

American Osteopathic College of Occupational and Preventive Medicine

Fellow/Faculty Committee (COM-07)

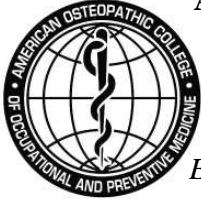
Effective Date: _____

Next Review Date: _____ Reviewer(s): _____

Dates of Revisions: _____

FELLOW/FACULTY COMMITTEE

1. Purpose. To identify eligible candidates upon whom to bestow the distinction of Fellow, Distinguished Fellow, and to award Faculty status and promotions.
2. Definitions.
 - 2.1. Fellow status is an honor bestowed upon an active member who has fulfilled established requirements and has served the AOCOPM in a dutiful and unselfish manner.
 - 2.2. Faculty status is an honor awarded to members who have served the College dutifully and unselfishly in an effort to promulgate the educational goals and objectives of the College. Faculty provide relevant post-doctoral education to enhance the educational goals and objectives of the College.
 - 2.3. Distinguished Fellow is an honor bestowed on College Fellows who have exhibited exemplary and long years of service to AOCOPM by attendance at College Conferences, plus academic service and contributions, continued AOCOPM service at the national level, service and support of governance and various committee structures, and/or research and professional leadership.
3. Procedure
 - 3.1. The Committee shall review, at least annually, the policies governing the application to, and eligibility for, Fellow, Distinguished Fellow and Faculty promotions
 - 3.2. The Committee shall review the credentials of all eligible candidates in accordance with established policies and make appropriate recommendations, in writing, to the Board of Trustees.
 - 3.3. With assistance from the Executive Director, the chair shall notify approved nominees and invite them to attend the Fellow/Faculty Convocation which shall be scheduled at the discretion of the Board of Trustees upon advice of the Committee Chair.
 - 3.4. Special medallions shall be presented to Fellows at the Convocation.
 - 3.5. Distinguished Fellows shall be honored with a special golden ribbon for their Fellow medallion.
 - 3.6. Certificates shall be issued for each new or elevated Faculty member and presented at the Convocation.
 - 3.7. Gowns and hats shall be provided for each designee for the Convocation.
 - 3.8. The Committee shall seek ways to encourage eligible members to apply for both Fellow and Faculty status.
4. Composition
 - 4.1. The Chair shall:
 - 4.1.1. Be a Fellow appointed by the President for a three (3) year term which may be renewed.



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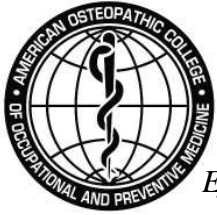
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- 4.1.2. Provide a written report at least thirty (30) days in advance of each of the business meetings of the Board and may be asked to report to the Membership Meetings.
- 4.1.3. Officiate, or appoint a designee, to conduct the Convocation.
- 4.2. The Committee:
 - 4.2.1. The committee shall be appointed by the President and shall consist of at least two current "Faculty status" members, one of which should be on the faculty of a medical school.
 - 4.2.2. The terms of the committee shall be three (3) years and should be staggered for continuity.

Revised: 7/10



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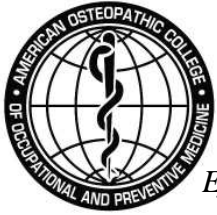
Policy on Fellow Requirements (COM-07a)

