

# **AMERICAN PSYCHOLOGICAL ASSOCIATION**

## **Division Fellow Chair Calendar**

The nomination and election cycle for APA Fellows is continuous and spans from one year to the next. The Membership Committee meets in March each year to consider Fellow nominations. APA Divisions should give themselves ample time during the previous year to solicit nominations, make decisions regarding which nominations to forward to the Membership Committee, gather at least three endorsements from other division Fellows, and assemble the appropriate documents to meet the mid-February application deadline.

The Membership Committee decides which nominees to recommend to the Council of Representatives, which then votes to elect them to Fellow status at its August meeting. However, nominees are not officially made APA Fellows until January 1 of the following year.

Note: The membership Committee Liaison stays in regular contact with the Division Fellows Chair throughout the nomination and election cycle. Divisions should immediately inform the liaison when there is a change of Division Fellow Chair.

### **August**

Membership Committee meets to hear appeals on behalf of those not recommended and receive additional information from deferred nominees. The Membership Committee Chair presents final list of initial Fellow nominees to the Board of Directors and Council of Representatives. The Board approves and Council elects nominees to Fellow status.

Fellow Chair Workshop at APA Convention: Division Fellow Chairs (especially incoming) are encouraged to attend and learn about the APA Fellow process.

### **September**

APA staff notifies Division Fellow Chairs of election results. APA staff also sends congratulatory letters to all newly elected Fellows and informs them that their Fellow status will become effective January 1 of the following year. Division Fellow Chairs are also encouraged to contact and congratulate the newly elected Fellows.

The Membership Committee Liaison notifies the Division Services Office of initial and Current Fellows. Membership Operations modifies each Initial Fellow's and Current Fellow's record to reflect Fellow status as of January 1.

### **October**

APA sends Fellow certificates to newly-elected Initial Fellows. APA Division Services produces certificates for divisions wishing to send them to *Current* Fellows.

### **November**

APA staff sends letter and e-mail to Division Fellow Chairs reminding them of the February deadline to submit Initial Fellow applications and supporting materials.

## **January**

Second reminder letter and e-mail sent out to Division Fellow Chairs informing them of the February deadline for new Fellow applications.

Status change for newly-elected and Current Fellows effective January 1.

## **February**

**All application packets are due.** Please send to the Membership Committee Liaison at APA Central Office. It is highly recommended that Fellow Chairs make photocopies of nominations for their own records.

The Committee Liaison checks to ensure that the appropriate documents are included and in order and assembles a file for each nominee.

## **March**

Fellow applications will be reviewed at the Membership Committee's March meeting.

## **April**

APA staff informs the Division Fellow Chairs of the Membership Committee's decision regarding each nominee. The Committee recommends, defers pending submission of further information, or does not recommend the nominee. Division Fellow Chairs are given the opportunity to appeal on behalf of "not recommended" nominees or arrange to provide further information for deferred nominees. Any information provided by the Committee at this time should be kept confidential until the Council of Representatives has elected Initial Fellows in August.

## **June**

Deadline for submitting a list of all Current Fellows you are electing to Fellow status is June 1.

APA Board of Directors reviews proposed initial Fellows List. Division Fellow Chairs are invited to attend the Fellow Chairs Workshop at the Annual Convention.

Division Fellow Chairs should arrange with the Membership Committee Liaison if they plan to appeal on behalf of "not recommended" nominees.

The Membership Committee Liaison mails Fellow Application Kits with instructions to Division Fellow Chairs for the following year's elections.

## **July**

The Membership Committee Liaison sends a letter and e-mail reminder to the appropriate Division Fellow Chairs regarding the appeal process.