

# District Branch Guide to Distinguished Fellowship

## Table of Contents

*(Click on content topic to be redirected)*

- **Timeline**
- **Requirements**
- **Nomination Form Guide**
- **Examples of Qualifying Activities**
- **Letter of Recommendation Guidelines**
- **Letter of Recommendation Sample**
- **Scoring Guidelines**
- **DB/SA Marketing Letter Sample**
- **Frequently Asked Questions (FAQs)**

**Submission Deadline:**  
**July 1<sup>st</sup>**

**Contact:**  
**membership@psych.org**



## Distinguished Fellowship (DFAPA) Timeline

Key dates for the DFAPA nomination, approval and recognition process.

<b>Mid-February</b>	District branches receive a list of its DFAPA eligible members who have been APA General Members or Fellows for a combination of at least eight years and have held board certification. APA recommends a thorough review of this list to ensure accuracy and to identify potential ideal candidates.
<b>February-June</b>	District branches conduct local outreach campaigns to encourage eligible members to apply.
<b>July 1<sup>st</sup></b>	Deadline for receipt of completed application. Those being sent via mail must be postmarked by this date.
<b>July-October</b>	The APA Membership Committee scores each application and makes recommendations to the APA Board of Trustees.
<b>December</b>	The APA Board of Trustees votes on the Membership Committee's recommendations.
<b>Late December-January</b>	District Branches and nominees are notified of approval/deferral status for Distinguished Fellowship in addition to information for the Convocation at the Annual Meeting or reapplication.
<b>January 1<sup>st</sup></b>	Members' status officially updates on APA membership rolls.
<b>March</b>	Newly elected distinguished fellows are invited to attend the Convocation of Distinguished Fellows at the APA Annual Meeting.
<b>April/May</b>	The Convocation of Distinguished Fellows occurs at the APA Annual Meeting. Distinguished Fellows are recognized and receive a Distinguished Fellow pin and medallion.



## Distinguished Fellowship Requirements

To be nominated for Distinguished Fellowship, APA members must demonstrate the following:

- Not less than **eight consecutive years** as a General Member or Fellow of the APA
- **Certification** by ABPN, AOA, RCPS, or an equivalent certification board held at any time
- **Three (3) letters of support** from current APA Distinguished Fellows or Distinguished Life Fellows
- **Completed nomination form** demonstrating excellence in **at least five** of the following categories:

### Board Certification(s)

Once Distinguished Fellowship status is attained, maintenance of certification is encouraged but not required. If certified by a Board other than ABPN, AOA, or Royal College of Physicians and Surgeons of Canada (RCPS), details of the certification standards and process should be submitted so the APA Membership Committee (Committee) might evaluate the equivalence of that certification. Additional credit in this category may be earned through certification by other medical boards, sub-specialty boards, or psychoanalysis, or for a Ph.D. or Master's degree in a related field. Training without certification warrants no credit. Board certification in general psychiatry is worth category credit if the Board is current. **If Boards are expired, no points will be awarded for this category.**

### Involvement in District Branch, Chapter, and State Association activities

Length and quality of service to the Chapter, District Branch or State Association are taken into consideration. Elected offices, committee work as a chair or member, newsletter work, website design/maintenance for the DB, political action committee oversight, or special projects at the district branch/chapter level are examples of activities earning credit in this category. Presentations at local meetings are usually considered under teaching activities. Substantial committee work together with elected office or membership on the Executive Council for several years will usually qualify the nominee for higher credit in this category. **Membership alone does not earn credit.**

### Involvement in other components and activities of APA

Includes involvement in Area Councils, the Assembly or Board of Trustees, and/or holding elected office. Also includes work on APA Councils, Committees, Task Forces, service on the editorial boards of APA publications, APA advocacy work or APA PAC leadership. Several years of activity in two or more of the above roles will usually qualify the nominee for category credit. A longer term of service or attaining elected office in one of the components mentioned will also usually qualify the nominee for category credit. **Presentations at APA meetings should be listed under *Teaching Contributions*.**

### Involvement in other medical and professional organizations

The role, length and quality of service, as well as the level of responsibility in the positions held, determine level of credit given. **Membership alone does not earn credit.** Organizations may include international organizations (e.g., World Health Organization, World Psychiatric Association), national organizations (e.g., American Academy of Child and Adolescent Psychiatry, American Medical Association), state and county medical societies, associations representing other medical specialties (e.g., pediatrics or neurology), or related professions (e.g., psychology, anthropology, sociology).