Effective Date: March 2010

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

1. Applicants must be a member in good standing of the American Osteopathic Association (AOA) both at the time of application and when the title is conferred.
2. Applicants must be a member in good standing of the American Osteopathic College of Occupational and Preventive Medicine (AOCOPM) for at least three (3) years.
3. Applicants must have been engaged in the full-time (or equivalent) practice of Occupational/Environmental Medicine, Aerospace Medicine, or Public Health/General Preventive Medicine for at least five (5) years.
4. Applicants must be board certified by the AOA or ABPM.
 - a. If board certified by the AOBPM: they must have accumulated a total of at least one hundred (100) points during the ten years prior to application.
 - b. If board certified by another AOA Board: they must have accumulated a total of at least one hundred fifty (150) points during the ten years prior to application **and** possess either an AOBPM CAQ or an MPH degree.
 - c. If ABPM board certified: they must have accumulated a total of at least one hundred twenty five (125) points during the ten years prior to application.
5. Any and all costs in establishing eligibility are the responsibility of the applicant.
6. A current CV must be submitted with the completed application.
7. A personal interview with one or more AOCOPM Board or Faculty/Fellow Committee members may be required.
8. The AOCOPM Board of Trustees may, at its discretion, waive the usual requirements under extraordinary circumstances and confer the title of Fellow or Honorary Fellow upon recommendation of the Fellow/Faculty Committee.
9. Being found eligible does not infer or guarantee that the title will be conferred, since Fellow status is a designation granted by the AOCOPM Board of Trustees.
10. Should the AOCOPM Board of Trustees deem one or more College members worthy of the title of Fellow, a Conclave of Fellows will be convened and the award conferred in a ceremony, typically held during the Midyear Conference. Honorees must be present and appropriately attired in cap and gown.



American Osteopathic College of Occupational and Preventive Medicine

Policy on Fellow Requirements (COM-07a)

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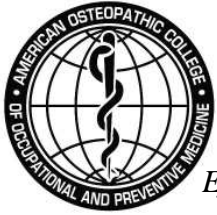
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11. Once conferred, the Fellow designation can be removed by a two-thirds (2/3) vote of the AOCOPM Board of Trustees if just cause is found to warrant such severe action.

DETERMINING FELLOW ELIGIBILITY:

1. The minimum point requirement must be achieved within the ten year period preceding date of formal application.
2. It is the applicant's responsibility to notify the College and provide proof of participation in activities for which points are claimed. Claims for AOCOPM or AOA activities, however, usually will require only the statement of the applicant, if the dates involved can be verified by appropriate record review.
3. Claims for points involving the applicant's participation in the activities of other organizations (non-AOCOPM and non-AOA) in the various specialties represented by the AOCOPM must be verified in writing by an authorized representative of each organization.
4. When points are claimed for articles published in scientific and/or professional journals, reprints must be submitted. A copy of the printed program will constitute proof of a presentation at a medical meeting or suitable documentation, e.g. letter from the organization.
5. Claims for all points must be approved by the Fellow/Faculty Committee and the AOCOPM Board of Trustees.
6. The applicant will be duly notified in the event claimed points are disallowed, if those lost points result in the point total falling below the qualifying level.
7. An applicant's record of points should not be submitted, nor will it be accepted, until the appropriate minimum point total required for Fellow eligibility has been accumulated.



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Policy on Fellow Requirements (COM-07a)

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FELLOW POINT SYSTEM:

1. AOCOPM/AOA Activities

a. AOCOPM Service (10 points mandatory; no limit)

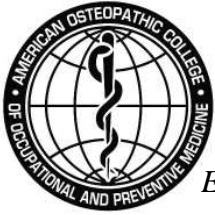
- i. AOCOPM Officer, Trustee, Committee Chairman; Member of AOBPM (10 points per term)
- ii. AOCOPM Residency Inspection Team Member (10 points each tour)
- iii. Member of AOCOPM Standing/Ad Hoc Committee (10 points mandatory; no limit)

b. Active participation in an AOCOPM sponsored Program (10 points mandatory; no limit)

- i. Program Chairman (20 points)
- ii. Service as Program On-Site Coordinator (20 points)
- iii. Presenter of Lecture or Paper (10 points)
- iv. Attendance at AOCOPM or AOA (registered as an AOCOPM member) sponsored Programs, Annual or Midyear (7.5 points per program; 40 points mandatory; no limit)

2. Non-AOCOPM Activities

- a. Presenter of Paper, Lecture or Program in the Specialty Field at a local, state, national or international meeting (7.5 point each; no limit)
- b. Points for other activities will be considered and assigned by the AOCOPM Board of Trustees upon recommendation of the Fellow/Faculty Committee on an individual case basis, but such activities must be directly related to Preventive Medicine or one of its components.



