



## GUIDELINES FOR NOMINATION TO THE AUSTRALASIA SECTION INTERNATIONAL COLLEGE OF DENTISTS

All Fellows of the Australasia Section of ICD are encouraged to nominate deserving dentists for Fellowship. To ensure the likelihood of Board approval, nominators are asked to read the guidelines below carefully before making nominations.

### WHO CAN MAKE A NOMINATION?

Nominations need to be proposed and seconded by current Fellows in good standing of the Australasia Section of the College.

### WHO SHOULD BE NOMINATED?

Deserving dentists in our Region (Australia, New Zealand, South Pacific, PNG, Timor Leste) should be considered for nomination.

As per the Section Bylaws, a candidate for admission as a Fellow into the International College of Dentists shall be a dentist:

- a. *Who has been active in the practice of dentistry or in any phase of dentistry that meets that definition such as teaching, research, dental administration or government service for at least five (5) years,*
- b. *Who is an active contributor to the dental profession and to the community and is highly esteemed by both for integrity and character, AND*
- c. *Who is a member in good standing of the relevant dental association at the time of nomination.*

In making a decision on nominations, the Board looks for evidence of **sustained and substantial** contributions to the profession beyond what is expected of a dentist in his/her discipline or arena of practice. Demonstrated **leadership** is a substantial factor. High ethical and moral standards are a given for any dentist nominated for Fellowship.

### Examples of nominations which are likely to be approved by the Board:

Example 1: GP or specialist dentist active in professional dental organisations over many years who has held executive positions at state and national level in these organisations and who is recognised as having advanced the organisations.

Example 2: GP or specialist dentist in the public service or armed forces who has demonstrated leadership within the service and who is recognised as having advanced the service in specific areas.

Example 3: GP or specialist dentist who has contributed to dental education over many years, particularly within a Dental School environment, and has advanced the practice of dentistry through research, publications, administration and/or leadership in teaching.

Example 4: GP or specialist dentist who has demonstrated leadership over many years in dentally related volunteer projects in underserved areas.

The examples above do not cover the full spectrum of deserving nominees. The examples are intended to give potential nominators an indication of the outstanding contributions expected of dentists deserving of Fellowship and the level of evidence required in making a nomination.

### Honorary Fellowship

Fellows are reminded that **in rare circumstances**, non-dentists may be nominated for Honorary Fellowship. Our Section currently has three Honorary Fellows. As per the Section Bylaws:

- *The Board of Regents may confer Honorary Fellowship upon an individual, other than a member of the College and not necessarily a dentist, who has rendered conspicuous service to the cause of dental science, has contributed to the promotion of the dental profession or has otherwise significantly advanced the dental profession within the Section.*
- *Honorary Fellowship shall only be conferred after careful investigation has revealed said person fully worthy of such high honour.*

**WHAT IS THE PROCESS FOR MAKING A NOMINATION?**

To make a nomination, an ICD nomination form needs to be completed and signed by the nominators. The form is available on the Section website ([www.icdsectionviii.org](http://www.icdsectionviii.org)) or can be requested from the Administrative Officer ([admin@icdsectionviii.org](mailto:admin@icdsectionviii.org)).

It is recognised that some of the information on the form may be irrelevant to an individual and some sections may have insufficient space. If appropriate, nominators can provide further information as an attachment. Extensive lists of teaching experience, research, publications and presentations need to be summarised.

When requesting CVs or information from a nominee, nominators need to be discrete and not inform the nominee that the CV or information is being requested for the purpose of nomination for ICD Fellowship. This will avoid potential embarrassment should the nomination not be approved by the Board.

**WHERE ARE COMPLETED NOMINATION FORMS SENT?**

Completed nomination forms are sent to the Admin Officer:

Dr Ron Robinson  
ICD Administrative Officer  
10 Bendtree Way  
Castle Hill, NSW 2154  
AUSTRALIA  
Email: [admin@icdsectionviii.org](mailto:admin@icdsectionviii.org)

**WHAT HAPPENS AFTER THE NOMINATION IS SUBMITTED?**

All nominations are submitted to local nomination committees then ultimately to the Board for approval. In the normal course of events, nominations are considered by the Board at the quarterly Board meetings. In special circumstances, the Board may consider nominations between Board meetings.

If the nomination is approved by the Board, the nominators are advised of the Board decision and the nominee is sent a letter of invitation.

If the nominee accepts the invitation, he/she is sent further information which includes details of the initial new Fellow fee of \$550 AUD\* and upcoming induction ceremonies.

\*NOTE: the initial new Fellow fee includes the annual membership fee for the first year.



**CONFIDENTIAL NOMINATION FORM  
AUSTRALASIA SECTION  
INTERNATIONAL COLLEGE OF DENTISTS**

TITLE:           NAME:

DATE OF BIRTH:

PRIVATE ADDRESS:

PRACTICE ADDRESS:

HOME PHONE:

PRACTICE PHONE:

MOBILE:

EMAIL:

WHY HAVE YOU NOMINATED THIS PERSON?

IS THE NOMINEE A MEMBER OF HIS/HER RELEVANT DENTAL ASSOCIATION? YES/NO

TERTIARY EDUCATION AND DEGREES:

CURRENT POSITION(S):

APPOINTMENTS:

PROFESSIONAL ORGANISATIONS - POSITIONS HELD/DSPECIAL CONTRIBUTIONS:

PUBLICATIONS *(please summarise if extensive)*:

PRESENTATIONS/LECTURES TO PROFESSIONAL GROUPS *(please summarise if extensive)*:

TEACHING EXPERIENCE – UNIVERSITY/TAFE *(please summarise if extensive)*:

RESEARCH *(please summarise if extensive)*:

COMMUNITY SERVICE/VOLUNTEER WORK:

AWARDS/HONOURS:

ADDITIONAL INFORMATION:

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PROPOSER:  
Email address:  
Telephone:  
DATE:  
Signature:

SECONDER:  
Email address:  
Telephone:  
DATE:  
Signature:

*Nominators must be current Fellows in good standing of the Australasia Section of ICD.*