### Participation in non-compensated mental health and medical activities of social significance

Includes voluntary activities or service demonstrating physician's social responsibility and humanitarian concerns. Voluntary service for mental health patient advocacy groups (includes service on boards or task forces, event/fundraising committees, outreach and education), free mental health clinics, educational events, mental health fairs, mental health stakeholder or advocacy groups should be included in this category. Also includes volunteer service to survivors of natural or man- created disasters and medical humanitarian efforts (i.e., Doctors without Borders, Give an Hour, non-compensated medical service in a foreign country, etc.). Nominees should specify nature of contributions and time commitments. Greater weight given to service performed over a period of time, or on a short-term, but intensive basis.



### Participation in non-medical, non-income-producing community activities

The Committee looks for significant contributions to the political, religious, charitable, artistic, educational, athletic or ethnic life of the community, i.e., contributions unrelated to medical income-producing activities. Mere membership in, or financial donation to, a community service organization does not earn credit. Supporting letters detailing the nominee's contributions from persons directly involved with these activities are very important in documenting this category. Nominees should specify the nature of their contributions and the time commitments made. Greater weight given to service performed over a period of time, or on a short-term but intensive basis.

### Clinical contributions

This category is meant to recognize excellence in direct patient care activity. Letters attesting to and detailing exemplary skill, knowledge, diagnostic ability, and therapeutic expertise are necessary. The Committee will recognize clinical distinction achieved in any of a spectrum of settings, but may take special note of work done in public service or underserved settings. Many years of respected private practice or staff work in a clinic or inpatient unit will usually qualify the nominee for credit in this category, especially when supported by letters detailing clinical excellence. Supervision of others who provide direct patient care should be included in this category. **Service on hospital committees and other medical administrative work should be listed under *Administrative Contributions* below.**

### Administrative contributions

In this category, the Committee looks for advancement in administrative positions in institutional, community/public, or private settings, as well as the level of responsibility associated with the position(s). Intraspecialty administration as well as administration within broader mental health, medical or overarching venues count towards credit in this category. Responsibilities documented should include such non-clinical activities as program development and oversight, committee work, budgeting, management of human and financial resources, strategic planning or policy formulation. **Letters providing specifics, as well as the quality of the nominee's achievements in this area are needed.**

### Teaching contributions

Teaching in all settings is acceptable. Teaching may include academic instruction (i.e., medical school curriculum or didactics or didactics within a residency training program), clinical instruction (i.e., supervising clinicians), non-psychiatrist instruction (i.e., teaching nurses or allied health professionals), or others. In university settings, advancement in academic rank is taken into consideration, as is the extent and quality of teaching activities in other settings. There should be letters from faculty members, heads of departments or others familiar with the nominee's work. Teaching in non-institutional, non-professional settings should be supported by letters from individuals directly involved. **Presentations at scientific meetings should be included under this category.**

### Scientific and scholarly publications

Articles in journals, books (other than privately published) and book chapters should be listed in this category. Higher weight will be given to articles published in peer-reviewed, refereed and/or widely circulated journals and to lead authorship. Both number and quality of publications are considered in evaluating this category. **No credit is given for unpublished research.**



The following provides guidance for completing the online APA Distinguished Fellowship (DFAPA) nomination form. The online nomination form can be accessed using the following link:

**APA Distinguished Fellowship Online Nomination Form Login:**

<https://dfapa.psychiatry.org>

### 1. Gather Information for Nomination Form

The following lists the information requested on the nomination form and reviewed by the APA Membership Committee. **Please have this information available to complete the nomination form by the July 1<sup>st</sup> submission deadline.**

