

# **ACR FELLOWSHIP GUIDE**

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## **PREFACE**

The first edition of this document was printed in April 1997. The document provided information to ACR chapter officers and members seeking to become Fellows about (1) the administrative procedures to follow in submitting fellow nominations and (2) examples of criteria considered by the Committee on Fellowship Credentials. The document is periodically reviewed and updated to ensure that it accurately reflects current Committee policy and practices.

In this edition, changes have been made to both the administrative procedures and the criteria to reflect current practices and 2006 College bylaws changes. In making the revisions, the Committee has attempted to preserve the distinction associated over the years with the Fellowship honor. Chapter officers and those members seeking to become Fellows are reminded that the criteria listed in each qualifying category in this document are only examples of the level of achievements sought by the Committee. The Committee recognizes that individual candidates will have a blend of achievements. To assure the best possible review of a candidate's nomination, both Chapters and nominees should provide strong documentation of achievements and strong letters supporting the nomination.

## **PURPOSE**

This document is intended to serve as a guide to the ACR fellowship process for chapters and individuals seeking to become Fellows.

## **ACR FELLOWSHIP**

One of the highest ways of formally recognizing members for exceptional achievement in the radiology profession is by elevation to the honor of Fellow of the American College of Radiology. ACR Fellows are members who have distinguished themselves by a history of service to the College, organized radiology, teaching or research. The honor of Fellow is given to those with truly distinctive accomplishments beyond the high threshold of achievement expected of all College members. Only 10% of College members have been awarded this honor. Fellowship is awarded to diagnostic radiologists, radiation oncologists, and medical physicists during the ACR annual meeting at a special ceremony called the Convocation.

## ADMINISTRATIVE PROCEDURES

### Chapter roles

The chapter serves critical roles in the Fellowship Nomination process. These include:

- reviewing nomination forms for completeness and accuracy;
- determining which nominations to forward to the College;
- determining whether to *directly endorse* an individual or to *concur* in the nomination made by two or more Fellows; and
- forwarding the nomination package to the College and serving as a contact for matters relating to the nomination.

### Critical Date

**May 1** - Deadline for ACR receipt of nominations from the chapter for award at the next year's annual meeting (e.g., receipt by May 1, 2007 for fellowship award in May 2008).

The review process begins in May. Because nominations are grouped by years of College membership for review, it is important that all nominations be received by the May 1 date.

Please note that the May 1 deadline applies to the submission from the chapter to the College. Please check with your chapter regarding its deadline for receipt of fellow nominations. The chapter requires time to review and act on nominations prior to the May 1 College deadline.

### Processing of Documents

Upon receipt in the College's membership department, all nomination forms will be checked for completeness and for required signatures. Forms that are not properly completed will be returned to the Chapter for correction. To avoid this happening please insure that:

- The most current version of the nomination application form is being used. (Forms have a revision date in the lower left corner. An electronic version of the current nomination application on the ACR website is available for download.)
- The form may be completed on line and printed for distribution to the chapter and College. Applicants may reference an attachment rather than typing lengthy information on the form itself. The attachment must be formatted to match the nomination application.
- All signatures are present, dated and in the appropriate blocks.

- The Chapter officers signing the form are the same as the names on file with the College.
- The form indicates whether the Chapter is making the nomination *by direct endorsement* or *concurring* in the nomination made by two or more Fellows.
- The sponsor letters are typed and included with the nomination. *The Chapter should review the letters for accuracy, content, completeness etc.* If the Chapter feels strongly about one of its *direct endorsement* nominees, additional recommendation letters from the Chapter (e.g., President, Secretary or Fellowship Chair) are welcome. Guidelines concerning letters and sample letters can be found beginning on page 10.

