

# ACNP 2017 Application for Member to Fellow Promotion Procedures

*\*Promotions become effective January 1, 2018*

As stated in Article III, Paragraph 3 of the Constitution, “Fellows shall be chosen from Members who have not less than five years standing as Members and who have made substantial contributions to the College and to the field of neuropsychopharmacology.” (To be eligible for promotion you must have become a Member in 2013 or earlier.)

Contributions to the College are primarily, but not exclusively, defined by the following:

1. Has attended at least 75% of the Annual Meetings since becoming a member (*mandatory minimum for automatic promotion*)
2. Has presented at 2 meetings within their term as a member. (Poster Presentations Included).
3. Is a reviewer in good standing with *Neuropsychopharmacology*.
4. Has served on a committee or has volunteered to serve.
5. Has served as a mentor or has volunteered to serve.

Members are urged to apply for Fellow status since this is the pool from which Council and Officers are selected. *Any Member meeting the mandatory minimum attendance requirement plus 3 of the 4 additional contribution criteria will be automatically promoted to Fellow, however you must still complete the application even if you are eligible for automatic promotion.*

To be considered for a promotion from Member to Fellow, the candidate must:

**Step 1: Prepare required documents.** The required documents are as follows:

- **Curriculum Vitae** – PDF Upload
  - An up-to-date document including a complete list of publications.
- **ACNP Activity Sheet** – PDF Upload
  - Please pull your activities from the “My Activities” tab on the conference website, <https://acnp.societyconference.com>, or by logging-in to the ACNP website, <http://www.acnp.org>, and selecting “My Activities” from the Members Only column on the right hand side of the page. Please confirm all information is correct, and then save as a PDF to upload. \*Please note the reviews information for our journal, *Neuropsychopharmacology*, will be uploaded into our system on July 1<sup>st</sup>. Please contact the journal at [journal@acnp.org](mailto:journal@acnp.org) for the most up to date information.
- **Reporting Requirements** - Attestation to membership requirements.

**Step 2: Submit Nomination Package On-line.** [ACNP Submission Site](#)

To begin an application, please login using your ACNP credentials (login email and password), choose ‘Access my Submissions Dashboard’ and then ‘Submit New Member Nominations and Promotions’.

- **Upload documents** - *All documents must be submitted in PDF format.*

**Completed applications must be submitted by September 12, 2017**

Late or incomplete packages will not be reviewed. Promotions will be discussed by the Membership Committee and recommended to Council during the 2017 ACNP Annual Meeting. New ACNP Fellows will be announced at the Business Meeting on Wednesday, December 6<sup>th</sup>. All candidates will be notified by December 8, 2017.