- **Nominee's Personal Information:** Name, Address, Birthplace, Date of Birth, APA Member ID, Phone Number, Email Address, Affiliated District Branch (DB)
- **Nominee's Education:** Undergraduate University/College, Medical School, Residency/Fellowship, Board Certification(s)
- **Reference Names and Member IDs:** Be sure to identify and confirm three (3) references supporting the nomination who are currently active APA Distinguished Fellows (DFAPA) or Distinguished Life Fellows (DLFAPA). If necessary, contact your DB to identify recommenders.
- **Letters of Recommendation:** Nominees must submit at least three (3) letters of recommendation from DFAPA or DLFAPA members either by uploading them to the online form, emailing them to [membership@psych.org](mailto:membership@psych.org), or via post (*must be postmarked July 1*) to the mailing address below. **NOTE:** Please be sure letters address nominee's qualifying involvement and activities (see next page for details) where appropriate.
- **Supporting Information for Qualifying Activities:** Include detailed information for at least five of the qualifying involvement and activities categories (see next page for details).

### 2. Tips for Completing Online Nomination Form

The following are tips for completing the online nomination form. **Please submit the completed nomination form by the July 1<sup>st</sup> submission deadline.**

- Once logged in, access the DFAPA nomination form by clicking "**Dashboard**" located within the blue banner, and select ***Distinguished Fellow of the American Psychiatric Association (DFAPA)*** from the drop box located in "**My Applications**".
- The application also includes key reference tools on the far right of your nomination form, providing details including an application summary, resource guideline, key dates, and contact details.
- Please be sure to use the "**Previous Tab**" and "**Next Tab**" buttons located on the top and bottom of each page of the nomination form, rather than the Internet browser tabs, to navigate through the form.
- You may return to any section and continue to make updates/edits to your application by clicking on the "**Save Work in Progress**," which will save the entered information and grant you access to continue as a later time prior to the **July 1st deadline**.
- When you complete all sections and are ready to submit your nomination, click on the "**Submit FINAL Application**" button, which submits the application to APA Membership for review. You will also be able to make updates to the application until the **July 1st deadline**.
- Once submitted as "FINAL", you will receive an email confirmation.



### Qualifying Activities / Categories of Excellence

**NOTE:** The APA Membership Committee closely reviews the information submitted on the nomination form for qualifying involvement and activities, “Categories of Excellence.” Please provide detailed information in **at least five** of these categories. **DO NOT** attach a Curriculum Vitae (CV) to the nomination form in lieu of this information.

1. **Board Certification(s):** Certification by the ABPN, AOA, Royal College of Physicians and Surgeons of Canada, or an equivalent certification board. Board certification in general psychiatry will generally earn the category minimum if the certification is current. Additional credit may be awarded for each additional certification in sub-specialties, other medical specialties, psychoanalysis, or for a graduate degree earned after medical school. **If the certification is expired, no points will be awarded.**
2. **Involvement in the work of the District Branch, Chapter, and State Association activities:** For each position, include the organization name, position/duty, dates, and description of role/responsibilities. Active participation (e.g., elected office, committee work, etc.) and not just membership is required for credit.
3. **Involvement in other components and activities of APA:** For each position, include the organization name, position/duty, dates, and description of role/responsibilities. Active participation (e.g., elected office, committee work, etc.) and not just membership is required for credit.
4. **Involvement in other medical and professional organizations:** For each position, include the organization name, position/duty, dates, description of role/responsibilities, and time commitment. Active participation is required for credit.
5. **Participation in non-compensated mental health and medical activities of social significance:** For each position, include the organization name, position/duty, dates, description of role/responsibilities, and time commitment. Active participation is required for credit.
6. **Participation in non-medical, non-income-producing community activities:** For each position, include the organization name, position/duty, dates, description of role/responsibilities, and time commitment. Active participation is required for credit.
7. **Clinical contributions:** For each position, include organization name, position/duty, dates and description of role/responsibilities. Generally, nominees who have been in active, full-time clinical practice are awarded the minimum number of points required in the category.
8. **Administrative contributions:** For each position, include organization name, position/duty, dates and description of role/responsibilities. Generally, the more leadership and responsibility, the more credit is given (e.g., Medical Director of a large hospital would be worth more than Medical Director in a small clinic).
9. **Teaching contributions:** For each position, include organization name, position/duty, dates and description of role/responsibilities. Active teaching is required, not just a type of courtesy appointment.
10. **Scientific and scholarly publications:** Include number of articles in peer reviewed journals, articles as first author, book chapters and/or books published, and a list of publications. Greater weight is given to lead authorship and articles published in referred and/or widely circulated journals. Both number and quality of publications are considered in evaluating this category. No credit is given for unpublished research.

