



# ACS Fellows Program

## 2018 Guidelines

## TABLE OF CONTENTS

I.	GUIDELINES SUMMARY .....	3
II.	PURPOSE OF THE PROGRAM .....	4
III.	SELECTION CRITERIA .....	4
IV.	ELIGIBILITY CRITERIA .....	5
V.	NOMINATION TYPES.....	6
VI.	NOMINATIONS .....	7
VII.	SELECTION OF ACS FELLOWS .....	11
VIII.	PRESENTATION OF ACS FELLOWS .....	11
IX.	RESCISSION OF AN ACS FELLOW DESIGNATION .....	12
X.	CONTACT .....	12

## I. GUIDELINES SUMMARY

- A. The selection of ACS Fellows is based on documented excellence and leadership in **both** of two areas: (1) science, the profession, education, and/or management, **and** (2) volunteer service in the ACS community. Nomination documents must address **both** of these areas. Refer to the [Selection Criteria](#) section for more information.
- B. Nominees and nominators must be current members (including retired and emeritus members) in good standing of the American Chemical Society. Current members of the ACS Fellows Selection Committee, ACS Fellows Oversight Committee, ACS Board of Directors, and current ACS staff are not eligible to be nominees or nominators. Refer to the [Eligibility Criteria](#) section for more information.
- C. There are four nomination types: Committee, Technical Division, Local Section, and Individual. A primary difference in the nomination types is the requirements for nominators. For Committee, Technical Division, and Local Section nominations, the Chair of the nominating body must serve as a nominator or provide a letter attesting that the nominee is indeed being nominated on behalf of the respective group. Refer to the [Nomination Types](#) section for more information.
- D. Each nomination requires a Primary Nominator and two Secondary Nominators. The Primary Nominator is responsible for submitting the nomination online. Each nominator must provide a support letter. It is recommended that one Secondary Nominator focus on the nominee's volunteer service to the ACS community contributions and the other Secondary Nominator focus on the nominee's scientific/professional contributions. Refer to the [Nominator Letters](#) section for more information.
- E. Nomination form components include: Nominee Code of Conduct; Nominee Award Citations; Nominee Professional Organization Affiliations; Nominee Volunteer Service to the ACS Community; Nominee Contributions to the Science/Profession; Nominee Honors and Awards; 2 Secondary Nominators; 3 Nominator Letters (upload); Nominee Resume/CV (upload); Letter of Attestation (upload, if applicable); and Supplementary Information (upload, optional). Refer to the [Nomination Components](#) section for more information.
- F. Nominations will ONLY be accepted online at <https://www.nominatefellow.acs.org> during the period February 1– April 1, 2018 (11:59 PDT). Only information submitted via the form will be used to evaluate the nominee. Visit [www.acs.org/fellows](http://www.acs.org/fellows) for additional nomination resources.

## II. PURPOSE OF THE PROGRAM

The purpose of the ACS Fellows Program, one component of the broader ACS Awards Program, is to recognize and honor members of the American Chemical Society for their outstanding achievements in and contributions to the science and the profession **and** for their equally exemplary service to the Society.

Although the "Fellow" designation has been adopted by many professional societies, the criteria for awarding this designation vary significantly from society to society. For some, such as the Royal Society of Chemistry, the Fellow designation indicates a senior membership level, signifying that the individual has attained a particular status within the profession. For others, such as the American Physical Society, the designation indicates that the individual has been recognized by his or her peers for significant contributions to the science. The ACS Fellows Program, however, uniquely recognizes a different standard of achievement and service. Specifically, the Fellow of the American Chemical Society (ACSF) designation is awarded to a member who, in some capacity, has made exceptional contributions to the science or profession **and** has provided excellent volunteer service to the ACS community.

## III. SELECTION CRITERIA

- A. The selection of ACS Fellows is based on documented excellence and leadership in **both** of two areas: (1) science, the profession, education, and/or management, **and** (2) volunteer service in the ACS community. Nomination documents must address **both** of these areas.
1. Documented excellence and leadership that has an impact in the science, the profession, education, and/or management. Appropriate activities might include, but are not limited to, the following:
    - a) Outstanding and creative contributions to basic and/or applied scientific research;
    - b) Distinguished accomplishments in the teaching and learning of chemistry;
    - c) Demonstrated leadership or managerial excellence in an organization within the chemical enterprise.
  2. Documented excellence and leadership in volunteer service, based on specific results achieved, in service to the ACS and its membership and community. Appropriate activities might include, but are not limited to, the following:
    - a) Outstanding leadership, documented through specific results achieved, of Divisions, Local Sections, regional meetings, national meetings, and/or international conferences;
    - b) Exceptional assistance, as an unpaid volunteer, in the publication of scientific information (not including routine authorship or reviewing publications associated with one's own research);
    - c) Organization of especially significant symposia, major presentations, or other programming at national/international meetings;
    - d) Leadership or other outstanding contributions to public outreach activities, such as National Chemistry Week and Chemists Celebrate Earth Week;
    - e) Effective communication to the public of the value of the chemical sciences or chemical professionals through the press, radio, TV, or other electronic media.

