

2023 American Academy of Microbiology Nomination Materials

A complete nomination should be composed of **3 PARTS**:

- a. The nomination form- Submitted by the nominator
- b. The supporting letters – Submitted by 2 Supporting Fellows
- c. The demographic information – Submitted by the nominee

All three parts must be received by the deadline of October 1st.

PART I: NOMINATION FORM (To be submitted by the Nominator)

A. NOMINEE'S DATA

1. PERSONAL:
 - a. Name including a middle initial and appropriate prefix for salutation (Dr., Ms., etc.).
 - b. Include suffix(es) that should appear after the name **in a mailing address**, e.g., Jr., Senior, III, etc.
2. BUSINESS ADDRESS:
 - a. Enter all **CONTACT** information for the nominee's **primary** employment location **only**.
 - b. Include the correct email address of the nominee. Phone number is optional.
 - c. This information is for administrative use, i.e., to contact the candidate if elected. More extensive information on titles and places of current and past employment will be requested in the CV.

B. NOMINATION

1. NOMINATOR and 2 SUPPORTING FELLOWS: Names, Institutional Affiliation, Email Address
2. Among the nominator and 2 supporting fellows, **only 1 person** can be affiliated with the same employment unit (e.g., institution, company, center, department) as the nominee.

C. QUESTIONNAIRES

Nominator is requested to answer the following questions:

1. Provide a clear and persuasive expression of the candidate's suitability for election to the Academy. It is especially useful to make reference to the [criteria](#) for Academy fellowship (i.e., professional distinction, teaching & mentoring, and potential to contribute to ASM/Academy work) and special characteristics sought by the Academy (e.g., bridging expertise; diversity – age, gender, racial/ethnic, geographic; and subject emphasis). (Limit to 500 words)

If a primary reason for nomination is for educational contributions or service outside of the traditional research path, evidence for this must be given such as local and national teaching awards; recognition by professional societies; and relevant Deans and/or Departmental Chairs.

2. Describe the nominee's most significant accomplishments. Highlight awards and honors. (Limit to 500 words).
3. Describe the nominee's professional service to advance the field of microbial science. Highlight services such as serving as a journal editor, or conference organizer, etc. Service activities are not limited to ASM. If the candidate does not have previous service to the ASM, describe how the candidate's expertise and willingness to participate may benefit such work in the future. (Limit to 500 words)
4. One of the primary responsibilities of Academy Fellows is to train the next generation of microbiologists. What has the nominee done to make himself/herself a role model and respected mentor to students and early-career microbiologists? (Limit to 500 words).
5. Fellows are encouraged to nominate microbiologists who come from diverse backgrounds for election to Fellowship in the American Academy of Microbiology. Please state if this nominee comes from one of these diverse backgrounds (e.g., historically underrepresented communities, which include but are not limited to - first-generation, disabilities, uniformed service members, non-native languages, resource-restricted, etc.) or has overcome another unique challenge to excel in the profession. (Optional field) (Limit to 300 words)

D. BIBLIOGRAPHY

1. Attach a numbered list of **no more than 10** key publications by the nominee
2. Include full bibliographic citation and a brief explanation about the significance of each publication.

E. CURRICULUM VITAE

1. Nominee can choose to use the fillable CV template (Highly Recommended) or own CV.
2. The fillable CV template will be downloadable on the Academy webpage. The nominee may complete this step whenever it is convenient. Follow these steps:
 - a. Obtain a fillable CV template on the Academy website or in the notification email or use own CV
 - b. Fill out the details and save with a file name of "LastName_FirstName_CV".
 - c. Email the completed CV to the nominator.
3. The CV must be attached by the nominator to the nomination form.
4. Regardless of the format, the CV should include the 7 sections:
 - a. Education
 - b. Positions Held
 - c. Honors & Awards
 - d. Keynotes & Symposia Presentations
 - e. Recent Funding
 - f. Service & Outreach
 - g. Teaching & Mentoring

PART II: SUPPORTING LETTERS (To be submitted by the 2 Supporters)

SUPPORTER'S STATEMENT: The 2 supporting fellows are requested to answer the following question:

1. Provide a clear and persuasive expression of the nominee's suitability for election to the Academy. It is especially useful to refer to the [criteria](#) for fellowship (i.e., professional distinction, teaching & mentoring, and potential to contribute to ASM/Academy work) and special characteristics sought by the Academy (e.g., bridging expertise; diversity – age, gender, racial/ethnic, geographic; and subject emphasis). (Limit to 500 words)

If a primary reason for nomination is for educational contributions or service outside of the traditional research path, evidence for this must be given such as local and national teaching awards; recognition by professional societies; and relevant Deans and/or Departmental Chairs.

PART III: NOMINEE'S DEMOGRAPHIC INFORMATION (To be submitted by the nominee)

DEMOGRAPHIC INFORMATION

- a. Gender
- b. Race/ethnicity (if living in the U.S.)
- c. Year of Birth
- d. Primary Field & Area of Specialty
 - Select the nominee's primary field(s) or areas of expertise.
 - Select 3 keywords that describe the nominee's research
 - Animal Health Microbiology
 - Bacteriophage
 - Cell & Structural Biology
 - Clinical Microbiology
 - Environmental Microbiology
 - Genetics, Genomics, & Molecular Biology
 - Virology
 - Evolutionary Biology
 - Food microbiology
 - Epidemiology & Public Health
 - Immunology
 - Medical Mycology
 - Microbial Ecology

Nominee will be asked to include a link to their [NCBI bibliography](#) to show the complete list of publications.

Note: Demographic information will not be included in the review process and will not be used in determining the qualification of a nominee.