Questions about the online nomination form can be sent to [membership@psych.org](mailto:membership@psych.org).  
Mailing Address: Distinguished Fellowship, c/o American Psychiatric Association - Membership  
800 Maine Ave SW, Suite 900, Washington, DC 20024

## Examples of Qualifying Activities

Below are examples of activities which support the qualifying categories included on the DFAPA application. The examples below are merely to give applicants an idea of what **may** constitute a qualifying entry and are non-exhaustive. Note that activities are summative, so a combination of activities may give the applicant enough points to obtain category credit, or a few particularly strong activities may also be enough.

Please include as much detail as possible for each activity or role (e.g., title held or nature of the assignment, the dates of involvement, a description of the work/responsibilities, and the time commitment involved).

### **1. Certification by the American Board of Psychiatry and Neurology, the Royal College of Physicians and Surgeons of Canada, the American Osteopathic Association or equivalent certifying board.**

Board certification in general psychiatry will generally earn the category minimum if the certification is current. If the certification is expired, no points will be awarded. Additional credit may be awarded for each additional certification in sub-specialties, other medical specialties, psychoanalysis, or for a graduate degree earned after medical school.

### **2. Involvement in the work of the district branch, chapter, and state association activities.**

- Chair and Member, Community and Public Psychiatry Committee, District Branch, 2010-2012  
As Chair, I oversaw the activity of the committee in its role to advise the DB on the current state of the public mental health system and Medicaid reform
- Vice President, President-Elect, and President of District Branch, 2012 - 2015  
Represented the DB with policy makers, legislators, and other medical leadership. Presided over all general meetings; carried out all orders and resolves of the Council and membership; appointed personnel to all councils, commissions and boards
- Member-in-Training Representative on Executive Council, District Branch, 1990-1991.  
Served as Chief Resident of my residency program.
- Practice Management Committee Member, State Association, 1995-2000.  
Attended committee meetings throughout the year
- Economic Affairs Committee Member, District Branch, 1997-1998.  
Attended committee meetings several times a year

### **3. Involvement in other components and activities of APA.**

- Voting Member, Government Affairs Committee, 2001-2004  
Met twice yearly. Chaired subcommittee.

- MIT Resident Representative, Assembly, 2001-2002

Met twice yearly and had monthly phone conference calls for two year term. Created action papers and presented at the assembly.

- Minority Fellow, APA, 2001-2002

Met annually. Discussed minority issues monthly via conference call.

#### **4. Involvement in other medical and professional organizations.**

- Chair and Member, Forensic Neuropsychiatry Committee, American Academy of Psychiatry and the Law (AAPL), Member, 2002-2005, Chair, 2009-2011

Actively led efforts to spread awareness of various neuropsychiatric and behavioral neurology issues pertaining to the practice of forensic psychiatry.

- Member of the House of Delegates for state medical association, 2002-2008,

Developed resolutions and policies at the annual meeting to be carried out by officers and staff.

- President of the local county medical society, 2014-2015

Provided leadership and spokesperson in areas of education, advocacy, and practice management and public health outreach campaigns.