## POLICIES

### Years of Membership to Qualify for Nomination

- To qualify for nomination, an individual must be a board-certified Member or Member in Physics and have completed **ten (10) consecutive years**, without interruption, as a Member or Member in Physics in the American College of Radiology and a chapter. Members in good standing who are serving in or have previously served in the active military service or public health service within the last ten (10) years may be exempted from the requirement that Members are eligible for fellowship only after ten (10) years of chapter membership.
- Time spent as an in-training member, international member or associate member is not counted toward the ten (10) consecutive year requirement.
- *The ten (10) years of consecutive membership are not restricted to the ten (10) years immediately preceding nomination. However, if there has been a break in membership, the application will be reviewed based on criteria that relate to the nominee's actual aggregate years of membership.*

### Years of Membership

- For those individuals who completed training and were certified by the American Board of Radiology, the American Osteopathic Board of Radiology or the Royal College of Physicians and Surgeons of Canada immediately following training, membership will be considered to have begun in the year after training was completed unless the member in training declines membership at the time by failing to pay his/her first dues invoice, failing to join a state chapter, or by declining membership in writing.
- For those individuals becoming members at a time subsequent to immediately following completion of training, membership will begin in the year they join both the College and a State Chapter.
- For those individuals who are exempt from State Chapter membership (Article III, Section 2 ACR Bylaws), membership will begin in the year they join the College.

### Criteria for Nomination

- Nominees for Fellowship must be nominated under **one or more** of the criteria established in the bylaws for nominations for Fellowship. *It is the responsibility of the Chapter to assure the accuracy of the information under these criteria. They are:*
  1. Service to the ACR at the national or chapter level.

2. The accomplishment of significant scientific or clinical research in the field of Radiology, or significant contributions to its literature.
3. The performance of outstanding service as a teacher of Radiology.
4. Service to organized medicine in local, state or national medical organizations.

The criteria upon which the nomination is made should be clearly marked on the form. This is very important in the consideration and deliberations of the Committee on Fellowship Credentials.

### **Qualifications to Nominate**

- Nominations for Fellowship may be made by:
  - a. Any two Fellows of the ACR, one of whom is not associated in practice with the nominee. Such nominations must be approved by the Chapter before being submitted. This approval process is referred to as "Chapter Concurrence."
  - b. A Chapter of the College of which the nominee is a member.

In a "Chapter Nomination," letters of recommendation from two Fellows, at least one of whom is not associated in practice with the nominee, are still required. In the "Chapter Nomination" case, however, the Chapter puts the force of its own endorsement behind the candidate in addition to the letters from two Fellows. **The Committee gives extra consideration to Chapter Nominations.** Additional letters of support from chapter officers are welcome - but not required - for a "Chapter Nomination."
- If a nominee for Fellowship moves from the state in which he/she was nominated to another state before action has been taken by the Committee on Fellowship Credentials, the nomination must be referred to the nominee's new State Chapter for concurrence.
- Nominations for Fellowship for those in Military Service can be supported by Fellows outside of the Military and in regions of the country other than that where the individual is currently located. If a military member is not a member of a state chapter, the Councilor for the appropriate branch of the Military Service will sign the nomination. This will be done for military members not belonging to chapters. If the military nominee is a member of a state chapter, then that nomination will be processed as a standard nomination (i.e., the individual will have the nomination approved through the chapter and the supporters and nominators will be from that chapter. It will be incumbent upon the military councilor to determine whether the nominee is a member of a chapter prior to submitting the nomination to the ACR.

### **Endorsement of Nominations**

- All nominations must be accompanied by recommendation letters from two Fellows of the ACR - one of whom is not in practice with the nominee. Both Fellows also should sign and date the nomination form, which then should be submitted to the Chapter Fellowship Committee.
- In those instances where there are no Fellows of the College in the Chapter area, it is permissible to have sponsors and letters of support from Fellows of the College outside the Chapter area.
- Nominees may include more than two letters.

#### **Items to Include with Nomination Form**

- The nominee's curriculum vitae must be included.
- Adequate information concerning the accomplishments of the candidate under the criterion for which the nominee is being nominated must be provided on the nomination form. *The Chapter should provide a very strong letter or letters supporting the accomplishments.*
- If the nominee has only been a **member of the ACR for 10 to 11 years**, the individual's credentials must truly be extraordinary and include positions of prominent leadership, preferably in national or international societies, national awards for outstanding teaching or research and/or a substantial number of significant publications. If the individual has held national offices, it should be specified what these offices were and the membership size of the organization for which the office was held. Information concerning teaching or research should include the amount of the time devoted to teaching as well as the institutions and titles held for teaching, as well as any awards for teaching that were earned. *The Chapter should provide a very strong letter supporting the outstanding accomplishments.*
- Those nominees who have been **members of the ACR for 12 to 14 years** also should demonstrate truly outstanding accomplishments. They should provide a CV indicating any national or state medical society offices they have held as well as any national or state achievements in teaching. Information should be provided about the office, the number of people in the ACR unit or particular society in which the individual served as well as the dates of service. In regard to teaching, the name and location of the institution should be supplied as well as the number of students taught and the number of hours spent teaching and teaching awards earned. Documentation of national or statewide recognition in teaching or as a researcher should be included plus a CV including pertinent publications.
- For those nominees with **15 to 19 years membership in the ACR** the CV should include offices or committee positions held by the nominee in the ACR or other state or national medical organizations. For teaching, sufficient documentation should be supplied in the CV noting significant service as a faculty member and

