

# CSPS FELLOW NOMINATION PACKAGE

**CSPS By-Law:** "Any member who is deemed to have made a meritorious contribution to the advancement of science may be elected a Fellow of the Society by the Board of Directors and is privileged to use letter "F.C.S.P.S." after his/her name." Membership to CSPS is a requirement in order to maintain the Fellow designation.

**Background Information.** CSPS has a strong commitment to the recognition of selected candidates through their designation as FELLOW. The primary criterion for election to FELLOW status is professional excellence in the fields relevant to the mission of CSPS as well as a record of commitment and service to CSPS. Election to FELLOW status thus will be based on the individual's documented **sustained** level of superior and distinguished professional achievement and contributions in a relevant field of Pharmaceutical Sciences will be considered. Members from the Government, Academia, Industry and Community are considered.

**The Nomination Process.** The nomination process starts with a CSPS member (the Nominator) who wishes to nominate an individual (the Nominee) for consideration for Fellow status. The nominator will submit a complete package (Form, Assessment, CV, and Letters of Recommendation) to the CSPS Awards Committee. The Awards Committee will review and recommend up to five successful candidates to the CSPS Board of Directors for final approval. Nominators will be notified of the outcome of the selection process (whether successful or not). The successful Fellow nominee will receive complimentary registration to attend the 2021 Annual Symposium and be presented with a distinctive certificate and lapel pin.

## CSPS FELLOW REQUIREMENTS AND GUIDELINES FOR NOMINATION

### Responsibility and Requirements of the Nominator

**THE NOMINATOR MUST BE A CURRENT MEMBER OF CSPS.** The nominator is responsible for submitting the **completed** Nomination Package, which must include: (a) nomination form, (b) the nominator's assessment, (c) the curriculum vitae, and (d) letters of recommendation.

***The materials must be received in the CSPS Office by March 31, 2021.***

### THE NOMINATION PACKAGE

**The following format (A-D) must be followed.** Incomplete nomination packages will be returned without consideration

**A. Nomination Form**

**B. Nominator's Assessment**

The nominator's assessment is to be an accurate and concise evaluation of the contributions and impact of the nominee in the pharmaceutical sciences and CSPS. This should clearly identify the currently active sustained achievements of the candidate, supported with appropriate relevant examples. Clearly establish for the reviewing committees the answers to the following questions: What makes the nominee an acknowledged leader in, and an outstanding contributor to, the pharmaceutical sciences? What are the nominee's most important scientific research accomplishments? What is the demonstrated impact of the contributions?

**C. Letters of Recommendation**

From one to three letters of recommendation are requested in addition to the nominator's assessment. Each letter is to be specific and include how long the individual has known the candidate and in what capacity. It is strongly recommended that the letters include sources outside the place of employment or education or training of the nominee. Letters are to specifically describe the candidate's contributions to the pharmaceutical sciences. Explain what makes the nominee an acknowledged leader in, and an outstanding contributor to, the pharmaceutical sciences. Letters must be included in the package.

#### **D. Complete Curriculum Vitae**

D-1. This section is to include: current position and affiliations, fields and areas of specialization, education (degrees, institutions, years), adjunct and honorary positions, present or past, professional licensure (if appropriate), honours, awards, promotions, and recognitions (with dates). A complete list of publications, patents, presentations as invited speaker, etc., must be included. Publications should be divided by peer review and non-peer review. Un-refereed articles should be listed separately.

D-2. One measure that helps assess the impact of publications is the frequency at which they are cited, and serious consideration should be given to providing such data in this section.

D-3. Service as Editor, Associate Editor and Editorial Advisory Board Member for Learned Journals in the Pharmaceutical or Related Sciences are of prime importance.

D-4. Successful efforts in organizing national and international symposia are valuable for establishing the level of recognition of the nominee in the area of his/her expertise.

D-5. Mentoring trainees and colleagues should be listed. The name, the degree sought, the year and present positions should be included.

D-6. Service to CSPA or Other Professional/Scientific Organizations should be included.

D-7. Drug product development and related contributions are of primary importance. It is important to determine what are the product approvals or introductions associated with the person's career. Can the candidate make a documented argument that she/he was pivotal in the product success through some unique contribution? Such contributions might include a new formulation technique or process, a new analytical procedure, the development of a novel *in vitro* procedure that provided *in vivo* correlation for a dosage form that would otherwise be "unapprovable," a novel pharmacokinetic statistical method for data analysis, or a unique contribution to a clinical/clinical pharmacology program critical to a drug product development, etc. In using this approach, it is important that a strong case be made by experts other than a nominee's supervisor or subordinates. The impact and sustained nature of these activities must be documented.

D-8. Level and scope of technical and/or managerial responsibility should be included. A record of increasing responsibility is usually an indicator of the regard that the organization holds for the individual. Responsibility here does not necessarily mean managing large staffs, but also includes responsibility for start-up departments or management responsibility for complex projects.

D-9. Special internal awards, recognition, etc., for research and development related achievements are also important and should be listed. These may include major recognition awards from the employers, or national or international achievement and recognition awards. Awards routinely given in recognition of a job well done, as a part of normal employment, shall not be provided.

D-10. Sustained Recognition and Solicitation for Expertise and Technical Leadership in the form of consultation to various agencies and industry will be recognized, hence, should be included.

## CSPS FELLOW NOMINATION FORM

Deadline: March 31, 2021

**This form must be completed in full and the following information included:**

- Nominator's assessment
- No more than three (3) letters of recommendation. These must be included in the package and not submitted separately
- Nominee's current, complete curriculum vitae

**Submit to:** Canadian Society for Pharmaceutical Sciences  
Attn: Chair of Awards Committee  
275 Bay Street  
Ottawa, ON K1R 5Z5

**OR Email to:**  
Liz MacMaster at  
[csp@intertaskconferences.com](mailto:csp@intertaskconferences.com)

**PLEASE TYPE ALL INFORMATION**

**Date of Nomination:** \_\_\_\_\_

NOMINEE INFORMATION			
Name			
Organization/Institution			
Address			
City	Province	Postal Code	Country
Daytime Telephone		Fax	
Email			

NOMINATOR INFORMATION			
Name			
Organization/Institution			
Address			
City	Province	Postal Code	Country
Daytime Telephone		Fax	
Email			