

INTERNAL PROCESS FOR THE CANADIAN ACADEMY OF HEALTH SCIENCES

Please review the following details and internal process for the [2024 Canadian Academy of Health Sciences Fellowship](#).

Please circulate this information to your faculty members and awards leadership. All nominations can access OVPR for review and editorial support. Please reach out to stefanie.bernaudo@utoronto.ca with any questions.

OVERVIEW:

Fellows elected to the Academy will be health and biomedical science leaders who have achieved local, provincial, national and international peer recognition for their contributions to the health sciences (awards, invited lectures, invited reviews and editorials) and who have demonstrated potential and commitment to work with the Academy to [advance it's mission](#).

ELIGIBILITY & REVIEW CRITERIA:

Eligible candidates

At the time of election, Fellows working in a university will normally hold the rank of Full Professor and must be Canadian citizens or permanent residents. The Academy recognizes the full breadth of academic health science including all of the medical and allied health sciences ranging from fundamental science to social science and population health.

Other characteristics:

- **Recognition:** Local, provincial, national and international peer recognition for their contributions to the health sciences (awards, invited lectures, invited reviews and editorials);
- **Leadership and Potential for Civic Contribution/Engagement:** evidenced by elected or appointed roles and offices in their own institution and in regional, national and international organizations;
- **Creativity and Productivity:** exceptional scholarship, publications, innovative technologies, patents and other examples of creativity;
- **Distinctive competencies:** the Academy recognizes people with diverse backgrounds, expertise and experiences that will contribute to the body of expertise of the CAHS; and
- **Demonstrated Commitment to advancement of health sciences and public health outcomes:** academic service and innovation at local, national and international levels, including teaching and public service.
- **Demonstrated commitments to diversity, equity, and inclusion:** within and across disciplines, and in particular leadership in this area. The Academy is committed to equity, diversity and inclusion during its selection process.

The Academy has developed a rubric to assist both reviewers and nominators in more clearly understanding the criteria upon which decisions are made. Nominators are advised to carefully review the rubric and include relevant and concise information in the nomination package that will help Academy reviewers understand why

OFFICE OF THE VICE-PRINCIPAL, RESEARCH

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the nominated individual has met and exceeded these criteria and therefore should be selected as a Fellow. [Please click here to download the rubric.](#)

NOMINATION PROCESS:

See website for the [detailed nomination guidelines](#). Please also review the information on U of T Honours & Awards Opportunities Database for the [CAHS Fellowship](#). **A primary nominator, and two co-nominators are required**, of whom at least one is usually a CAHS Fellow.

The complete nomination dossier includes the following components:

1. [Nomination Form](#), including data sheet on nominee, citation and key word, and summary of nominee’s accomplishments and contributions.
2. **Letters of Nomination** from three (3) nominators (including the primary nominator which appears first). Each letter must not be longer than 3 pages. The **primary nominator** accepts responsibility to coordinate the entire application by filling out the nomination form and choosing the two co-nominators. Of the two co-nominations, one should be an **institutional leader** from the nominee’s institution and the other should be a **colleague** from a different institution.
3. **Personal Statement** from the nominee on the commitment s/he is willing to make to advance academic health sciences.
4. **Curriculum Vitae** of the nominee that identifies trainees as authors of papers.

****Anticipated Deadline:** March 4, 2024, to Kayla Bimm at kbimm@cahs-acss.ca**

(OPTIONAL) DIVISIONAL REVIEW PROCESS:

The divisional review process is designed to support and provide feedback for individuals being nominated. The process is designed and managed by OVPR and includes an optional review of nomination material by OVPR staff.

The divisional nomination process is as follows:

1. Nominees notify OVPR of their intent to put forward a nomination, as well as the name and contact information of the nominator. Please email stefanie.bernaudo@utoronto.ca with the name(s) of the candidate(s)/nominators(s) no later than **November 13, 2023**.
2. Nominee will work with OVPR staff to develop the draft nomination package. We recommend giving letter writers at least 4-6 weeks to prepare a letter.
3. OVPR will review final nomination package for completeness and assist with submission to the agency.

RELEVANT DEADLINES:

Date	Milestone
November 13, 2023	Notify OVPR of intent to submit
November-December	Work with OVPR to finalize nomination package
Early January	Request nomination letters
February 19, 2023	Final deadline for administrative review
March 4, 2023	Anticipated Submission to Agency

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