- Member of Program Committee, American Academy of Psychiatry and the Law (AAPL), 2006-2014

Actively participated in producing high quality annual meeting programs and reviewed abstract submissions for the annual meeting every year.

- Member of Board of Directors, Brain Injury Association, 2003-2006

Provided professional oversight and direction over the organization's efforts to improve the lives of people with brain injury. Gave educational talks on organization's behalf. Organized support groups for brain injury survivors and their families.

- Committee Member and Peer Reviewer, American Neuropsychiatric Association (ANPA), 1995-2006

Served on Education and Program Committees. Been a regular peer reviewer for ANPA's official journal publication, *The Journal of Neuropsychiatry and The Clinical Neurosciences*, since 2004.

#### **5. Participation in non-compensated mental health and medical activities of social significance.**

- NAMI board of directors, 1999 to 2009.

Worked with other board members to organize regional walks and raise funds to start a fight the stigma campaign.

- Lobbying, mental health advocacy, 2012 – 2015.

Met with Members of Congress to support House Bill H.R.xxxx aimed at protecting scope of practice.

- Volunteer, mental health fair, 2009 – 2012, 4 hours per year.

Worked at an information booth providing psychoeducation on community resources and helping to fight stigma.

## **6. Non-Medical, Non-Income Producing Community Activities.**

- Big brother/big sister, 2011-present, 8 hours every week.  
Provided mentorship for poverty-stricken youth.
- Chair, Board of Directors for XYZ School, 2006-2009, 2 hours per week with breaks over summer.  
Worked with remaining board members to transform the educational setting.
- Officer in a church or synagogue, 2001-2008, 6 hours per month  
Responsible for organizing fund raising drives.
- Tutor, 2009, 4 hours per week for 6 months.  
Tutored adults in a literacy program aimed at receiving their GED.

## **7. Clinical Contributions**

- Private Practice, 1995-present, 30 hours weekly
- Mental Health Clinic, 2000-present, 20 hours weekly
- University Group, 2010-present, 10 hours per week
- Government, Military and VA setting, 1990-2015, seeing patients 20 hours per week

## **8. Administrative Contributions**

- Full-time administrative or managerial position, 2000 – 2004.  
Human resource and fiscal management, as well as strategic planning or policy formulation.
- Full-time mid-level administrative or managerial position, 2008 – 2012  
Position overseeing a specific department or work group, reporting to upper level management.

## **9. Teaching Contributions**

- Full-time associate professorship at academic institution, 1999 - 2009  
Provided weekly supervision to residents and quarterly didactics.
- Assistant professor, 2004 - present  
Provided a weekly seminar for residents on psychopharmacology for 10 years. Provided lectures on a monthly basis to medical students over a period of a year. Provided teaching for nursing staff for the last 5 years on monthly basis.
- Volunteer faculty, academic institution, 2001-2011  
Provided monthly supervision to 2<sup>nd</sup> and 3<sup>rd</sup> year residents for psychotherapy cases for 10 years.

## **10. Scientific and Scholarly Publications**

Articles in peer reviewed Journals: 10  
First author: 4  
Book Chapters: 1  
Book Editor: 1

Attach a list of publications.

## Recommendation Letter Guidelines

1. Provided your recommender with a copy of the Distinguished Fellowship guidelines, a sample of recommendation letters, and a copy of the nominee's completed nomination form.
2. At least **three** of the recommendation letters must be from either Distinguished Fellows or Distinguished Life Fellows of the APA (who must be an active member in good standing). Letters from other individuals (non-psychiatrists and/or other members) are also encouraged.
3. It is **extremely important** for the recommendation letters to include detailed comments that address the quality of nominee's accomplishments in the categories where the nominee has documented his or her achievements.
4. Letters that amplify and delineate the quality of each activity reported on the nomination form are crucial to the Membership Committee's evaluation of the nominee.
5. **Letters should not simply repeat the information on the nomination form**, but rather describe the quality and thrust of the individual's achievements or experiences.
6. Information about how long the recommender has known the nominee and in what capacity is also helpful to the Committee.
7. All letters must be typewritten on letterhead and signed by the recommender. Recommendation letters on letterhead without an actual signature will be accepted **if the District Branch submits the letter with the nomination**.
8. The District Branch should review the letters to make sure they are individually written and not duplicate copies of one letter signed by different recommenders.

