

**Policies and Procedures of the
SDAMPP Honors and Awards Committee**
(Version 06)

Prepared by Wayne Newhauser, Bud Wendt, and Krystina Tack

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- 1. Charge of the Committee2
- 2. Committee Appointments and Terms2
- 3. Types of Awards and Honors2
- 4. Awards and Honors Selection Process4
- 5. Rules, Ethics and Conflict of Interest5
- 6. Annual Timetable for Major Actions6
- 7. Template Letter of Solicitation to Membership7
- 8. Nominating Instructions (To be posted on SDAMPP website)8
- 9. Template of Press Release of Award and Honor Selection9

1. Charge of the Committee

The Awards and Honors Committee plays a key role in recognizing outstanding members of the community of medical physics educators. It solicits nominations from the membership, reviews submissions, and prepares recommendations to recognize outstanding educators who have distinguished themselves through exemplary services to medical physics education.

Notes: A copy of this charge shall be posted on the SDAMPP web site and be accessible to SDAMPP members.

2. Committee Appointments and Terms

The President shall appoint the chair, co-chair, and three to four other members of the committee. The term of an appointment shall be up to one year, with the possibility for appointees to be reappointed for up to three successive terms. Eligibility requirements include current membership and in good standing with SDAMPP, and current or past service as an elected officer of SDAMPP. See the Society's By-Laws for additional details on committee appointments.

3. Types of Awards and Honors

To be posted on SDAMPP web site on Award and Honors Committee's page.

- 1.) Competitively Elected Awards. The listed criteria demonstrate the high expectations for service and achievements of nominees. Exceptions may be considered for specific criteria.
 - a. SDAMPP Lifetime Achievement.
 - i. Number of awardees per year: zero or one.
 - ii. Eligibility and selection criteria
 1. Nomination
 2. 4 outstanding letters of support.
 3. Minimum 10 years of service as program director of one or more medical physics education programs.
 4. Minimum of 20 years service as a faculty member in one or more academic medical physics programs.
 5. Evidence of a strong track record in medical physics education and research including students' supervision and residents' training.
 6. Unanimous election by the Honors and Awards Committee

- b. SDAMPP Distinguished Service Award
 - i. Number of awardees per year: zero or one.
 - ii. Eligibility and selection criteria
 - 1. Nomination
 - 2. 3 outstanding letters of support
 - 3. 10 years lifetime service as a faculty member in academic medical physics programs.
 - 4. Successful completion of two terms as an SDAMPP officer (Treasurer, Secretary, President-Elect President, Chairperson of the Board)
 - 5. Majority election by Honors and Awards Committee.
 - c. SDAMPP Distinguished Educator Award
 - i. Number of awardees per year: zero or one.
 - ii. Eligibility and selection criteria
 - 1. Nomination
 - 2. 4 outstanding letters of support.
 - 3. 20 years of service as a faculty member in academic medical physics programs
 - 4. Recognition as a devoted and effective educator.
 - 5. Outstanding record and reputation for scholarly activities including medical physics education
 - 6. Option A
 - a. Supervision (as major professor) of 10 graduate students of medical physics
 - 7. Option B
 - a. Involvement in supervision of 20 residents of medical physics
 - 8. Unanimous election by the Honors and Awards Committee
 - d. SDAMPP Distinguished Program Director Award
 - i. Number of awardees per year: zero or one.
 - ii. Eligibility and selection criteria
 - 1. Nomination
 - 2. 3 outstanding letters of support
 - 3. 10 years lifetime service as program director of a medical physics education program
 - 4. Demonstrated record of outstanding leadership of an academic medical physics program.
 - 5. Majority election of Honors and Awards Committee.
- 2.) Non-Competitively Conferred Honors
- a. SDAMPP Service Award (for service on BOD)

- i. Number of awardees per year: zero to three.
- ii. Eligibility and selection criteria
 1. Successful completion of service of one full term on the SDAMPP Board of Directors.
 2. Majority election of Honors and Awards Committee.

4. Awards and Honors Selection Process

1. The Awards and Honors Committee shall follow the eligibility selection criteria and procedures set forth in this document. In case of a need to deviate slightly from these criteria for possible border line applicants, unanimous agreement of committee members is required.
2. The Awards and Honors Committee solicits nominations from the membership once per year. A nominator identifies the name of a candidate, the award under consideration, and the names and contact information of the required number of letter writers. The nominator is responsible for obtaining the prior consent and agreement of letter writers.
3. After the nomination deadline passes, the Committee will begin its review and selection process.
4. The Awards and Honors Committee verifies completeness of applications and the eligibility of nominees.
5. The Awards and Honors Committee shall convene a meeting (in person, by videoconference, or by teleconference)
6. Award recipients must be selected at least three months prior to the annual meeting to allow timely completion of the various annual meeting printed pieces.
7. The President of the Society will notify the individuals selected as each Honor and Award recipient of the committee's choice as soon as possible after the selection is made so that recipients may reserve the date on their calendar to attend.
8. The Awards and Honors Committee ranks applicants for each award and selects zero or more awardees as recipients. The number selected will be based on the number of eligible applications, their ranking, and available number of awards in a given year.
9. Recipients are recognized at Annual Meeting.
10. if No awardees shall be selected posthumously, but awards may be conferred posthumously in the unfortunate circumstance of an untimely death.

Notes

1. Awards will include issuance of a plaque, certificate, and congratulatory letter.
2. Honors will include issuance of a certificate and congratulatory letter.
3. Awards and honors shall comprise recognition only (no cash or other prize, excepting tokens as specifically above).

5. Rules, Ethics and Conflict of Interest

The Awards and Honors Committee (the “Committee”) shall act in accordance with the following items.

