly** encouraged. Letters that amplify and delineate the quality of each activity reported on the nomination form are crucial to the Committee in its evaluation of the nominee. Each person asked to comment on a nominee should have a copy of these guidelines. **All letters must be typewritten or computer-generated.**
4. Nominations **must** be typed on the approved form supplied by the APA. Space on the nomination form must be used first; attach addenda only if necessary. If nominee completes the form using the electronic template, please refer to "How to Use the Template" document that can be obtained from either the District Branch or the APA. Nominations **will be returned** if completed incorrectly. These forms can be completed by either the District Branch or the nominee. However, all nominations are the responsibility of the District Branch and nomination packets **must be submitted by a District Branch.**
5. Curriculum vitae in lieu of, or as supplements to, completed nomination forms are not acceptable.
6. Distinguished Fellows will be expected to maintain the dignity of their profession and the practice of medicine including all relevant ethical guidelines.
7. The District Branch Distinguished Fellowship Chairperson shall forward nominations to the APA Membership Committee by the **1st of July.**