## How to Submit Recommendation Letters

Letters of recommendation may be submitted in the following ways:

- **Upload** to the online nomination form as a PDF (preferred)
- **Email** as a PDF to [membership@psych.org](mailto:membership@psych.org) by July 1st deadline
- **Mail** to APA Headquarters (must be postmarked by July 1st deadline)

### **APA Mailing Address:**

Distinguished Fellowship  
c/o American Psychiatric Association  
800 Maine Ave SW, Suite 900  
Washington, DC 20024

## Sample Recommendation Letter

XXXXXXXX, M.D. *Distinguished Life Fellow*  
35 Smart Avenue  
San Francisco, CA 94127

Date

APA Distinguished Fellowship  
c/o American Psychiatric Association  
800 Maine Ave SW, Suite 900  
Washington, DC 20024

Re: Distinguished Fellowship Nomination for XXXXXXX, M.D.

Dear Nomination Committee:

It is an honor and a pleasure for me to write this letter of recommendation for XXXXX, M.D. Dr. XXXX is an outstanding clinician, educator, and leader of organized psychiatry in Northern California. She exemplifies the ideals of the Distinguished Fellowship of the American Psychiatric Association.

I first met Dr. XXXX in 2011, when I moved from Chicago to San Francisco and joined a monthly clinical consultation group of which Dr. XXXXXX was a member. She demonstrated an insightful capacity to conceptualize treatment interventions for a challenging group of patients. She remains unique in her contribution of psychiatric and cultural understanding of Russian speaking members of our community. Her cultural understanding was of critical help in my work with a severely disabled Russian patient and his family. In addition to this individual contribution to my work with a Russian patient, Dr. XXXXXXXX maintains an active community treatment involvement with the San Francisco Jewish Home for the Aged, where she sees and treats elderly monolingual Russian patients.

In 2013 Dr. XXXXXXXX invited me to become involved with the Northern California Psychiatric Society. As Treasurer of NCPS and a member of the NCPS Executive Committee since 2015, I have had the opportunity to directly observe Dr. XXXXXXXX's qualities as Vice President, then President of NCPS. She has been a creative and steady leader for our District Branch. My most direct work with her has been on the Budget and Finance Committee. She has been a thoughtful contributor in guiding our District Branch to financial stability, which has allowed a reduction in member dues.

Dr. XXXXXXXX has been involved in many other District Branch activities. Of particular note are her contributions to the Professional Education Committee and the NCPS Annual Scientific Meeting, drawing several hundred psychiatrists for continuing education and fellowship. Dr. XXXXXXXX is also deeply committed to psychiatry residents in training and their transition to early career paths. She has spearheaded casual get togethers between senior NCPS psychiatrists and resident psychiatrists from our Bay Area training programs as a way of fostering connections and the exchange of ideas. And, she has put forth a proposal that NCPS sponsor one resident chosen by lottery among any of the four Bay Area programs achieving one hundred percent membership in NCPS. The winner of this lottery will be sponsored by NCPS for all expenses to attend the World Psychiatry Congress in South Africa in November, 2016.

Dr. XXXXXXXX has a deep and extensive involvement in a range of psychiatry/community interfaces in the Bay Area. She is a board member of the Psychiatric Foundation of Northern California, which has focused on homelessness in San Francisco and on suicide prevention on the Golden Gate Bridge. She continues her community psychiatry involvement as a Senior Psychiatrist with the San Francisco Department of Public Health Community Behavioral Health Services, working part-time in a community health center for the underinsured, mentally ill in our city.

In summary, Dr. XXXXXXXX is a highly respected, community involved member of our psychiatric profession. She is clearly dedicated to the educational and professional development of resident and early career psychiatrists. She has demonstrated ongoing commitment to the growth and health of our professional organizations. Most importantly, Dr. XXXXXXXX is a woman of high personal integrity who will add significant strength to our psychiatric profession for years to come.

