



SECTION VIII NOMINATION PROCESS

(updated May 2017)

OBJECTIVES

- To ensure all dentists in the Section VIII region deserving of ICD nomination are identified for consideration by the Board
- To make clear to all nominators the basis on which nominations should be made
- To ensure there is thorough and consistent consideration of each nominee
- To protect and enhance the status of ICD Fellowship

Historically Section VIII nominations have been generated largely through members of the Board. This revised nomination process intends to shift the primary responsibility for making nominations from the Board to all Section VIII Fellows and to more actively include Fellows in the nomination process through the creation of local nominating committees.

MAKING NOMINATIONS

All Section VIII Fellows are encouraged to make nominations. Nominations need to be proposed and seconded by current Fellows in good standing of the Section.

Like all Section VIII Fellows, Board members are encouraged to make nominations. Nominations from Board members follow the process for nominations as detailed in this document.

To make a nomination, nominators need to complete and sign an ICD nomination form.

When requesting CVs or information from a nominee, nominators are 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.

DESERVING CANDIDATES

As per the Section ByLaws, a candidate for admission as a Fellow in the International College of Dentists shall:

- Have 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*
- Be accepted as an active contributor to the dental profession and to the community and highly esteemed by both for integrity and character*
- Be 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. 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.*

NOMINATION FORM

The Section VIII nomination form is available on the Section website (www.icdsectionviii.org) or can be requested from the Administrative Officer (admin@icdsectionviii.org).

The nomination form is included in the Section newsletter at least once each year.

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, further information can be provided as an attachment. Extensive lists of teaching experience, research, publications and presentations need to be summarised.

SUBMITTING NOMINATION FORMS

Completed nomination forms are sent to the Section VIII Admin Officer:

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

The Admin Officer forwards all nominations to local nominating committees for review prior to submitting nominations to the Board for approval.

The Admin Officer maintains a log of all nomination forms received (see attachment).

THE ROLE OF LOCAL NOMINATING COMMITTEES

The role of local nominating committees is:

- To encourage Fellows within their local area to nominate dentists deserving of nomination
- To identify and nominate dentists deserving of nomination (*Note: nominations are not limited to the state/region of the local organizing committee*)
- To ensure nominations consider the full scope of practice amongst dentists in our Region which includes General Practice, Endodontics, Forensic Dentistry, Oral Surgery/Oral Maxillo-Facial Surgery, Oral Medicine/Oral Pathology, Orthodontics, Paediatric Dentistry, Periodontics, Prosthodontics and Special Needs as applied within the settings of academia, the armed forces, private practice or the public service
- To ensure nominations consider dentists who significantly contribute to enhancement of the dental profession and of oral health in the community through community service, volunteer work and/or are leaders in organisations within dentistry such as the ADA/NZDA, Dental Boards, Dental Councils, Professional Development, the RACDS or Societies/Associations
- To duly review nominated candidates and submit nominations to the Board for approval
- To follow up on nominations as requested by the Board.

Meetings of Local Nominating Committee

Members of local nominating committees will meet or otherwise communicate 4 to 6 weeks prior to each scheduled Board meeting or teleconference or as needed to submit nominations to the Board in a timely fashion prior to Board meetings or teleconferences. Nominations need to be received at least two weeks prior to Board meetings or teleconferences.

Chair of Local Nominating Committee

The relevant Board member will serve as the chair of each local nominating committee.

The role of the Chair is:

- To train members of local nominating committees on the Section VIII nomination process
- To convene meetings of local nominating committees and/or organize communication amongst committee members to progress nominations
- To chair meetings or teleconferences of local nominating committees
- To represent local nominating committees at Board meetings and Board teleconferences in order to support nominations under consideration by the Board where indicated
- To communicate with members of local nominating committees as requested by the Board

Tenure of Members of Local Nominating Committee

Members of local nominating committees will be appointed for a two year period. Committee members may be reappointed to serve consecutive terms.

THE ROLE OF THE BOARD

The primary role of the Board in the nomination process is to give due consideration to all nominations submitted through local nomination committees and to approve or not approve nominations.

In the normal course of events, nominations are considered by the Board at the annual Board meeting in March/April or at Board teleconferences which are held at intervals during the year.

In special circumstances, the Board may consider nominations between Board meetings and teleconferences.

PROCESS AFTER CONSIDERATION BY THE BOARD

If the nomination is approved by the Board, the Admin Officer notifies the nominators of the Board decision and sends a letter of offer signed by the Section VIII President (with a personal details form and an admin information payment form) to the approved nominee within two weeks of the Board meeting or Board teleconference.

If the nominee accepts the offer, the Admin Officer sends further information which includes details of the initial new Fellow fee, annual membership fees and upcoming induction ceremonies. The Admin Officer adds the new Fellow to the ICD database.

If the nomination is not approved by the Board, the Admin Officer notifies nominators of the Board decision.

SUMMARY OF SECTION VIII NOMINATION PROCESS