include subjects taught, number of students, hours spent teaching and any teaching awards earned. For research, documentation regarding recognition within the state or broader as well as a CV including pertinent publications should be included.

- For those with **20 and more years of membership in the ACR**, documentation should contain facts supporting the nominee's achievements in ACR and local, statewide or national medical organizations, as well as any teaching or publication activities. *Significant non-medical activities should be included as well.*

## APPEALS

Appeals regarding decisions on Fellowship nominations should be made by the Chapter within thirty days of receipt of the notification letter from the Board of Chancellors' regarding their decision on a nomination. Appeals must be in writing and addressed to the Chairman of the Committee on Fellowship Credentials and mailed to the ACR headquarters office. Appeals must contain sufficient additional information to support a review of the original decision.

## EXAMPLES AND REVIEW GUIDELINES

The items in this section should be looked at as general guidelines. They do not guarantee that a nominee will be granted fellowship. They are provided as examples in an attempt to provide general direction and consistency to the review process. Chapters and others are encouraged to provide documentation about an individual's outstanding service including detailing unusual circumstances that should be considered by the Committee on Fellowship Credentials.

### **Service to Organized Medicine**

#### **Examples**

- Offices held in an ACR Chapter such as Chapter President, President-elect, Vice President, Treasurer, Secretary or Board of Directors), chair of a Chapter Committee
- Positions held in the ACR such as councilor/alternate councilor, chair of ACR Committee/Commission, member, other than chair, of ACR Committee/Commission
- Participation in charitable medical services outside regular practice (i.e., free clinic, health care to homeless, etc.)
- Participation in charitable medical services within regular practice
- Radiology practiced in an underserved area, i.e., Indian Health Service, Public Health Service, rural or inner city clinic, etc.
- Government (national, state, or local) services performed in an elected or appointed office (excluding full-time government work). Examples would be: Medical Advisory Board, PRO Board, Peer Review, and Legislative Task Force
- Public relations activities that explain the specialty of radiology to the public, such as lectures to civic groups or public service announcements, radio or TV appearances, etc.
- Patient education activities performed outside of practice, such as health fairs, cancer screenings, writings for lay publications, school health lectures, etc.
- Community organizations service (e.g., Scout leader, Rotary, Kiwanis, church activities, service clubs, etc.)

- Positions held in hospital service such as Chief of Staff, Hospital Board of Trustees, chair on hospital committee, Chair of Department
- Volunteer medical services performed (team physician, school clinics, STD clinic, etc.)
- Legislative services performed in the following areas: Service in a legislative key contact program of a medical organization, such as ACR or its chapters, state medical society, etc.; presentation of legislative testimony on medically related issues at state or federal government; service in "Doctor-of-the-Day" program at state legislature
- Service as a committee chair, officer, or delegate/alternate representing radiology in another medical organization such as AMA, state or county medical society, etc.
- Participation in non-clinical education activities, such as leadership skills development, fundamentals of management, self-study leadership course, etc.