I offer the most unqualified and enthusiastic support for the nomination of Dr. XXXXXXXX.

Sincerely yours,

XXXXXXXX., M.D

## Distinguished Fellowship Scoring Guidelines

1. **Board Certification** – Points range from 0 to a maximum of 6. Four points for ABPN or RCPS certification and up to 2 points extra for additional certifications (e.g., child, psychoanalytic training certificate, administrative psychiatry, etc.), not just training, or degrees earned **after** completion of psychiatric training, such as MPH or JD. A minimum of 4 points is required for category credit. **If Boards are expired, no points will be awarded for this category.**
2. **Involvement in District Branch, Chapter, or State Association Activities** – Points range from 0 to a maximum of 6. A minimum of 4 points is required for category credit. Active participation (e.g., elected office, committee work, etc.) and not just membership is required for credit.
3. **Involvement in Other Components and Activities of APA** – Points range from 0 to a maximum of 6. A minimum of 3 points is required for category credit. Active participation (e.g., elected office, committee work, etc.) and not just membership is required for credit.
4. **Involvement in Other Medical and Professional Organizations** – Points range from 0 to a maximum of 6. A minimum of 4 points is required for category credit. Active participation is required for credit.
5. **Participation in Non-Compensated Mental Health and Medical Activities of Social Significance** – Points range from 0 to a maximum of 4. A minimum of 3 points is required for category credit. Active participation is required for credit.
6. **Participation in Non-Medical, Non-Income-Producing Community Activities** – Points range from 0 to a maximum of 4. A minimum of 3 points is required for category credit. Active participation is required for credit.
7. **Clinical Contributions** – Points range from 0 to a maximum of 6. A minimum of 4 points is required for category credit. Generally, nominees who have been in active, full-time clinical practice are awarded the 4 points in the category.
8. **Administrative Contributions** – Points range from 0 to a maximum of 6. A minimum of 4 points is required for category credit. Generally, the more leadership and responsibility, the more credit is given (e.g., Medical Director of a large hospital would be worth more than Medical Director in a small clinic).
9. **Teaching Contributions** – Points range from 0 to a maximum of 6. A minimum of 4 points is required for category credit. Active teaching is required, not just a type of courtesy appointment.
10. **Scientific and Scholarly Publications** – Points range from 0 to a maximum of 6. A minimum of 4 points is required for category credit. Higher weight is given to articles published in referred and/or widely circulated journals and to lead authorship (generally one point). One point is also generally awarded for a chapter or a book. No credit is given for unpublished research. Both number and quality of publications are considered in evaluating this category.

POINT REQUIREMENTS FOR DISTINGUISHED FELLOWSHIP		
Category	Point Range	Minimum Points Required
1-Board certification	0 – 6	4
2-Local DB/SA/Chapter	0 – 6	4
3-APA	0 – 6	3
4-Other medical orgs	0 – 6	4
5-Non-compensated MH activities of social significance	0 – 4	3
6-Community activities	0 – 4	3
7-Clinical	0 – 6	4
8-Administrative	0 – 6	4
9-Teaching	0 – 6	4
10-Scientific Publications	0 – 6	4
<i>Nominee needs required points in 5 categories and a minimum of 23 points.</i>		



## ARIZONA PSYCHIATRIC SOCIETY

810 West Bethany Home Road • Phoenix, Arizona 85013

Phone (602) 288-5100 • Fax (602) 242-6283 • <http://azpsych.org> • [teri@azmed.org](mailto:teri@azmed.org)

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April 1, 2017

Mercedes E Smith MD  
247 Terrace St  
Chandler AZ 85225-4092

Re: Invitation to Apply for Distinguished Fellow Distinction in the APA

Dear Dr. Smith:

The American Psychiatric Association has notified our District Branch that you may be eligible to apply for Distinguished Fellow distinction in the APA. As President and Membership Chair, we are jointly writing to provide you with information on and to also offer you the support and guidance of the District Branch should you decide you are ready to pursue the nomination by our Society to become a Distinguished Fellow of the APA.