American Osteopathic College of Occupational and Preventive Medicine

Faculty Status Requirements Policy (COM-07b)

Effective Date: March 2010

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

Faculty Status for the American Osteopathic College of Occupational and Preventive Medicine is earned through continued contributions to the educational mission of the college. The levels of Faculty Status (from lowest to highest) are:

Instructor
Assistant Professor
Associate Professor
Full Professor

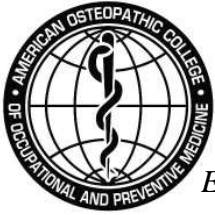
Faculty status is an earned credential. Honorary Faculty status is not an earned credential. Honorary Faculty status may be conferred to Osteopathic Physicians who have contributed to the educational mission of the college (including posthumously) if approved by the Board of Trustees.

Benefits of Faculty status:

1. Physicians who have been awarded faculty status may use this title on resumes, curriculum vitas, correspondence, web sites, etc.
2. The College will maintain a list of physicians who have earned faculty status. AOCOPM will publish this list on the AOCOPM web site on a publicly accessible page (not on a page restricted to members only).
3. Prospective employers will be able to confirm on this web site that the physician has earned faculty status through the American Osteopathic College of Occupational and Preventive Medicine.

Requirements for faculty status in the American Osteopathic College of Occupational and Preventive Medicine

1. Must be a member in good standing of the AOA with a valid AOA number.
2. Must be a member of the American Osteopathic College of Occupational and Preventive Medicine.
3. For Instructor – Must present one lecture to the American Osteopathic College of Occupational and Preventive Medicine at either the mid-year or annual convention, or present one lecture at the Basic Seminar in Occupational Medicine.



American Osteopathic College of Occupational and Preventive Medicine

Faculty Status Requirements Policy (COM-07b)

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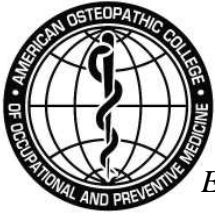
Dates of Revisions: _____

4. For all levels of Faculty beyond Instructor - Must be a fellow of the American Osteopathic College of Occupational and Preventive Medicine.
5. For all levels of Faculty beyond Instructor - Must complete 3 qualifying years in the applicants current faculty level.
6. Applicants must submit an application for faculty status to the Fellow/Faculty Committee of the American Osteopathic College of Occupational and Preventive Medicine in order to be considered for faculty status.

Definition of a Qualifying Year:

A qualifying year is any year that

1. An applicant performed qualifications after the year that the applicant was awarded their current level of faculty status.
2. The applicant accomplished one or more of the following qualifications:
 - a. Presented a lecture to the American Osteopathic College of Occupational and Preventive Medicine at either the mid-year or annual convention, or presented a lecture at the Basic Seminar in Occupational Medicine.
 - b. Authored a published paper or presented a poster at a conference or authored a textbook chapter, develop an electronic study aid, electronic based lecture or computer program related to Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, Disability and Impairment Medicine, or other topic related to the mission of the college.
 - c. Served as the Program Chair for the American Osteopathic College of Occupational and Preventive Medicine at either the mid-year or annual convention, or served as the Program Chair for the Basic Seminar in Occupational Medicine.



American Osteopathic College of Occupational and Preventive Medicine

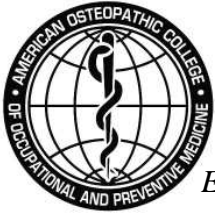
Faculty Status Requirements Policy (COM-07b)

Effective Date: March 2010

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

- d. Served as the Chair of the Education Committee of the American Osteopathic College of Occupational and Preventive Medicine.
- e. Served as a Residency and/or Fellowship director or served as a faculty /staff physician with instructional duties on a Residency and/or Fellowship program in Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, or Disability and Impairment Medicine.
- f. Presented two or more lectures to an Osteopathic or Allopathic medical school class or to a post doctoral training program on the topics of Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, or Disability and Impairment Medicine.
- g. Presented two or more Continuing Medical Education (CME) lectures to any organization on the topics of Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, or Disability and Impairment Medicine.



