



The Australasian College of Tropical Medicine

Incorporated in Queensland
ABN 64 246 142 194

Distinction and honorary grades of Membership and Fellowship of The Australasian College of Tropical Medicine

Guidance for proposals

Election to Membership or Fellowship of The Australasian College of Tropical Medicine (ACTM) via through distinction or Honorary routes is the ACTM's way of recognising those who have made a significant or exceptional contribution to one or more of the following areas:

- Science, literature or practice of tropical medicine or a related area
- Raising the profile of tropical medicine or a related area
- The work of ACTM itself.

Two existing Fellows of the ACTM need to nominate every candidate through distinction or Honorary Membership or Fellowship. Nominations are submitted annually, normally by the 31st of March and the 31st of the October each year. The results are normally announced once the nominations have been reviewed.

In this document you will find:

- 1 – Through distinction and Honorary grades of Membership and Fellowship explained**
- 2 – The requirements and processes for making a proposal**
- 3 – Completing the nomination form**

If you have any queries about the nomination process then please email actm@tropmed.org

1 – Through distinction and Honorary grades of Membership and Fellowship

There are five categories of distinction and honorary membership available:

- Honorary Fellowship
- Honorary Membership
- Fellowship through distinction
- Membership through distinction

The difference between through distinction and Honorary Membership and Fellowship is that holders of Membership or Fellowship through distinction will normally work within core areas of practice in tropical medicine or a related area, whether in Australasia or further afield. Honorary Members do not need to have worked in core tropical medicine or related areas and may not have had a professional background in this field, or may be organisations that have made an outstanding contribution to tropical medicine or a related area. Honorary Fellows, who hold the highest level of ACTM membership, have normally worked previously in core areas related to tropical medicine or a related area and made exceptional contributions to these fields.

Honorary Fellowship

Honorary Fellowship is deemed to be one of the highest honours of the College and may be awarded to recognise exceptional contributions and service to tropical medicine. There is a restriction in the number of current Honorary Fellows. Proposals should reflect this by putting forward nominations of only the highest achievements in tropical medicine or a related field.

Those awarded Honorary Fellowship use the designation HonFACTM.

Candidates for Honorary Fellowship who do not make the quota or who have not been deemed to make exceptional contributions or service to tropical medicine may be considered for and awarded Honorary Membership.

Examples of previous Honorary Fellows include

- Past ACTM Presidents
- Senior academics and Emeritus Professors who have made exceptional contributions to tropical medicine or a related field
- Senior officials of international and government agencies whose efforts have been instrumental in exceptional contributions to tropical medicine or a related field; nationally, regionally or internationally.

Honorary Fellows are not expected to pay subscription fees to maintain their membership.

Honorary Membership

Honorary Membership may be conferred on organisations or individuals to recognise outstanding contributions and service to tropical medicine or a related area.

Candidates for Honorary Membership will not normally be ACTM members or previously have been ACTM members in any category, unless they are candidates being considered for Honorary Fellowship, who don't make the quota or the requirements for Honorary Fellowship, but are deemed worthy of being considered for Honorary Membership.

Individuals awarded Honorary Membership use the designation HonMACTM. Organisations and their office bearers are not entitled to any post-nominals if their organization has been awarded Honorary Membership.

Examples of previous Honorary Members currently include only organisations:

- Academic groups or institutes.
- Professional organisations-national and international.
- Professional services.

Honorary Members are not expected to pay subscription fees to maintain their membership.

Membership and Fellowship through distinction

Membership and Fellowship by distinction are aimed at individuals who work in core areas of tropical medicine or a related area.

As a general guide, Membership through distinction is normally for people who work at or beyond Master's degree level in practice, policy or research in tropical medicine or a related field. Fellowship through distinction is normally for people who work at a specialist level or beyond in practice, policy or research in tropical medicine or a related area.

Distinction applies to tropical medicine specialists/medical practitioners who have made significant (distinctive) contributions to tropical medicine nationally and/or internationally in the areas of professional practice, service, research and/or teaching.

