

# 2024 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 1<sup>st</sup>.

To begin the nomination, the nominator must login at

<https://asm.org/2024-fellowship-nomination>

## **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 respond to the following three sections:

1. **Nominator Statement of Support:** When writing your statement, please use bulleted points and ensure that it covers the following areas. (Limit to 1000 words)
  - Suitability of Candidate - 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.
  - Significant Accomplishments - Nominees will be evaluated on sustained impact to the field of microbial sciences. Summarize how the nominee's significant accomplishments have advanced the scientific understanding or promoted excellence in microbiology. Highlight awards and honors.
  - Professional Service - Describe the nominee's professional service to advance the field of microbial science. Include activities to promote diversity, equity and inclusion within the field of microbial science (if applicable).
2. **Role Model/Mentor:** One of the primary responsibilities of Academy Fellows is to train the next generation of microbiologists. Describe how the nominee serves as a role model and respected mentor to students and early-career microbiologists. Please provide specific examples of activities that demonstrate the nominee's commitment to mentoring and supporting the next generation of microbiologists. (Limit to 500 words).
3. **Other Information Unique to the Nominee:** (OPTIONAL) Please state if this nominee comes from a background that posed challenges to excelling in the profession (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 excelling in the profession. (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 should complete this step whenever it is convenient, but prior to October 1<sup>st</sup>. 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 supporting fellows will provide their statements via a unique link emailed to them by the nominator.* 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. Job Type (choose 1)
  - Basic and Translational Microbiologist
  - Clinical and Public Health Microbiologist
  - Microbiology Educator
  - Science Administrator (government, non-profit, or academic institution)
  - Industry Microbiologist
- e. Area of Expertise (choose up to 2)
  - Antimicrobial Agents and Resistance
  - Applied and Environmental Science
  - Clinical Infections and Vaccines
  - Clinical and Public Health Microbiology
  - Host-Microbe Biology
  - Ecology, Evolution and Biodiversity
  - Molecular Biology and Physiology
  - Profession of Microbiology (e.g. Science Education, Science Administration, Science Policy, etc.)

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.