

American Academy of Clinical Toxicology (AACT)

Fellow Selection and Appeal Policy

Purpose

The Fellow designation recognizes members who have made significant, sustained contributions to the mission, values, and advancement of the American Academy of Clinical Toxicology (AACT). This policy establishes the procedures for nomination, review, selection, and appeals related to Fellow status.

Eligibility

- Candidates must be a Full Member in good standing of AACT for a minimum of five (5) years, which can include the current membership year.
- Candidates must meet the published criteria for Fellow designation (e.g., professional achievements, contributions to the field, service to the organization, leadership, etc.).

Nomination Process

1. **Call for Nominations** – AACT will issue an annual call for nominations with published deadlines and eligibility criteria.
2. **Submission** – Nominations must include a completed application, supporting documentation, and letters of recommendation as specified in the call.
3. **Verification** – Staff will confirm that nominees meet baseline eligibility requirements before forwarding materials for review.

Selection Process

1. **Review Committee** – A Fellow Selection Committee, appointed by the AACT President, will review all eligible nominations.
2. **Evaluation Criteria** – The committee will use a standardized rubric based on the Fellow criteria (e.g., professional excellence, innovation, service, leadership, impact).
3. **Recommendation** – The committee will recommend candidates to the AACT Board of Trustees for final approval.
4. **Decision** – The Board's decision will be final, pending the appeal process outlined below.

Notification

- Successful candidates will be notified in writing and formally recognized at the Annual Business Meeting of the Members.
- Unsuccessful candidates will be notified in writing and encouraged to reapply in future years.

Maintenance of FAACT Status

- FAACT designation is maintained contingent upon continued AACT membership in good standing and adherence to the Code of Ethics.
- The Board reserves the right to revoke FAACT status for cause, following due process.

Appeal Process

1. **Grounds for Appeal** – Appeals may only be made on the basis of:
 - A procedural error that materially affected the outcome, or
 - Evidence of bias or conflict of interest in the review process.
 - Appeals based solely on disagreement with the decision will not be considered.
2. **Filing an Appeal** – Candidates must submit a written appeal to the AACT Secretary within 30 days of receiving the decision.
3. **Appeals Panel** – An independent Appeals Panel, consisting of three Fellows of the Academy not involved in the initial review, will be convened by the AACT President.
4. **Review** – The Appeals Panel will review the appeal, relevant documentation, and determine whether the process was followed appropriately.
5. **Decision** – The Appeals Panel may:
 - Uphold the original decision, or
 - Recommend the candidate(s) to the AACT Board of Trustees for final approval.
 - The Appeals Panel's decision is final.

Confidentiality

All aspects of the nomination, review, and appeal process are strictly confidential.

Amendments

This policy may be amended by a vote of the AACT Board of Trustees.