

# NOMINATION FOR SHAV FELLOWSHIP

To: Sponsors of Nominees

From: SHAV Honors Committee

## INTRODUCTION & INSTRUCTIONS

Election to Fellowship is the highest honor this professional organization bestows. To be elected a Fellow, a SHAV member must have made outstanding contributions to the profession of communication science and disorders and to the Association.

The key word is “*outstanding*,” which means that one must truly stand out among one’s peers. SHAV has many members who fulfill their professional responsibilities. They are good clinicians, teachers, researchers and/or administrators and they serve the Association conscientiously. However, only a small percentage has, by virtue of the quality and amount of their contributions, distinguished themselves sufficiently to warrant recognition by election to Fellowship.

The task of the sponsor of a nominee for SHAV Fellowship is to help identify members whose outstanding contributions are judged by the Honors Committee to warrant the recognition Fellowship denotes. The nomination must include a completed Cover Sheet, a prepared nominating document, and two co-sponsor endorsements. The nominee may provide supporting information or materials directly to the sponsor and should assist in the preparation of the document. However, the sponsor has ultimate responsibility for the final draft of the document, and once the sponsor and co-sponsors have submitted the document, the nomination process should remain confidential between the sponsors and the Honors Committee. The Honors Committee will consider the nomination and if a majority vote in favor of Fellowship, that recommendation will be made to the Board of Directors. The Board must unanimously approve the recommendation.

## CRITERIA FOR FELLOWSHIP

Fellowship may be bestowed upon any member upon recommendation of the Honors Committee and unanimous vote of the Board of Directors provided that such members (a) shall have been an active participant in the field of Communication Sciences and Disorders for not less than five years, (b) shall have demonstrated outstanding contribution to the Association through service on committees, the Board of Directors, or in other significant capacities, (c) shall have demonstrated outstanding contribution to the profession in at least two of the following areas: (i) clinical service, (ii) academic or clinical teaching, (iii) research and publications contributing to the knowledge needed by the profession, (iv) administrative service.

In an effort to assure an objective and consistent selection process, the Honors Committee has established that “outstanding service to the Association” may be indicated by evidence of **exceptional leadership** in SHAV in a **minimum of three** capacities (e.g. officer, committee chair, special project, etc.).

## PROCEDURE

Please prepare the Cover Sheet and attach a prepared document, which provides **details** of the nominee's **outstanding contribution** to SHAV and to the profession in the areas identified. Please bear in mind that the members of the Honors Committee vote objectively to recommend Fellowship to the Board of Directors on the basis of the information provided by the sponsor. When information is incomplete or insufficient the Committee may be unable to vote in favor of Fellowship for a deserving individual. Documentation must include specific examples of outstanding contribution (dates should be included, e.g. years of service in office, etc.).

Be sure to address the nominee's outstanding contribution **both** to SHAV **and** to the profession. Be sure to specify in which areas the nominee has made an outstanding contribution to the profession; contribution in **at least** two areas must be demonstrated, but more than two of the listed areas may be addressed if appropriate. Under exceptional circumstances a SHAV member who demonstrates outstanding contribution in only one area may be nominated if the individual's contribution to the Association is particularly outstanding.

It is also the nomination sponsor's responsibility to obtain the support of two co-sponsors. Each co-sponsor must review the nomination document provided by the sponsor and add statements in support of the nomination.

The entire packet of Nomination Cover Sheet, nomination document, and Co-Sponsor Endorsements must be received by the Honors Committee by December 31 of each year.

***Thank you for your interest in submitting a nomination for Fellowship. It is an important means of supporting SHAV and the profession.***

Send completed nominations to SHAV Honors Committee Chair:

David H. Narburgh  
Prince William Speech and Hearing Center  
4317 Ridgewood Center Drive  
Woodbridge, VA 22192  
Phone: 703-670-8126 x 207 Fax: 703-670-0035  
[pwsh.dnarburgh@verizon.net](mailto:pwsh.dnarburgh@verizon.net)

