

Guidelines for Selection of Recipients
of the
AAAP Special Service Award

Nominations will be accepted from AAAP members and should consist of sufficient information to permit comparative evaluation by the Awards Committee. Information which would be useful includes the following:

- 1) A brief sketch outlining the number and length of professional positions and activities associated with those positions.
- 2) A listing of memberships in, and activities in support of, professional organizations important to the field of avian medicine.
- 3) An estimate of the portion of the career which was devoted to activities in the field of avian medicine.
- 4) A brief description of the nature of the activities thought to constitute special service to the field.
- 5) A listing of any awards or honors indicative of prior recognition of service to colleagues and to the field in general.
- 6) Special supportive material pertinent to a particular area of service (e.g., a bibliography would be suitable for a nominee whose contribution has been largely in the area of research).
- 7) A statement pertaining to any special qualifications of the individual for this award with particular emphasis on the impact the individual has had on others in the field at the local, national and international levels.

The deadline for nominations will be April 1 and further documentation will be accepted by the Awards Committee only if it is specifically requested by the committee. The list of nominees will be kept confidential by the committee. Unsuccessful nominations will not be carried over from one year to the next but could be resubmitted.

Each committee member will be sent copies of all nominating material for comparative evaluation. Unless it must be disqualified for failure to meet basic criteria (e.g., membership in AAAP), each nomination will be considered for merit using, as the ultimate guideline, the nature, extent and impact of the individual's contribution to the field of avian medicine as documented by the nominator. The specialty

(research, teaching, diagnostic, extension, other, or a combination of activities) shall not be a consideration; rather the contribution itself will be examined.

Each nomination will be considered on its own merit and will be ranked 1 to 3 according to the strength of the various qualifications. Rank 1 would indicate an individual considered to be highly deserving of the award.

The same rank could be used for more than one nomination and not all ranks would necessarily be used by an individual committee member. To be considered for the award, a nomination would have to receive votes for rank 1 from at least 3 of the 5 committee members. If no nomination is so ranked, the award would not be given that year. If more than one nomination is supported by at least 3 votes for rank-1, the cumulative ranks for each one will be determined and the one with the lowest total will be given the award. In case of a tie, each member will be polled to rank them in order of choice (e.g., 1, 2, 3, etc.) to determine the awardee.

Rankings must be returned to the Awards Committee chairman no later than May 1. The name of the awardee (if one is selected) will be submitted, along with the supportive documentation, to the President of the AAAP by June 1. The President, in turn, will present the selected nomination to the Board for approval. If the nominee is not approved, a second nomination, which also met the minimum rank requirements, could be suggested to the President.