

Candidacy Criteria for Membership in the American Otological Society Guidelines for Candidates and Proposers of Candidates

The Council of the American Otological Society asks that current AOS Fellows consider proposing talented otologists to join our Society, thereby helping us pursue our common goals of advancing the field. AOS Fellows should particularly consider proposing those otologists who, in their early careers, have begun to make significant contributions, and will continue to do so as AOS fellows. The AOS Council offers the following criteria and guidelines to assess candidacy for membership in areas of importance to the society, the specialty, and most significantly, the patients we serve. Approved candidates will be considered AOS Fellows.

In considering a candidate for membership in the AOS, the Council will assess the candidate's generation of new knowledge relevant to otology, service to the goals of the American Otological Society, and clinical distinction as an otologist.

The Council will judge the totality of a candidate's contribution through an assessment of available evidence. The Council recognizes that there are different pathways to making unique and outstanding contributions to the field. An overall approach is therefore used to judge the value of any candidate's contributions relying on a range of career attributes and achievements form the basis of inclusion to the Society.

Candidacy Criteria for Active Fellow, Associate Fellow, and Corresponding Fellow

Candidates shall be proposed by both a primary and secondary AOS Fellow who understand the Society membership criteria and provide written support for the candidate's inclusion into the Society. Note that current members of the AOS Council may not serve as primary or secondary proposers.

The following criteria must be met to be considered for membership in the AOS:

Active Fellow: The candidate is an MD/DO engaged in clinical practice with a focus on otologic disorders (>50% of clinical practice). In addition, candidates:

- Shall be 8 or more years following the completion of their training.
 - For MD/DO or equivalent candidates, completion is considered the finish of residency training. (Clinical fellowship training in neurotology or otology counts toward the 8 years of otologic focus.)
- Shall hold primary Otolaryngology certification by the American Board of Otolaryngology Head Neck Surgery (ABO-HNS) or by an equivalent certifying body acceptable to the Council.
- **Attendance at recent AOS Annual meetings is expected.**

Associate Fellow: The Candidate is not an MD/DO or clinical otologist but is considered worthy of membership in the Society because of their contributions to otology and related disciplines. Examples of Associate Fellows are those holding PhD, AuD or similar degrees.

- Shall be 8 or more years following the completion of their training.
 - For Associate Fellow candidates, completion is considered the time of acquiring their terminal/highest degree.

Corresponding Fellow: The Candidate is a physician or clinical otologist practicing outside the United States or Canada and ineligible for Active Fellow status due to lack of ABO-HNS or equivalent certification. The candidate, however, is considered worthy of membership in the Society because of their contributions to clinical otology.

- Shall be 8 or more years following the completion of their training.
 - For Corresponding Fellow candidates, completion is considered the time of completing residency or equivalent clinical training.

If candidacy criteria are met, the following are examples of additional activities representing engagement in a sustained career dedicated to otology will be considered for acceptance as a Fellow of the AOS:

Generation of New and Significant Knowledge in Otology

The successful candidate will have established a history of generating knowledge that furthers the field of Otology and supports the mission of the AOS. Such knowledge shall have resulted in publications and presentations of sufficient quality and quantity to establish an emerging national reputation, and the demonstration of clear promise of sustained impactful contribution into the future.

An assessment of the quality and impact of a candidate's publications will be based on the following:

- Evidence of substantive and continuous publication in refereed journals, considering the quality/impact of the work, the number of publications, and the quality/impact of the publishing journals.
- Evidence of unique and directed contribution to otology - especially as reflected by completion of a Triological Society Thesis, or work judged by the Council to be of equivalent quality. Consideration is also given to the completion of a series of publications focused on specific area of interest, and publications resulting from funded research grants.
- The role of the candidate in the conception and execution of the publication, with particular focus on publications in which the candidate is either first author or senior author.
- Having served as an editor or author of textbooks or monographs.
- Contributions of textbook chapters and/or invited reviews that provide novel insights and educational materials.
- The number of citations that a candidate's publications have received.
- Having created patents documenting inventions and intellectual property designed for the advancement of otologic patient care.
- Publication or production of other impactful educational media.

Proposers are asked to highlight the candidate's publications in light of the above criteria, and the specific contributions that the candidate has made to each. Proposers are asked to include a brief narrative of the benefits derived from the candidate's most influential publication.

Program Building and Clinical Distinction

As a society dedicated to improving the care of patients with otologic disorders, the AOS seeks Fellows who have demonstrated clinical excellence, innovation, and demonstrated a capacity in *program building*. The impact of such efforts will be assessed based on the following:

- The candidate is a clinical leader in a practice environment providing excellent otologic care.
- The candidate has developed an educational program that successfully prepares future

- clinicians and scientists to further the specialty of otology.
- Programs in which the candidate has played a significant role have become models for others, gaining recognition and motivating others to adopt a similar approach.
 - The candidate has developed a program for scientific discovery that has, or is likely to, lead to advances in clinical otology.
 - The candidate has led the translation of scientific discoveries into successful clinical application.
 - The candidate has exemplified clinical empathy, integrity, and intellectual honesty consistent with the highest ideals of professionalism held by the Society.