Evidence of major contributions across a range of areas would be required for College Fellowship to be considered.

Examples of significant or distinctive contributions for Fellowship through distinction might include:

- Long-standing leadership of major tropical medicine institutions such as university schools and departments, research institutes, centres for tropical medicine and government departments.
- Substantial contributions to tropical medicine policies adopted by states, countries or international organisations, including effective policy-oriented research and advocacy.
- Authorship of a significant body of peer-reviewed work, which may include of major reports, books and book chapters and/or journal publications on contemporary tropical medicine issues.
- Acknowledgement of excellence by peers in teaching and post-graduate student supervision.
- Acknowledgement of senior consultant/mentor status amongst College Fellows and other senior tropical medicine practitioners.
- Acknowledgement of excellence by peers in tropical medicine research.

Individuals awarded Membership or Fellowship through distinction use the designation MACTM or FACTM, as appropriate. Through distinction does not appear as part of the post-nominals of the award, but may be included in references to the award, for example, on their curriculum vitae where they may refer to being awarded Membership through distinction or Fellowship through distinction.

Members and Fellows through distinction are expected to pay subscription fees equivalent to all other paying Members and Fellows to maintain their membership.

2 – The rules and processes for making a proposal

Before making a proposal you should consider the following:

1. The closing date for receipt of proposals is **31 March** and **31 October** each year. Late proposals will normally not be accepted.
2. Proposal forms can be downloaded from the Faculty's web site at:
<http://www.tropmed.org>
3. Each proposal must be signed by two ACTM Fellows currently in good standing, normally using a **single** form.
4. Proposers must have knowledge of the work of the candidates they are nominating and must state clearly in what capacity they know them (e.g. work colleague or personal friend). They must also confirm that they do not stand to gain any personal benefit from the nomination.
5. It is the responsibility of proposers to highlight the work of the candidates they are nominating in order to bring the key elements relevant to the criteria that are used for assessment to the committee's attention. Review panel members cannot take responsibility for failing to consider relevant information that is not included in the proposal form.
6. Candidates should not be proposed if they might reasonably be expected to satisfy the normal requirements for Membership or Fellowship.
7. Proposals must be treated as confidential but proposers may tell potential candidates that their names are going forward for consideration on the understanding that success is not a foregone conclusion. The College will not accept applications directly from nominees.

Whilst preparing your proposal you should also be aware that:

1. Supporting papers and CVs are not normally required, unless specific evidence of qualifications is required by the Review Panel.
2. Fellows of the College in good standing may submit **a maximum of 3 proposals** (as either a first or second proposer) within each annual round of nominations. This is to ensure the quality of nominations remains high.
3. The College delegates the function of assessing nominated candidates to suitable members of the Board of Censors. Their recommendations are submitted to the College Council for formal approval.
4. The Fellowship Committee reserves the right to move nominations between categories and an applicant may receive a different grade to that which they were nominated for. For example, a nomination for Membership through distinction may result in an award of Fellowship through distinction, and vice versa.

3 – Filling in the nomination form

1. Each form must be word processed and submitted electronically. Hand written forms that have been scanned will not be accepted.
2. Each form must be signed by two Fellows of ACTM currently in good standing
3. Both signatures must normally appear on the same form. Scanned signatures are acceptable.

Specific evidence of the candidate's contributions to one or more of the criteria must be provided in the appropriate boxes of the proposal form, which is the basis of the assessment of the Review Panel.

4. Do not assume that the Review Panel will have knowledge of a candidate's excellence. Provide concise evidence of their substantial individual contributions to tropical medicine or a related area, above and beyond their role. The decision of the Review Panel is final, but does not preclude an application in the next round. Nominations that are unsuccessful twice are not normally considered again in the next round.
5. **Please ensure that you adhere to the word count where stated and that your answer to each question is within the minimum and maximum word count requested. Nominations which provide insufficient detail will not be considered in that round.**