## **Review Guidelines**

### **10 - 11 Years**

- Holding or having held **prominent leadership** roles particularly in ACR and also other national or international radiology organizations. National or international medical organizations outside of radiology will also be considered.
- National or international award(s) from organized medicine

### **12 - 14 Years**

- Holding or having held major offices in a national radiology medical organization, particularly the ACR
- Award(s) from national medical organizations

### **15 - 19 Years**

- Holding or having held major office(s) in state radiology medical organizations, particularly the ACR

### **20 and More Years**

- Service on committees or in leadership positions in state or local radiology organizations, especially ACR chapters
- Service to other state or local medical organizations



## **Significant Scientific or Clinical Research in the Field of Radiology, or Significant Contributions to its Literature**

### **Examples**

- Presentations of non-published research (research and presentation must pertain to radiology)
- Research grants received
- Authored research published in a referred radiology journal
- Clinical review articles published in a referred medical journal
- Articles published in (clinical or socio-economic) non-referred radiology publications
- Service as editor of a non-referred radiology publication:
- Radiology books authored or co-authored:

### **Review Guidelines**

#### **10 - 11 Years**

- International reputation as a researcher
- Extraordinary original contributions to the field of radiology

#### **12 - 14 Years**

- National reputation as an investigator - author

#### **15 - 19 Years**

- Statewide reputation as an investigator - author

#### **20 and More Years**

- Local reputation as an investigator-author [Evidence of works presented, shared and used by others in the medical field.]

## **Performance of Outstanding Service as a Teacher of Radiology**

### **Examples**

- Services as a contributing author, co author, or editor of a radiology book; chapter of a medical or non-medical book; ACR monograph; or CME tape or online course
- Lecturer at a national ACR meeting
- Lecturer at an ACR constituent chapter meeting
- Service as a volunteer preceptor (for 4 week rotations) with medical students and/or residents in your practice
- Lectures, on a volunteer basis, to students and/or residents
- Service as chair of a state chapter resident physician section
- Appointments teaching radiology residents or medical physicists
- Awards for teaching

### **Review Guidelines**

#### **10 - 11 Years**

- International recognition in teaching with major awards in teaching; recognition as a teacher documented by inventory of invited lectures, visiting professorships

#### **12 - 14 Years**

- National recognition in teaching with national awards as a teacher; presentation of refresher courses, seminars

#### **15 - 19 Years**

- Documented exemplary service as a faculty member
- Any awards for teaching should be documented

#### **20 and More Years**

- Documented service as a faculty member for at least 15 years, with documentation of the high quality of teaching

### **Other**

#### **Guidance re Individuals with 20+ Years of Membership**

The 20+ years category often presents the most

difficult decisions for the committee because of a belief by members that "excellent professional and community reputation" constitutes the primary criterion for acceptance at this level. That misconception is somewhat understandable based on the fact that those words appear only in association with the 20+ category on the nomination form. The Fellowship Committee believes that an excellent community reputation is necessary for election to fellowship at any level, but is not in itself sufficient reason for selection. At each fellowship level the candidate is expected to have distinctive accomplishments in one or more of the categories under which nominations are made (e.g., service to organized radiology (especially ACR), significant scientific contributions to the field of radiology or radiation oncology and outstanding service as a teacher of radiology, radiation oncology or physics).

### **Service as a Chapter President**

The Fellowship Committee is particularly respectful of individuals who have served as chapter presidents. Many chapters' ascension systems are such that most chapter presidents can document years of statewide ACR service. Despite the respect that the Fellowship Committee has for these people, generally they are not approved for fellowship until at the 12 to 14 year range. If a person is a chapter president and also has additional qualifications, then approval in the 10 to 11 year range would be typical. If a person's achievements have been focused on chapter work alone, then approval in the 12 to 14 year range would be typical. Service in the Council, especially as a full 3-year Councilor, also clearly weighs in favor of a candidate and might advance the approval date.

### **Chapter Nomination vs. Concurrence**

More weight will be attached to an individual receiving chapter nomination as opposed to chapter concurrence. Therefore, the Chapter should use this to clearly indicate the level of support for the nominee. Additional supporting letter(s) from the Chapter are welcome.

### **Letters of Reference**

As a general rule more weight will be given to letters that provide substantial information as opposed to brief or pro-forma letters. Sponsors should be encouraged to provide detail in their letters.

**Chapter Activity**

In weighing chapter activity, consideration will be given to the size of the chapter together with the candidate's geographic location. Candidates who are distant from the central chapter location or whose state chapters are not very active will not be penalized. Similarly, the fact that local chapter activity is often more difficult for physicists to achieve will be taken into account. *The Chapter should provide sufficient information to permit valid evaluation of Chapter activity.*

**Non-Selection**

Not all nominations receive endorsement of the Committee on Fellowship Credentials and subsequent approval by the Board of Chancellors. An application may not be successful for several reasons. The principal reason is failure to meet the accomplishments deemed needed based upon the nominee's years of membership or inadequate documentation of accomplishments. Non-selection does not adversely affect a subsequent application. However, nominees should be mindful of the reasons given for non-selection and work to correct them prior to a subsequent submission.