Distinguished Fellowship is awarded to outstanding psychiatrists who have met the nomination requirements. The base criteria and general requirements of applying for Distinguished Fellow are as follows:

- Not less than eight consecutive years as a General Member or Fellow of the APA.
- Certification by the American Board of Psychiatry & Neurology, the Royal College of Physicians & Surgeons of Canada, the American Osteopathic Association or equivalent certifying board.
- Nomination is initiated by your local District Branch/State Association.
- Three letters supporting your nomination must be received from current Distinguished Fellows or Distinguished Life Fellows.

Distinguished Fellow is the highest honor that the APA bestows upon its members. New Distinguished Fellows are honored each year at the APA Annual Meeting during the Convocation of Distinguished Fellows and are presented with a Distinguished Fellow medallion. Applications for Distinguished Fellow must be submitted to the APA by your District Branch and are due by the 1<sup>st</sup> of July each year. Any new Applicants would have plenty of time to work on the nomination for the July 1, 2017 deadline, with those approved Distinguished Fellows recognized at the 2018 APA Annual Meeting in New York, New York.

April 1, 2017

Page 2

Excellence is the hallmark of an APA Distinguished Fellow. However, your professional contributions to psychiatry may come from a variety of different areas. The APA criteria for Distinguished Fellow attempt to provide the flexibility to recognize distinguished careers with varying professional focus. Enclosed for your consideration is an overview of the scoring matrix for the point requirements for Distinguished Fellowship. A nominee needs points in five out of ten categories and a total of not less than 23 points for consideration, as well as three letters of reference from current Distinguished Fellows of the APA (who may be from within or outside of Arizona). If you would like to pursue this career distinction, please provide your CV to [teri@azmed.org](mailto:teri@azmed.org), so that we may begin a draft of the Distinguished Fellow Application for consideration by the Membership Committee. The Committee will work together with you to confirm if your Application appears to meet the criteria for the next filing cycle, or will keep your Application on file so that you can keep us informed of new activities, honors, and achievements that would enhance your Application for submission in a future year.

Thank you for your continued membership in the APA and the Arizona Psychiatric Society. We are very proud of the psychiatric community here in our State and believe you should all be recognized for those outstanding contributions. We hope that you will pursue further distinction of Distinguished Fellow status in the APA. If you have any questions regarding the application or the process, please feel free to contact Teri at 602-347-6903 or e-mail to [teri@azmed.org](mailto:teri@azmed.org).

Sincerely,

Gurjot K. Marwah, MD  
President, Arizona Psychiatric Society

Gagandeep Singh, MD  
Membership Chair, Arizona Psychiatric Society

GJM/GS:tp  
Enclosure

## Frequently Asked Questions

1. **Can I submit a CV or resume in lieu of completing the nomination form?**
  - No.
2. **Do the eight years of membership need to be consecutive?**
  - Generally, yes. Exceptions will be considered on a case-by-case basis.
3. **Should I resubmit a nomination that was rejected last year?**
  - No. At least one application cycle should pass before resubmitting the application. This allows time for members being re-nominated to improve their qualifications in the areas where previously they did not show adequate strength. This requirement may be waived for a compelling reason documented by the district branch.
4. **Which board certifications are acceptable?**
  - Certification by the American Board of Psychiatry and Neurology, the Royal College of Physicians and Surgeons of Canada, the American College of Osteopathic Neurology and Psychiatry or equivalent certifying board. Board certification became a core requirement in 2013. A waiver may be granted under extraordinary circumstances.
5. **What types of candidates should I be looking for?**
  - You should be looking for general members or fellows who have made significant contributions to the field of psychiatry. Excellence, not mere competence, is the hallmark of a distinguished fellow. Applicants must successfully demonstrate their qualification in at least five (5) categories outlined in the “Distinguished Fellowship Requirements.”