

## Guidelines for Society Fellowship Nominations

Below is the information for members wishing to nominate a colleague for Fellowship of the Society.

The relevant Section of the Regulation concerned Section 4 Membership reads as follows:

### 2. **Admission requirements**

(2) **Fellows** are the persons in this category at the date of coming into force of these Regulations or persons admitted to this category in accordance with (a) to (d) below:

- (a) *The Assembly shall appoint a panel of Fellows ("the panel") (not being members of the Assembly or of the Boards) which shall have power to admit persons as Fellows of the Society.*
  - (b) *The panel may admit as a Fellow a Member of not less than 12 years' standing regarded by the panel as having made an outstanding original contribution to the advancement of pharmaceutical knowledge or attained distinction in the science, practice, profession or history of pharmacy.*
  - (c) *A member wishing to propose a Member for admission as a Fellow under subparagraph (b) may apply in writing to the panel on that Member's behalf in accordance with requirements published by the Society.*
  - (d) *A Member meeting requirements (including requirements as to fees) from time to time approved for this purpose by the Assembly may apply in writing to the Society for admission as a Fellow.*
1. The primary nominator is asked to submit full biographical details of the nominee together with the specific reasons relating to why that person is considered worthy to be designated a Fellow under this Regulation. In particular, the Panel wishes to be persuaded that nominated persons have attained "distinction" in a particular aspect or aspects of their pharmacy career, i.e. that their achievements distinguish them from the many pharmacists whose work, while well respected and bringing credit to the profession, cannot be shown to have made a special distinguishing and distinctive contribution. The Panel can normally only make an assessment on the basis of the evidence submitted. A full CV of the nominee is also very helpful to the Panel, where possible this should include a full publication list.
  2. The primary nominator's proposal should be supported by two members of the Society who may be contacted to provide further information and/or examples. Either the nominator or at least one of the supporters needs to be a Fellow. Needless to say, the person under consideration should not be aware of the nomination.
  3. The primary nominator is required to approach the two additional supporting members to get their agreement to act as supporters. Please ensure that they are aware that they might be required to provide their own detailed reasons for the nomination. Please also ensure that the correct supporter contact details are provided

4. An additional supporting statement can also be provided by a non-member of the Society, including colleagues in other professions, if the Primary Nominator feels it would add weight to the nomination. This should be submitted with the nomination form.
5. Ideally, all letters of support and the CV should be submitted in electronic format, although hard copies will be acceptable.
6. Where publications of candidates are presented they should include the complete list [not "selected" publications] and should be presented with the following information: Author(s), Title of Paper, Journal (in full) Year, Volume, Pages. Full papers and Reviews should be distinguished from Abstracts and Letters.

Before submitting your nomination would you please check again that you have supplied the following information:

1. The nominee must have been a member with the RPS for at least 12 years.
2. The nominator and nominee must be members of the RPS.
3. At least one of the supporters should be Fellow and preferably the nominator should be a Fellow.
4. The nomination should be kept as confidential as possible.
5. The nominator should include the nominee's CV with the written nomination, where possible this should include a full publication list.
6. The nominator must supply the names and *full* contact details of two supporters and seek their consent to being supporters prior to submitting the nomination.
7. The Panel will be looking for achievements over and above the 'day job'.

An email nomination is acceptable provided that there is compliance with the above criteria. Email the completed nomination form and supporting documentation to **fellows@rpharms.com** or post to **Katie Crooks, Royal Pharmaceutical Society, 1 Lambeth High Street, London, SE1 7JN.**

I should mention that I have no authority to enter into any correspondence regarding the decisions of the Panel. However lists of those designated as Fellows are published in the Pharmaceutical Journal following the Assembly meeting where the names are presented.

Katie Crooks  
Secretary to Panel of Fellows