American Osteopathic College of Occupational and Preventive Medicine

Faculty Status Requirements Policy (COM-07b)

Effective Date: March 2010

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

Application for Faculty Status

Application for:

- Instructor
- Assistant Professor
- Associate Professor
- Full Professor

Name: _____

AOA #: _____

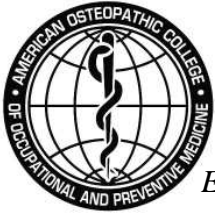
Member of AOCOPM: Yes No

Fellow of AOCOPM: Yes No

Year Fellow Awarded: _____

AOBPM Certification Board (Please check all that apply):

- Aerospace medicine Board
- Occupational Medicine Board
- Preventive Medicine / Public Health Board
- Occupational Medicine CAQ
- Undersea and Hyperbaric Medicine CAQ
- None



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Current Faculty Status and year attained:

Instructor Year attained: _____

Assistant Professor Year attained: _____

Associate Professor Year attained: _____

Qualifying Year and Qualification:

Year 1: _____

Qualification: _____

Year 2: _____

Qualification: _____

Year 3: _____

Qualification: _____

Mail this Application to:

Fellow/Faculty Committee

c/o Jeffrey J. LeBoeuf, CAE, Executive Director, AOCOPM

LMU-DCOM Box 1661

6965 Cumberland Gap Parkway

Harrogate, TN 37752



American Osteopathic College of Occupational and Preventive Medicine

Distinguished Fellow Award Policy (COM-07c)

Effective Date: March 2010

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

Purpose:

To recognize Fellows who have exhibited exemplary and long years of service to AOCOPM by attendance at AOCOPM meetings and continued AOCOPM service at the national level, plus academic service and contributions, service in support of various governance and committee structures, and/or research and professional leadership.

Requirements:

A Distinguished Fellow of the AOCOPM may be awarded to Active Members who have completed: Category #1 (see below) and two of the elements of Category #2 (see below) since their being awarded AOCOPM Fellow Status.

Category #1

Meeting Attendance -

Each nominee must have attended a minimum of at least twenty (20) total AOCOPM annual conventions or mid-winter meetings since their Fellow's induction year. Those Fellows that were delayed in achieving their AOCOPM Fellowship due to being in the military may request a waiver of the above requirement, after five (5) years of active fellowship.

Category #2

Academic Service -

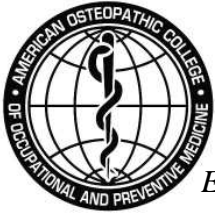
Participated as an Occupational or Preventive Medicine preceptor, moderator or academic scientific lecture for at least 5 years beyond the Fellowship induction year.

National AOCOPM & AOBPM Service -

National AOCOPM or AOBPM service defined as eleven or more total years of service on but not limited to participation on a committee, task force, Board of Examiners or Board of Trustees.

Service at State, Local or other National Levels -

Service defined as eleven or more total years of participation on but not limited to committees, task forces, Board of Governors, Board of Trustees, Executive Committees, or medical/hospital boards.



American Osteopathic College of Occupational and Preventive Medicine

Distinguished Fellow Award Policy (COM-07c)

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Distinguished Fellowship Worksheet

Name _____ AOA# _____

Applicants are responsible for supplying their own documentation if requested.

Include in the application

- Completed Application
- Current Curriculum Vitae
- AOA CME Individual Activity Print-out

Awards will be made at the Mid-winter meeting of the AOCOPM Fellows induction ceremony

Applications are due in September of the year in which the Distinguished Fellow is to be awarded

Distinguished Fellow Award Application

Name of Applicant _____ AOA # _____

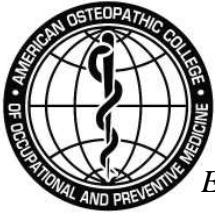
Fellow Induction Year _____

Category # 1

Meeting Attendance

AOCOPM Annual and Mid-winter Meetings

| Meeting | Year |
|---------|------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |



American Osteopathic College of Occupational and Preventive Medicine

Distinguished Fellow Award Policy (COM-07c)

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| | |
|----|--|
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |

Category #2

1) Academic Service

Papers presented: (year and title)

Basic Course Presentation: (year and title)

2) National AOCOPM or AOBPM Service

Name (Committee, Task Force, etc.) and Years of Membership

3) National, State, Local Service

Name (Committee, Task Force, etc.) and Years of membership or activity

Signature

Date