- B. Documented evidence must be provided of exceptional accomplishments, professional attainment, and impact in both of the above two areas. Excellence in research, teaching, or management alone is not enough, nor is exceptional leadership of ACS activities; members selected as ACS Fellows must have excelled in multiple areas. In assessing the qualifications of a nominee, the Selection Committee will weigh the depth, extent, and impact of the nominee's activities as documented in the nomination submission.

## IV. ELIGIBILITY CRITERIA

### A. Nominees

1. Nominees for ACS Fellows must be current members (including retired and emeritus members) in good standing of the American Chemical Society.
2. Current members of the ACS Fellows Selection Committee, ACS Fellows Oversight Committee, ACS Board of Directors, and current ACS staff are not eligible to be nominees.
3. Former members or deceased members will not be considered as nominees for ACS Fellows. However, if a member dies after his/her name is submitted as a nominee and if that candidate is selected, he/she will be granted the ACS Fellow designation posthumously.
4. Nominees, in past and present circumstances, are expected to employ and require good safety protocols and practices in their laboratories and/or work environments; uphold the highest ethical standards in their laboratories and/or work environments; and otherwise engage in conduct that is consistent with both the objects of the American Chemical Society as stated in [Article II Section 1](#) of its Constitution and the [Chemical Professional's Code of Conduct](#). Nominators must address this in the online nomination form.
5. Nomination for other awards, including national, regional, or local ACS awards, does not disqualify a member from being nominated for ACS Fellow.

### B. Nominators

1. Primary and secondary nominators must be current members (including retired and emeritus members) in good standing of the American Chemical Society.
2. Current members of the ACS Fellows Selection Committee, ACS Fellows Oversight Committee, ACS Board of Directors, and current ACS staff are not eligible to be primary or secondary nominators.
3. The primary nominator must be eligible to submit as an individual member or on behalf of a Committee, Local Section, or Technical Division. Refer to the [Nomination Types](#) section for specific eligibility requirements for primary nominators.
4. No more than one of the nominators (primary or secondary) may be from the same work group at the nominee's primary place of employment. If the nominee is retired, only one nominator (primary or secondary) may be from the nominee's last place of employment prior to retirement.
5. Refer to the [Nomination Types](#) section for guidelines about serving as a nominator for more than one nomination.

## V. NOMINATION TYPES

Nominations for ACS Fellows are solicited from the following groups.

### A. ACS National Committees

1. Each Committee may submit one nomination.
2. Each Committee will establish its own process for identifying and nominating candidates.
3. Nominator Requirements
  - a) The Committee Chair should be the primary nominator or a secondary nominator unless he/she is a current member of the ACS Fellows Selection Committee, the ACS Fellows Oversight Committee, or the ACS Board of Directors. If the Chair is the primary nominator, the secondary nominators need not be members of the Committee; if the Chair is a secondary nominator, then the other secondary nominator need not be a member of the Committee.
  - b) If the Chair is not eligible to serve as a nominator, preparation of the nomination must be delegated to another member of the Committee. Nevertheless, the Chair must provide a [Letter of Attestation](#) to attest that the individual is indeed being nominated on behalf of the Committee and that the choice of the candidate and the preparation and submission of the nomination have been delegated to other individuals. The Letter of Attestation must be uploaded in the nomination system.
  - c) In the event that the Chair is the nominee, then the above attestation must be provided by another member of the Committee.
  - d) If all members of the Committee are ACS Board members, the Committee must recuse itself entirely from the nomination process.
  - e) Each Committee Chair, in addition to serving as the primary nominator or secondary nominator for the nominations submitted on behalf of his/her respective Committee, may be the primary nominator for one additional individual nomination (i.e., he/she may still submit a single nomination as an individual ACS member and may serve as a secondary nominator for additional nominees).