Proposers are asked to highlight any specific programs in which the candidate has played a significant role, elucidate the specific role of the candidate in these programs, and describe the effects that the candidate's efforts have had on the specialty.

Service to Other Otologic Organizations and Societies

The AOS values a candidate's service to organizations that promote scholarly, clinical, and educational advances in the field of otology. Evidence of such a commitment may be demonstrated by the candidate's involvement in the following:

- Editorial boards of journals related to otologic practice.
- Committees, councils, and/or study sections of otologic research organizations, such as the NIH, AOS-RF, Hearing Health Foundation, and other governmental and private foundations
- Leadership of, participation in, or recognition by scholarly societies related to otology.
- Leadership of, or recognition from, national or international meetings.
- Leadership, mentorship, and training that has significantly benefitted the careers of trainees, leading to successful careers in otology.
- Service to other otology-related organizations, such as the ANS, AAO-HNS, ACIA, and others.

Proposers are asked to illustrate the candidate's role in any such related organizations and activities, and highlight the candidate's specific involvement, commitment, and the results.

Service to the American Otological Society and Professionalism

The AOS seeks Fellows who have demonstrated an interest and commitment to the goals and missions of the Society. This can be assessed through the following criteria:

- The successful candidate is expected to display a history of participation in AOS national conferences, as evidenced by having attended the majority of AOS meetings in the prior 5 years.
- Service provided to, and publications within, the Society's journal, *Otology and Neurotology*
- Demonstration of consistently collegial professional interactions, the highest in personal conduct, and the wide recognition of the candidate as a role-model for professionalism.
- Participation in AOS committees and other society activities or programs.
- Contribution to the AOS meeting scientific program through posters, presentations, and panels.

PROPOSER GUIDELINES

The AOS requests that proposer letters be sent via email. Electronic letters of recommendation must be digitally signed on official letterhead, scanned and saved as a .pdf. PDF format is necessary to preserve the integrity of the letter and associated signature. Letters should be addressed to AOS Council and e-mailed to the AOS

Administrative Office, administrator@americanotologicalsociety.org

Proposers are asked to highlight examples of a candidate's professionalism and dedication to the goals of the AOS. Proposers should include specific examples that indicate the acceptance of the candidate will result in enduring dedication to the mission of the Society, and that candidate will represent the members of Society favorably. Proposers may wish to provide examples in a paragraph for each of the above mentioned categories of criteria for candidacy as applicable:

Generation of New and Significant Knowledge in Otology

Program Building and Clinical Distinction

Service to Other Otologic Organizations and Societies

Service to the American Otological Society and Professionalism

NOTE: Either the Primary or Secondary of the candidate's proposers is expected to introduce the candidate at the next AOS business meeting, and at the President's Banquet at the Spring Meeting in conjunction with COSM. Only one proposer can stand for each candidate. Guidelines for presentation will be provided if the candidate is accepted for membership. Failure to adhere to presentation guidelines will result in restriction from presenting in the future.

CANDIDATE GUIDELINES

THE ONLINE APPLICATION ALONG WITH ALL SUPPORTING DOCUMENTS FOR ALL CANDIDATES MUST BE SUBMITTED BY SEPTEMBER 1ST OF THE CURRENT CALENDAR YEAR. IF ELECTED AS AN AOS FELLOW, THE CANDIDATE WOULD BE INDUCTED AT THE NEXT ANNUAL AOS SPRING MEETING.

YOU MAY ACCESS THE APPLICATION ONLINE. Once you begin, please be prepared to complete the application in its entirety as you cannot go back and finish.

Please be prepared to attach: (For administrative purposes, please submit in MS WORD format)

- UPDATED CV (within 4 mos of application date)
 - CV must include a list of publications and/or a significant body of work (most recent first)
- PERSONAL STATEMENT
 - The statement must provide a description of your contributions thus far that are singular and independent in the field of otology (see above criteria for Fellow candidacy)
 - Provide your plans for continued, sustained scholarship, planned ongoing participation in the society, and continued contribution to the field of Otology.
 - One page, no smaller than 11 font, 500 words or less

WE DO NOT ACCEPT HARD COPIES. If you have questions, please email Kristen Bordignon, at administrator@americanotologicalsociety.org

The first and/or second proposer will be invited to introduce their Candidate at the first AOS business meeting and the Annual President's Banquet in conjunction with COSM. *The proposer and seconder should carefully adhere to the guidelines above.*

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