

AIHA Fellows Selection Policy

Approved July 2018; Revised October 2022

The Fellow designation recognizes and celebrates the accomplishments and contributions of occupational and environmental health and safety (OEHS) professionals, who have demonstrated a commitment to preserving and ensuring health and safety in the workplace and communities around the world.

AIHA FELLOWS

Recognizes full members in good standing with 15 years of Full continuous AIHA membership and recognized contributions to industrial hygiene or related disciplines, either through research, leadership, publications, education, or service to AIHA. The Fellows designation is limited to no more than five percent of the AIHA membership. Fellows who do not maintain their AIHA membership will continue to be considered as Fellows, can use the FAIHA designation, but will not be counted towards the five percent to allow capacity for new Fellows.

WHO CAN SUBMIT A NOMINATION?

- AIHA members in good standing.
- Nominations must be submitted via the online portal (available during open nomination period).
- Current members of the AIHA Board, as well as the Fellows Selection Committee are excluded as nominators and/or as candidates for any award under its purview.

NOMINATION ELIGIBILITY

- Nominee must be an AIHA member in good standing with 15 years of continuous membership at the Full classification.
- For the nominee to be considered, a detailed summary of the nominee's achievements in at least three of the six areas listed below:
 - **Education and Training (based on CV)**
 - **Professional IH Experience (based on CV)**
 - **Original research or invention**, demonstrated by the publication of papers in refereed journals. (Some consideration will be given to articles in trade journals.) The nominee must be the principal or the secondary author
 - **Work in policy areas** that may include corporate, federal, state, and local activities as well as standards development and advocacy.
 - **Technical, scientific, or management leadership** in industrial hygiene.



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- **Exemplary contributions** to improving education in industrial hygiene. Contributions to education include textbook authorship, editorships for IH compendia (e.g., Patty's), teaching PDCs and evaluations from those PDCs, giving short courses, development of training and teaching tools, etc.
- **Direct contribution to AIHA** by serving as an officer, in committee work, or conference planning.
When required, please include supporting documentation.
- Be very clear about what achievements the nominee has in the areas chosen.
- To check nominee membership qualification, please contact Janice Allen (jallen@aiha.org) or Laurie Mutdosch (lmutdosch@aiha.org).

NOMINATORS

- Nominators should inform the nominee(s) that they are submitting their name for an award.
- Do not rely on name recognition! Please keep in mind that members of the selection committee may not be familiar with the nominee, so nominations are only as good as the information provided.
- Nominators can significantly improve the selection process by accurately completing the online nomination form and providing all required documents (e.g., CV and supplemental information).
- It is crucial that nominators consider the criteria prior to submitting a nomination to ensure that the nominee's membership status and achievements align with the criteria.
- If you are nominating more than one individual, you will need to submit a separate nomination and documentation.
- Email questions to lmutdosch@aiha.org.

INSTRUCTIONS FOR SUBMITTING A NOMINATION

- Do not start the online nomination submission form until you have all required information and ample time to submit.
- **If you do not complete the process in one sitting, the system will not save the information and you will have to restart the process from the beginning.**
- If you would like a copy of your submission, click the box entitled "Send me a copy of my responses."
- If the submission has been completed successfully, you will get a confirmation email.

FELLOWS SELECTION COMMITTEE

The committee is comprised of six (6) Fellows to be selected via an open call process. The Fellow SIG officers shall be tasked with reviewing the candidates and selecting committee members, with one serving as the chair of the group. All individuals shall serve a one (1)-year term and carry voting rights. AIHA's President and CEO shall serve in an ex-officio capacity.

The selection committee is responsible for selecting the most qualified recipients and presenting the slate of awardees to the AIHA Board for approval. If the selection committee determines that none of the nominees meet the criteria, there is no mandate to name new Fellows in that year.



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The chair of the selection committee will inform award recipients and nominators via phone. Or those nomination that are not selected, a letter will be issued to the nominator and nominee.

SELECTION COMMITTEE REQUIREMENTS:

- Is limited to current Fellows who are members of the Association in good standing.
- Will not research unsupported claims or enhance the nomination package in any way.
- Will keep diversity, equity, and inclusion in mind when reviewing and ranking potential candidates.
- Reserves the right to not present an award when suitable selection(s) cannot be made.
- Should not be directly involved in nominations prior to their submittal. You can answer general questions about what a nomination should include, but you should not pre-review or comment on draft nominations.
- Will attend the mandatory town hall prior to the nomination review (every effort will be made to find consensus on a suitable date).
- Will self-identify any relationships/affiliations that might be perceived as a source of potential bias and inform the committee chair of any Conflicts of Interest (COIs) before any candidates have been discussed.
- If COIs are identified, shall recuse themselves from discussions related to the corresponding nominations.
- Will maintain strict confidentiality with nomination materials as well as internal/group discussions. Information about committee deliberations should not be shared with anyone outside the committee, nor should recipients be discussed until all recipients and nominators have been notified.

RECOGNITION & AWARDS

All Fellow recipients will be recognized as follows:

- Via AIHA press release
- In the AIHce EXP conference guide
- Interviews at AIHce EXP
- Crystal award

CALENDAR OF ACTIVITIES

Fellows Awards process and selection for 2023*

Activity	Responsible	Due Date
Review of Criteria, Ranking Metrics, and Selection Process Deadline	Fellow SIG Officers	September 23, 2022
Subgroup of the AIHA Board to Review Any Proposed Revisions to the Criteria and/or Selection Process	AIHA Executive Committee	No revisions made for 2023
Develop/Deploy Open Call for Submissions (soft launch)	AIHA Staff	October 3, 2022
Submission Deadline	Nominators	December 30, 2022
Compile Submissions for Fellows SIG Selection Committee	AIHA Staff	January 6, 2023



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Review of Submissions	Selection Committee	January 9-20, 2023
Recipient Selection	Selection Committee	January 31, 2023
Results Presented to BOD	AIHA Staff	February TBD
Prepare Acceptance/Regret Letters (include nominators)	AIHA Staff	February 20, 2023
Secure Recipient Photos / Testimonials	AIHA Staff	February 20-24, 2023
Press Release Announcement	Mar/Com	February 27, 2023
Submit Details for AIHce Conference Guide	AIHA Staff	March 3, 2023
Schedule Video Acceptances (Conducted at AIHce)	AIHA Staff	March 13-31, 2023