### B. ACS Technical Divisions

1. The number of nominations submitted by each Division may not exceed twice the number of Councilors from the Division.
2. Nominees must be current members of the Division.
3. Each Division will establish its own process for identifying and nominating candidates.
4. Nominator Requirements
  - a) The primary nominator must be an Officer, Councilor, or Alternate Councilor of the Division, or some other Division member specifically designated by the Chair to prepare the nomination on behalf of the Division; however, the secondary nominators need not be members of the Division.
  - b) If the Chair is not the primary or a secondary nominator, the Chair must provide a [Letter of Attestation](#) to attest that the individual is indeed being nominated on behalf of the Division. The Letter of Attestation must be uploaded in the nomination system.
  - c) In the event that the Chair is the nominee, then the above attestation must be provided by another Officer, Councilor, or Alternate Councilor of the Division.

- d) Each Officer, Councilor, and Alternate Councilor of a Division, in addition to serving as the primary nominator or secondary nominator for the nominations submitted on behalf of his/her respective Division, may be the primary nominator for one additional individual nomination (i.e., he/she may still submit a single nomination as an individual ACS member and may serve as a secondary nominator for additional nominees).
- C. ACS Local Sections
1. The number of nominations submitted by each Local Section may not exceed the number of Councilors from the Local Section.
  2. Nominees must be current members of the Local Section.
  3. Each Local Section will establish its own process for identifying and nominating candidates.
  4. Nominator Requirements
    - a) The primary nominator must be an Officer, Councilor, or Alternate Councilor of the Local Section, or some other Local Section member specifically designated by the Chair to prepare the nomination on behalf of the Local Section; however, the secondary nominators need not be members of that same Local Section.
    - b) If the Chair is not the primary or a secondary nominator, the Chair must provide a [Letter of Attestation](#) to attest that the individual is indeed being nominated on behalf of the Local Section. The Letter of Attestation must be uploaded in the nomination system.
    - c) In the event that the Chair is the nominee, then the above attestation must be provided by another Officer, Councilor, or Alternate Councilor of the Local Section.
    - d) Each Officer, Councilor, and Alternate Councilor of a Local Section, in addition to serving as the primary nominator or secondary nominator for the nominations submitted on behalf of his/her respective Local Section, may be the primary nominator for one additional individual nomination (i.e., he/she may still submit a single nomination as an individual ACS member and may serve as a secondary nominator for additional nominees).
- D. Individual ACS Members
- Each individual ACS member in good standing (unless excluded under the [eligibility](#) provisions above) may serve as the primary nominator for only one nominee, but may serve as a secondary nominator for additional nominees.
- E. Self-nominations are not accepted.

## VI. NOMINATIONS

- A. The 2018 ACS Fellows Program nomination deadline is **April 1, 2018 (11:59 pm PDT)**. Nominations received after this date will not be accepted.
- B. **Nominations will ONLY be accepted online at <https://www.nominatefellow.acs.org>** during the period February 1 – April 1, 2018. Resource documents including a nomination checklist, online system instructions, and browser requirements can be downloaded from [www.acs.org/fellows](http://www.acs.org/fellows).
- C. **Only information submitted via the nomination form will be used to evaluate the nominee.** Correct spelling and grammar is important to the presentation of the nominee.

- D. A candidate may receive more than one nomination provided that no more than one of the nominations is an individual nomination (e.g., a nomination submitted by a Division and also one submitted by an individual member). In the selection process, each nomination will be evaluated on its own merit and the ratings/scores will be aggregated in making the selection. A nominee receiving more than one nomination would have no intrinsic advantage or disadvantage relative to nominees with single nominations.
- E. A member who is nominated and not selected may be re-nominated in subsequent years by the same or different nominators. Nominations are not carried over from year to year.
- F. Nomination Components
1. Login
    - a) The Primary Nominator is responsible for submitting the nomination online.
    - b) The Primary Nominator may log in to the nomination system with his/her ACS ID and Password *or* his/her Last Name and Member Number.
    - c) Only members who are eligible to nominate will be allowed to log in to the nomination system. Refer to the [Eligibility Criteria](#) section for more information.
  2. Nomination Type
    - a) Once logged in, the Primary Nominator must first indicate the Nomination Type (e.g., Committee) and if applicable, the nominating body (e.g., Technician Affairs).
    - b) Only the nomination type(s) for which the Primary Nominator is eligible to submit will be displayed.
    - c) Refer to the [Nomination Types](#) section for more information.
  3. Nominee Identification
    - a) Once the Primary Nominator has identified the nomination type, the next requirement is to identify and select the nominee.
    - b) The Primary Nominator can search for the nominee by name or member number.
    - c) The search feature accesses the ACS membership database and only members who are eligible to be nominated will appear in the search results. Refer to the [Eligibility Criteria](#) section for more information.
  4. Nominee Information
    - a) Code of Conduct
      - (1) Respond to the following statement regarding the nominee: "To the best of my knowledge, including past and present circumstances, the nominee: (1) Employs and requires good safety protocols and practices in his/her laboratory and/or work environment; (2) Upholds the highest ethical standards in his/her laboratory and/or work environment; and (3) Otherwise engages in conduct that is consistent with both the objects of the American Chemical Society as stated in [Article II Section 1](#) of its Constitution and the [Chemical Professional's Code of Conduct](#)."
      - (2) A 'Yes' or 'No' response is required. A 'No' response requires an explanation (750 words or less).
    - b) Award Citations
      - (1) Describe the nominee's contributions in these two areas in a manner suitable for publication:



Contribution to the Science/Profession Citation: Describe the nominee's most significant contribution and its impact in the science, the profession, education, and/or management.

Contribution to the ACS Community Citation: Describe the nominee's most significant volunteer service and its impact in the ACS community.

- (2) Citation examples can be viewed at <http://www.acs.org/content/acs/en/funding-and-awards/fellows/list-of-2016-ac-fellows.html>.
  - (3) Both citations are required and each citation must be 30 words or less.
- c) Professional Organization Affiliations
- (1) Enter up to six of the nominee's most significant professional organization affiliations in ACS and/or other professional organizations.
  - (2) In this section, if the nominee has affiliations in their ACS member record (e.g., positions held in ACS National Committees, Local Sections, Divisions), the Primary Nominator will see a link to open the nominee's ACS Positions Report so that he/she may copy and paste the desired ACS activities information into the affiliation fields.
  - (3) Required fields for each affiliation: Professional Organization Name, Position/Title, From (year), To (year/present)
- d) Volunteer Service to the ACS Community
- (1) Enter up to six of the most significant examples of the nominee's documented excellence and leadership in volunteer service, based on specific results achieved, in service to ACS and its membership and community.
  - (2) Please enter and save each service activity/example as a separate record.
  - (3) Required fields for each record: Volunteer Service Title, From (year), To (year/present), Volunteer Service Details (200 words or less), and Summary of Impact/Significance (50 words or less).
- e) Contributions to the Science/Profession
- (1) Enter up to six of the nominee's most significant professional accomplishments. Please enter and describe each contribution separately.
  - (2) Please enter and save each contribution as a separate record.
  - (3) Required fields for each record: Science/Profession Contribution Title, From (year), To (year/present), Science/Profession Contribution Details (200 words or less), and Summary of Impact/Significance (50 words or less).
- f) Honors and Awards
- (1) Enter up to six major honors/awards for the nominee.
  - (2) In this section, if the nominee has received an ACS National Award, the Primary Nominator will see a link to open the nominee's Honors and Awards Report so that he/she may copy and paste the desired ACS award information into the honor/award fields.
  - (3) Required fields for each record: Honor/Award Name, Award Sponsor, Year received

g) Secondary Nominators

- (1) Each nomination requires two Secondary Nominators.
- (2) To identify the Secondary Nominators, the Primary Nominator can search for them by name or member number in the online nomination system.
- (3) The search feature accesses the ACS membership database and only members who are eligible to be secondary nominators will appear in the search results. Refer to the [Eligibility Criteria](#) section for more information.

h) Nominator Letters

- (1) Three letters of recommendation must be uploaded — one from the Primary Nominator and one from each of the two Secondary Nominators.
- (2) It is recommended that one Secondary Nominator focus on the nominee's volunteer service to the ACS community contributions and the other Secondary Nominator focus on the nominee's scientific/professional contributions. Among the three letters, there should be a clear description of the nominee's excellence and leadership and its impact in both of these areas.
- (3) In order to provide a diverse perspective regarding the eligibility of the candidate, it is strongly recommended that the letters of recommendation address the breadth of the candidate's professional contributions and volunteer service to the ACS community and not be limited just to the nominee's contributions in research/teaching/management or as a member of a Committee, Local Section, or Division.
- (4) Letters of recommendation should be on official letterhead, where applicable.
- (5) Limit each letter two 2 pages or 800 words, with no less than 11 point font.
- (6) Only PDF file format is accepted.

