# Selection Committee Best Practices

*The integrity and quality of all awardee selections are to reflect the premier status of the national ACS awards for recognizing excellence in contributions to the chemical sciences and society*.

1. ***Apply consistent criteria:*** Nominee nomination materials are to be evaluated using consistent criteria.
2. ***Agree upon the selection criteria:*** Prior to discussing the candidates, the committee members should identify, discuss, and agree upon the selection criteria that will be used in the evaluation process. Focus on what the candidate has done, not who the candidate is. Committee members should discuss and identify the specific major contributions that nominees have made.
3. ***Carefully consider each nominee’s materials:*** Prior to the Selection Committee conference call, each committee member has an obligation to set aside sufficient time to consider each nominee in the pool. The committee itself should set aside sufficient time during the conference call to discuss each nominee in the pool.
4. ***Discuss implicit association and the potential for bias issues:*** In order to minimize any potential of bias in evaluation, the chair of the Selection Committee should engage the committee in a discussion about implicit association. Studies have shown that implicit association, non-conscious hypotheses/stereotypes, often about competence, includes words and processes that unintentionally discourage diversity in nomination and selection processes.
5. ***Disclose any conflicts of interest:*** Any perceived or real conflicts of interest should be reported and discussed with the Selection Committee chair. This includes, but is not limited to: if a selection committee member is a relative; business partner; scientific collaborator; co-author; former student or former advisor of the nominee. Additionally, if a Selection Committee member is currently employed by the same employer or institution of one of the nominees, the committee chair should be made aware of the situation. The committee chair will inform committee members of these relationships.