POLICY AND PROCEDURES FOR ESTABLISHMENT OF AN AWARD TO RECOGNIZE THE CONTRIBUTIONS OF A MEMBER

BOD Y03-07-05-07 [Initial BOD Y01-03-03-05] [Policy]

The American Physical Therapy Association, through its Honors and Awards Program, formally recognizes individuals, institutions, and APTA components (chapters, sections and assemblies) whose contributions to the profession or to the Association are outstanding and substantial, and satisfy the approved criteria for the honor or award.

The Association’s honors and awards provide national attention and recognition for the contributions of the recipients and serve to enhance the reputation and public awareness of the entire profession. For individual members so recognized, Association honors and awards represent the highest level of peer recognition.

To propose the establishment of a new Association award to recognize the substantial contributions of a member, a member or component shall submit to APTA’s Board of Directors for consideration and approval, a letter of proposal. The letter of proposal shall include the following (See Outline for Award Proposal below):

1. A presentation of the purpose, history and criteria of the proposed award as outlined below
2. A statement of how this award is different from existing named awards
3. Documentation of how this award will be supported
4. A suggestion of the nature of the award (a plaque, a contribution, a monetary award)
5. A suggestion of the criteria for selection

Upon receipt of the nomination package, the Board of Directors will review the submission based on the Guidelines for Establishment of an Award to Recognize the Contributions of a Member and make a decision to:

a. Request additional information from the maker of the proposal
b. Approve the award and establish a subcommittee of 5 individuals to be chosen by the Board of Directors to draft the description of the award
c. Reject the proposal based on the existing Board of Directors’ Policy on Honors and Awards and the Guidelines for Establishment of an Award to Recognize the Contributions of a Member

Decisions to develop a new award to recognize the contributions of a member will be based on the following 4 criteria:

a. The award has a unique purpose not presently identified in an existing award
b. The award serves the mission of the Association
c. The named person of the award exemplifies the purpose of the award
d. The award may or may not be self-supporting

OUTLINE FOR AWARD PROPOSAL

Award Purpose, History and Criteria

1. Name of the Award

[Provide the proposed name for the new award. The award may be named in recognition of the member and may include reference to a specific area of expertise or achievement that will be recognized by the award.]

2. History
3. Purpose

[Provide a brief statement of the purpose of the award, at least 1 sentence but no more than 4 sentences in length.]

In addition to the information provided in the APTA Board of Directors’ Policy and Procedures Regarding APTA Honors and Awards, the following criteria apply to this award:

4. Criteria for Eligibility

[Eligibility requirements for an award to recognize the contributions of a member shall include a numerical list of requirements as directed by the purpose of the award.]

Current members of the APTA Board of Directors and members of the APTA Awards Committee – [appropriate subcommittee] Subcommittee are not eligible to be nominated for this award and shall not nominate, write letters of support, or endorse an individual for this award.

5. Criteria for Selection

[Provide a numerical list of the specific criteria that must be met as a recipient of the award. This list may be comprised of 3 to 5 criteria which shall demonstrate the recipient’s exceptional and outstanding contributions and achievements in the physical therapy profession and/or in the Association.]

Procedure for Nomination

[Procedure for nomination for an award shall include:]

1. Nomination packages must be submitted electronically via APTA’s web site (www.apta.org). All materials completed and submitted for each nomination must be received by the APTA Honors and Awards Program by 5:00 pm Eastern time on December 1, for consideration for the award.

2. The nominator is responsible for reviewing and ensuring the completion of all steps and compliance with the eligibility criteria within the online nomination submission process before its final submission. During the online process the following documents will be required for upload:

   A. Current curriculum vitae or resume of the nominee.

   B. A letter of proposal from the nominator, not to exceed X pages.

[Continue with an alphabetical list of documents to be required (if any) for review in consideration of the Association award.]

3. Nomination packages for this award considered by the Awards Committee - [Appropriate Subcommittee to be Assigned] Subcommittee and not selected for an award will be resubmitted for the next year’s Honors and Awards Program (i.e., 1 year after the original nomination submission) if the nominee continues to meet the eligibility criteria. Resubmission of nominations for this award in subsequent years will require the consent of the nominator and update of the nomination package.
Procedure for Review

[A sponsor or nominator shall not have a role in the award review process. The Association has the right to maintain complete autonomy in the Honors and Awards Program process, i.e., in the publication, review, recommendation and selection of the award recipient. The procedure for review of an award shall include:]  

1. Except where stated explicitly in the title or purpose of an Association award, this award need not be given annually if the criteria for selection has not been achieved in nomination.
2. The number of awards to be given annually will be determined by the Board of Directors when developing the description of the award.
3. The APTA will maintain complete autonomy in the award review process, i.e., in the publication, review, recommendation and selection of the award recipient.

Notification of Award

[The procedure for notification of an award shall include:]  

1. The award recipient and nominator will be notified promptly after selection by APTA’s Board of directors.
2. The sponsor of the award, if externally funded, will be notified promptly by APTA’s Honors and Awards Program after selection of a recipient by APTA’s Board of Directors.
3. The nominators of individuals not selected will receive a letter of thanks for their participation.

[Continue with a numerical list of additional procedures for notification of the award (if any) including whether a representative of the sponsor will present the award during the Association’s Honors and Awards Ceremony during the NEXT Conference and Exposition.]

Nature of Award

[Describe the nature of the award to be given, i.e., monetary, certificate, plaque, other award form, etc. and the mechanism for assuring fiscal responsibility.]  

1. A __________ will be presented to the award recipient by the sponsor or APTA’s Board of Directors at the NEXT Conference and Exposition and an official announcement of the award will appear in an Association publication.

Explanation of Reference Numbers:  
BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.  