

COMMITTEE ON FELLOWS

[Annie M. Donoghue](#), Chair (2022)
 Robert L. Taylor, Jr. (2021)
 Billy M. Hargis (2023)
 Michael O. Smith (2024)
 Richard K. Gast (2025)
 Christine Alvarado, Board Liaison

BOARD OF DIRECTORS' LIAISON:

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COMMITTEE CHARGES:

- Select up to five (5) nominees for Fellow, per the suggested guidelines adopted by the Board of Directors at the July 2012 Board Meeting:
 - The designation of "Fellow" is given in acknowledgement of significant service to the Poultry Science Association (PSA) during the course of a distinguished career devoted to poultry research, teaching, extension, administration or the poultry industry:
 - Made poultry science and membership in PSA a career choice
 - Demonstrated significant career contributions to activities sponsored by PSA
 - Journal review and/or editorship
 - Annual meeting implementation
 - Association governance through Board/Committee service or as an employee
 - Demonstrated dedication to the advancement of the poultry enterprise
 - Recognized academic excellence in teaching, research, or extension
 - Industry leader and/or liaison to academic colleagues
- Forward the committee recommendations to the Board Liaison for consideration by the Board of Directors at the Mid-Year Meeting.

CONFLICT OF INTEREST:

- If a committee member or a current student of a committee member is nominated for the award or if a committee member has nominated someone for the award, the chair asks the committee member to step down until after the winner has been named and the Board Liaison serves as a voting member.

SUMMARY OF IMPORTANT DEADLINES AND INSTRUCTIONS:

June 30: First Vice-President contacts committee chair, sending the committee charges, determining willingness to serve, and requesting that the chair contact the committee members to determine their willingness to serve.

September and October: Committee should actively advertise the deadline and request that a ballot be set up on the PSA award website.

November 1: Deadline for nominations to have been submitted electronically on the PSA website.

November 15: Any nominees received to date have been *verified by the Chair* as active, active prior to death, or an emeritus member of the Association.

December 31: Deadline for written report with Committee recommendations to Board Liaison for discussion and vote at the Mid-Year Meeting.

February: Chair contacts award recipients and nominators to notify them of the award.

April 15: Chair instructs candidates to submit – by May 15 – their electronic biography and digital picture for poster presentation at the meeting and for publication in *Poultry Science* to Jon Cole, Director of Business Operations (jon.cole@poultryscience.org).

- **Format** for digital photo: 300 dpi in Tiff or pdf. If a photo must be scanned, the original photo should be a clear headshot (of at least 2 x 3 in), labeled on the back with award and candidate name, mailed to the PSA office.

April 15: Once the recipient has accepted, **Chair notifies** all nominators of unsuccessful candidates and, where appropriate, encourages re-submission the following year.

May 15: Deadline for biography and picture to be sent by Fellows. **Deadline** for final written report to Board Liaison for presentation at the summer Board of Directors Meeting.

July: Chair announces the Fellows at banquet. For time consideration, the award announcement and presentation are **recommended not to exceed two minutes** for each Fellow.

RELEVANT INFORMATION FROM THE PSA CONSTITUTION:

ARTICLE 6

Fellows

Section 1. A body of “Fellows” shall be chosen from the active, active prior to death, or the Emeritus membership of the Association. The title “Fellow” shall be granted for professional distinction and contributions to the field of poultry science and service to the Poultry Science Association. A suitably inscribed memento shall be presented to each Fellow.

ARTICLE 10

Committees

Section 5. There shall be a Fellows Committee appointed by the Board of Directors whose duties shall be to receive nominations from the membership of the Association for consideration as Fellows and to make recommendations to the Board of Directors on the basis set forth in Article 6 of the Constitution and Article 8 of the By-Laws of the Association. The Fellows Committee shall consist of five members appointed for a period of five years, one member being replaced each year.

RELEVANT INFORMATION FROM THE PSA BY-LAWS:

ARTICLE 8

Election of Fellows

- Nominations for Fellows may be made by any individual knowledgeable of the nominee’s accomplishments. These nominations shall be made in writing at least by November 1 prior to the Association’s Annual Meeting and shall be submitted to the Chair of the Fellows Committee. The Fellows Committee shall make recommendations to the Board of Directors. It shall require a two-thirds majority vote by the Board of Directors to elect any member as Fellow.
- Not more than five members may be elected as Fellows at any one Annual Meeting. The Fellows Committee is not obligated to recommend a minimum number of members to the Board of Directors for approval at any one Annual Meeting.

RELEVANT INFORMATION FROM THE APPENDIX TO THE PSA CONSTITUTION:

APPENDIX F. AWARDS AND HONORS

- Awards: Specific rules and operation of committees.
 - Fellows

- (1) The members of the Fellows Committee are selected as described under Article 10, Section 5, of the Constitution. Election procedures for Fellows are described in Article 8 of the By-Laws.
- (2) Each nomination is to consist of a nomination letter; a biographical and professional summary (800 words or less) covering activities, accomplishments, and recognitions, emphasizing contributions to the field of poultry science and service to the Poultry Science Association; and three letters of support. The letter(s) and the summary for each nomination are to be submitted electronically via the PSA awards website no later than November 1 prior to the Annual Meeting at which the award will be given, in order to allow Board discussion and vote at the mid-year meeting.

RELEVANT INFORMATION FROM THE PSA PROCEDURES MANUAL:

FELLOWS – ELECTION GUIDELINES (Updated by the Board of Directors July 7, 2012)

The election as Fellow is the highest honor bestowed by the Poultry Science Association. A maximum of five individuals may be so honored in any one year, but no minimum is specified; no award is made if, in the opinion of the selection committee and/or the Board, no nominee is judged to be worthy. The names of all nominees receiving majority support of the selection committee are forwarded to the Board of Directors for consideration.

The following guidelines have been developed by the Board to guide the committee:

- Nominations are electronically submitted.
- The Director of Business Operations scans the nominations to ensure completeness and compliance with guidelines.
- Chair requests a conference call to discuss strengths of each candidates
- Following the conference call, the chair contacts the committee members, requesting them to rank the individuals on the award site. The chair tabulates the rankings to arrive at a final committee ranking.
- Nominees are ranked 1 to n, with n being the number of nominees and with 1 being the top choice; the nominee with the lowest total would be the highest ranking nominee.
- The chair sends the results of the rankings to the committee.
- The committee members would then be asked to vote “Yes” or “No” on each of the nominees, indicating whether they consider each of those individuals to be worthy of being named a Fellow.
 - ***NOTE: This is a two-step process and the two steps must be done separately.*** In the past, some committee chairs have attempted to combine the committee voting, asking members to rank the nominees and to vote “Yes” or “No” for approval to be named a Fellow on one ballot. The confusion and lack of opportunity to see the committees’ ranking, results in frustration and dissatisfaction with the process. Thus, the policy requires the 2-step process: ranking followed by vote.
- The chair provides a written report of the names of all nominees receiving a majority vote of the committee to the President, along with the committee’s rankings of all nominees. Number of positive votes should also be submitted. The committee will provide a recommendation of the nominees to be awarded “Fellow” to the Board of Directors.
- A summary of the biography, professional accomplishments and major recognitions should be included for each nominee forwarded.
- Each Board member will cast a “Yes” or “No” vote for each nominee.
- The final Board vote must be 2/3 majority before an individual can be named a Fellow, but no more than 5 may be named in any year.
- The committee chair informs nominators of the final status of their candidate.

- Unsuccessful candidates will not be automatically carried over for a second year; nominators of unsuccessful candidates should be advised that the nomination can be updated and / or resubmitted for future consideration.