i) Letter of Attestation (if applicable)

- (1) The online nomination system will verify if a Letter of Attestation is required based on the status of the nominators. If a Letter of Attestation is required, the system will prompt the Primary Nominator to upload one.
- (2) If the nomination is being submitted on behalf of a Committee, Division, or Local Section and the Chair of that body is not eligible to serve as the primary or a secondary nominator, the Chair must provide the Primary Nominator with a Letter of Attestation to be uploaded into the nomination system.
- (3) The Letter should be authored by the Chair of the nominating body, include the nominee's name, and attest that the nomination is indeed being submitted on behalf of the Committee, Division, or Local Section. If the Chair is the nominee, refer to the [Nomination Types](#) section for requirements regarding who must write the letter of attestation.
- (4) The Letter will be verified by program staff, but will not be seen by the Selection Committee.
- (5) Only PDF file format is accepted.

- j) Resume / CV
    - (1) The nominee's resume or curriculum vitae must be uploaded.
    - (2) Limit file to 2 pages, with no less than 11 point font.
    - (3) Distinguish refereed from non-refereed publications in the file.
    - (4) Only PDF file format is accepted.
  - k) Supplementary Information (optional)
    - (1) If nominee information the Primary Nominator wants to include does not correspond to the designated sections of the nomination form, he/she should upload it in this *optional* section.
    - (2) Support letters from persons who are not members of the ACS would be appropriate for this section.
    - (3) If the nominee has proprietary work in industry, it is suggested that the Primary Nominator include a letter from someone in the nominee's management chain in this section.
    - (4) Limit file to 5 pages or 2000 words for each nomination.
    - (5) Only PDF file format is accepted.
5. Other nomination resources, including field formats and entry examples, can be found at [www.acs.org/fellows](http://www.acs.org/fellows).

## VII. SELECTION OF ACS FELLOWS

- A. ACS Fellows will be selected by a broadly representative Selection Committee recommended by the ACS Immediate Past President and appointed by the Chair of the ACS Board Committee on Professional and Member Relations (P&MR). P&MR, acting through the ACS Fellows Oversight Committee, conducts governance oversight for the ACS Fellows Program.
- B. ACS Fellows are expected to engage in conduct that is consistent with both the objects of the American Chemical Society as stated in [Article II Section 1](#) of its Constitution and the [Chemical Professional's Code of Conduct](#).
- C. Members retain the designation as an ACS Fellow, ACSF, for life. (Unless Rescinded under Sec. IX)
- D. The body of ACS Fellows is expected to reach a steady state of 1 to 2% of the ACS membership and to reflect not only excellence, but also the diverse contributions made by ACS members.
- E. The list of current ACS Fellows can be found at [www.acs.org/fellows](http://www.acs.org/fellows).

## VIII. PRESENTATION OF ACS FELLOWS

- A. The names of ACS Fellows selected each year will be published in *Chemical & Engineering News*.
- B. Each new class of ACS Fellows is recognized and honored at the Fall ACS National Meeting. Each new ACS Fellow will receive a distinctive pin and a certificate.

## **IX. RESCISSION OF AN ACS FELLOW DESIGNATION**

Any ACS Fellow designation may be rescinded by the ACS Board of Directors upon consultation with the Board Committee on Professional and Member Relations, or similar Board committee which has been delegated oversight responsibility for the ACS Fellows Program, and upon a finding by the Board of reasonable grounds for rescission. Reasonable grounds may include, but are not limited to, a determination that (1) the designation resulted from a material mistake of fact, (2) a material fact is discovered that, if known, would have disqualified the designee, or (3) the designee is discovered to have engaged in pre- or post-designation conduct that is inconsistent with both the objects of the American Chemical Society as stated in Article II Section 1 of its Constitution and the Chemical Professional's Code of Conduct. Such a finding may occur only after the body that made the designation (if other than the Board) and the designee have been given reasonable notice of the timing and grounds for the Board's consideration of the rescission and an opportunity to provide written arguments against the rescission. Rescission may occur only upon an affirmative vote by at least two-thirds of the voting members of the Board present at the Board meeting duly called to consider the rescission.

## **X. CONTACT**

- A. Additional information on the ACS Fellows Program can be found at [www.acs.org/fellows](http://www.acs.org/fellows).
- B. The ACS Fellows Program can be reached at [fellows@acs.org](mailto:fellows@acs.org) or 202-872-6283.