- 1.) Anyone except a member of the committee making the selection may submit one nomination or seconding letter for each prize or award in any given year.
- 2.) The Committee reports directly to the Board of Directors.
- 3.) Members of the Committee are appointed by the President and approved by the Board of Directors.
- 4.) Committee members may have voting privileges. To be eligible to vote, a Committee member must be a member of SDAMPP, in good standing, having fully paid all applicable membership dues.
- 5.) Members of the Committee are ineligible for nomination for any Awards, Honor, or other recognition under the auspices of the Committee.
- 6.) Votes of the Committee require a quorum. A quorum shall comprise a two thirds (2/3) majority of the voting members. In determining if a quorum exists, recused members will counted toward the total number of members but not toward the number of voting members.
- 7.) Self nominations are not allowed.
- 8.) A member with a conflict of interest shall be recused from voting. Members are expected to declare and manage COIs in accordance with the highest standards to ethics. Recused members do not count toward a quorum.
- 9.) The deliberations and records of the Nominating Committee shall be kept in strict confidence.
- 10.) The recommendations of the Nominating Committee may be approved or rejected, but not amended, by the Board of Directors.
- 11.) Upon approval of the Committee’s recommendations, the President-Elect (who also serves as Chair of the Annual Meeting Committee) shall be responsible for including an Awards and Honors Ceremony at or in conjunction with the Society’s Annual Meeting.
- 12.) Each year, the Committee shall prepare a proposed budget for certificates and awards and submit it to the Board of Directors (including the Treasurer) for approval.

Annual Timetable for Major Actions

Date	Action	Comments
15 January	President appoints and Board approves appointments of Committee members	
15 February	Provide letter of “Solicitation for Nominations” to Secretary for communication with the membership	Email blast, web site, and possibly other means.
01 April	Deadline for submission of nomination packages	
01 May	Committee submits recommendations to Executive Committee	
01 June	BOD decision on recommendations, President informs all nominees of selection results. The President confirm participation of awardees and honorees in awards ceremony.	At monthly teleconference or by electronic ballot.
July/Aug	Awards and Honors Conferred in Ceremony	At or in conjunction with annual meeting

6. Template Letter of Solicitation to Membership

Dear SDAMPP Members,

Our members are passionate about medical physics education. This is evidenced by the success of your programs, your former students, and your faculty. SDAMPP members also tend to be modest and seldom draw attention to themselves. Many of our members collaborate tirelessly on initiatives, usually behind the scenes, for the greater good of medical physics higher education. Collectively, as a society, we tend to be humble, quiet, and studiously avoid the limelight. As a rule, these are fine characteristics.

However, there is an important exception. We need your help to recognize those who have demonstrated excellence in medical physics education. This year, for the first time, SDAMPP will confer awards and honors to recognize several individuals who have distinguished themselves in medical physics education.

The SDAMPP Honors and Awards Committee seeks nominations from you, our members, of individuals who have distinguished themselves in one or more areas of medical physics education. Award descriptions, eligibility criteria, and nomination instructions are available on our website <https://www.sdampp.org/committee/>. Nominations are due on April 1. Nominations should be sent to awards.committee@sdampp.org.

Please consider nominating an outstanding educator. We are counting on you!

SDAMPP Awards and Honors Committee

7. Nominating Instructions

The following shall be posted on SDAMPP website on the Awards and Honors Page.

Nomination Process

1. Any voting member in good standing, except members of the Awards and Honors Committee, may nominate one awardee or honoree per year, or submit one seconding letter, for each prize or award in a given year. The nominating member must be in good standing and have paid all applicable membership dues.
2. The nominator prepares a nomination package. This includes the name of a candidate, the award under consideration, and the names and contact information of the required number of letter writers (Details are provided below). The nominator obtains the consent of letter writer's prior to submitting the application.
3. The nominator submits the application by email to awards.committee@sdampp.org by the application deadline (April 1).

Application Package Components

Specific nomination eligibility requirements and components are listed with each award description on the SDAMPP web site. Generally, a nomination package comprises:

- The nominee's name, institution, contact information, (and for dissertation/thesis awards, date nominee passed their dissertation/thesis defense).
- A nomination letter evaluating the nominee's qualifications in light of the particular features of the prize or award and identifying the specific work or achievement to be recognized.
- At least one and up to four letters of support. The nominator is responsible for collecting all nomination materials.
- The nominee's CV or biosketch.
- A list of the nominee's most important publications or other contributions of relevance to the award for which the nominee is to be considered.

All files must be written in English and submitted in PDF format. Letters must be on letterhead, dated, and signed physically or with an electronic signature. Please include the name of the nominee in the filenames.

8. Template of Press Release of Award and Honor Selection

This can be use for press releases, the SDAMPP web site, email blasts, etc.

[Date]

On [date] the Society of Directors of Academic Medical Physics Programs announced the recipient[s] of the following awards.

- SDAMPP Lifetime Achievement Award
[Insert name of recipient] was named as the recipient of this award.]
[Brief description of merits of awardee.]
[Head shot of awardee.]
- SDAMPP Distinguished Service Award
[Insert name of recipient] was named as the recipient of this award.]
[Brief description of merits of awardee.]
[Head shot of awardee.]
- SDAMPP Distinguished Educator Award
[Insert name of recipient] was named as the recipient of this award.]
[Brief description of merits of awardee.]
[Head shot of awardee.]
- SDAMPP Distinguished Program Director Award
[Insert name of recipient] was named as the recipient of this award.]
[Brief description of merits of awardee.]
[Head shot of awardee.]

SDAMPP is a not-for profit society dedicated to the advancement of medical physics education. Additional information about the society may be found at www.sdampp.org.