## SUPPORTING LETTERS

Supporting letters from current fellows or the Chapter are very important components of the nomination package. They should not be considered as casual documents of support. The only information the Fellowship Committee has to assess a candidate is that which is presented in the nomination form, the CV and the supporting letters.

The most critical aspect of a supporting letter is specific documentation of accomplishments. Letters that simply state that the author has known the candidate for many years, that the candidate has been a worthy member of the College and should be a Fellow do not represent a strong endorsement of the candidate. Although a letter need not exceed two pages, it should present substantive examples of the candidate's accomplishments as known by the writer of the letter. The letter should support the candidate's activities in one or more of the categories under which he or she is seeking fellowship. Please be explicit about the accomplishments that support the nomination.

To assist Chapters and letter writers, the Appendix of this document contains two sample letters. There are countless styles that could be used. However, the theme is that the letter should provide substantive discussion of the candidate's qualifications.

The minimum number of supporting letters required for the nomination to be accepted by the College is two. However, candidates are encouraged to obtain additional letters. In addition, Chapters are encouraged to include additional letters for candidates they wish to strongly support.

As noted earlier, Chapter leaders should review all letters for accuracy, content, and completeness before forwarding a nomination package to the College. The president of the Chapter or chair of the nominating committee should send additional letters as appropriate.

## APPENDIX

American College of Radiology  
1891 Preston White Drive  
Reston, VA 20191

Dear Sir/Madam:

This letter is in regard to **Jane Doe, M.D.** whom I wish to nominate for Fellowship in the American College of Radiology. Dr. Doe has been a member of the College since 19XX. It is indeed a pleasure for me to submit her name in nomination. I have known Dr. Doe since 19XX. I have followed her career carefully since that time, and I have been very pleased to observe her many accomplishments. Dr. Doe fulfills all of the criteria for Fellowship in the American College of Radiology. She has contributed significant clinical research to the field of radiology and has made important contributions to the literature. She has published over XX original manuscripts in peer reviewed journals. She has also co-edited a textbook.

Dr. Doe has also performed outstanding service as a teacher of radiology. She is noted for her teaching skills and her devotion and enthusiasm to the medical students. She has been actively involved in education throughout her career, both during her appointment at University Hospital where she participated in seminars and medical school radiology clerkships and more recently in her position at St. Elsewhere Hospital where she has been an outstanding leader in all levels of teaching and education to residents and medical students.

Finally, Dr. Doe has certainly given significant service to organized medicine at both the national, state, and local levels. In regard to national organizations, she has served on several committees of the RSNA. At the state level she has been actively involved in the state radiological society serving both on the legislative and standards committees.

In summary, Dr. Doe fulfills all of the criteria for the nomination for Fellowship in the American College of Radiology. I am convinced that Dr. Doe will continue to be a leader in the field of radiology and to contribute significantly to the American College of Radiology's missions. I support her nomination with enthusiasm.

Very truly yours,

Fellowship Committee  
American College of Radiology  
1891 Preston White Drive  
Reston, Virginia 20191

Ladies and Gentlemen:

This letter is to support the nomination of John Doe for the honor of Fellowship in the American College of Radiology. I have known Dr. Doe for approximately fifteen years, beginning when he served as a trainee in our hospital.

Dr. Doe has been a member of the College since 19XX, and is an excellent clinical radiologist with high moral and ethical standards. I suggest he is worthy of Fellowship because:

1. Service - Dr. Doe has held several officer positions including secretary and fellowship chair in our local and state radiological societies and is President-elect of his regional subspecialty society. He has served as a Councilor for the past five years and earlier as an Alternate Councilor to the ACR. He is currently President of the local medical society.
2. Teaching - He has been a willing and popular teacher while in private practice and on a local faculty. A series of invited lectureships is presented for your consideration. He also has won a Teacher of the Year Award from our local university.

I highly recommend him for Fellowship.

Sincerely,