

Application Guidelines for Fellow of the American College of Radiology

**Committee on Fellowship Credentials
Revised January 2024**

TABLE OF CONTENTS

I. PREAMBLE

II. PURPOSE

III. POLICIES & PROCEDURES

- 1) Eligibility
- 2) Membership Status
- 3) Criteria for Nomination: Years of Membership Categories
- 4) Criteria for Nomination: Domains
- 5) Criteria for Nomination: Professionalism
- 6) Timelines & Deadlines
- 7) FACR Application
- 8) Chapter Leadership Roles
- 9) Letters of Endorsement

IV. FREQUENTLY ASKED QUESTIONS

I. PREAMBLE

Fellowship is one of the most prestigious formal recognitions conferred to high-achieving ACR members. This distinguished membership award symbolizes professionalism and exceptional achievement in the fields of diagnostic radiology, interventional radiology, nuclear medicine, radiation oncology, and/or medical physics. ACR Fellows have distinguished themselves through one or more domains: (1) service to the ACR and/or organized radiology/medicine, (2) outstanding teaching of radiology, and/or (3) significant scientific or clinical research in radiology and/or significant contributions to the literature. Submitted FACR applications are reviewed by three groups: chapter leadership, Committee on Fellowship Credentials (CFC), and the Board of Chancellors (BOC) which confers this distinguished honor to members at the annual meeting during a convocation ceremony. To date, ACR Fellowship has been bestowed on approximately 15% of current ACR members.

A member who meets the minimum of 10 or more cumulative post-training ACR membership years and has achieved at least one criterion from the FACR Nomination Criteria is eligible to begin an FACR application. Members are advised to connect with chapter fellowship chair for guidance before beginning an application. Members who qualify for Fellowship based on the number of years of membership may apply independently; however, chapter approval is required for ACR consideration.

These guidelines are provided to members and chapters to ensure consistency in the application submission and application review process and are applied by the Committee on Fellowship Credentials to ensure consistency in the evaluation process. The Committee performs its annual evaluation process in a manner designed to preserve the distinct honor associated with ACR Fellowship. The Committee considers each candidate's cumulative body of work and contributions in the domains of service, teaching, and/or research from the FACR Nomination Criteria. To ensure the best possible outcome, chapters and candidates should provide complete documentation of achievements in the applicable domain(s) commensurate with the category (years of membership). The [Nomination Criteria](#) for ACR Fellowship reflects achievements within each domain to the appropriate years of membership category. Active duty military or prior service military should refer to the [Military Nomination Criteria](#) for ACR Fellowship. Endorsement letters (samples below) should highlight the specific achievements within those domains from the Nomination Criteria assessment rubric.

II. PURPOSE

In accordance with the ACR Bylaws and the 2015 Digest of Council Actions regarding professionalism, these guidelines are designed to assist ACR members with a greater understanding in order to comply with the ACR Fellowship application process. Specifically, these guidelines outline the administrative policies and procedures related to: (1) Eligibility, (2) Membership Status, (3) Criteria for Nomination: Years of Membership Category, (4) Criteria for Nomination: Domains, (5) Criteria for Nomination: Professionalism (6) Timelines & Deadlines, (7) FACR Application, (8) Chapter Leadership Roles, and (9) Endorsement Letters.

III. POLICIES & PROCEDURES

(1) Eligibility

In accordance with ACR Bylaws and compliance with the 2015 Digest of Council Actions regarding professionalism, Article II, Section I, a candidate for Fellowship is, *“A member in good standing of the College who has evidenced significant accomplishments in service, research, or teaching may be elected a Fellow by the BOC.”*

- Physician Member or Member in Physics:
 - Completion of ten (10) years as a Physician Member or a Member in Physics of the ACR and a Chapter.
 - When there has been a lapse in ACR membership, the cumulative years of membership are quantified to meet the minimum eligibility of ten (10) years of post-training membership for an FACR application.
- Associate Member or Associate Member in Physics:
 - Completion of twenty (20) years as an Associate Member or an Associate Member in Physics of the ACR and a Chapter.
- Military Service or Public Health Service:
 - A Member who is serving, or has previously served, in the military or public health service within the last ten (10) years may be exempted from the Chapter membership requirement.
- International Member:
 - A Member who previously practiced radiology in the United States or Canada and who is currently certified by the American Board of Radiology (ABR), the American Osteopathic Board of Radiology (AOBR), the American Board of Nuclear Medicine (ABNM), the Royal College of Physicians and Surgeons of Canada (RCPSC), and/or the College des Medecins du Quebec (CMQ).
 - A Member who previously practiced medical physics in the United States or Canada and is currently certified (or equivalent) in medical physics or a related field by the ABR or the Canadian equivalent.
 - An International Member must also provide the required endorsement letters.
- Retired Member:
 - Retired members are not eligible to apply. In accordance with the ACR Bylaws, *“Members who are fully retired may be eligible to be elected as Fellow Emeriti under extraordinary circumstances.”* If the requirement for “extraordinary circumstances” is met, an online application must be submitted for consideration.

(2) Membership Status:

- Qualifying membership begins in the year after completion of training, except when a member-in-training declines membership by failing to pay the first dues invoice, by failing to join a local chapter when required, or by declining membership in writing. All cumulative post-training membership years are counted for FACR eligibility with 10 or more dues-paying ACR membership years as a minimum requirement as well as at least one nomination criterion.
- For members joining at any other time immediately after completion of training, membership begins in the year in which the member actually joins the ACR. Note: time as a member-in-training does **not count** toward the ten (10) years requirement.
- The ten (10) years of ACR membership requirement is **not restricted** to the ten (10) years immediately preceding the nomination.
- Please email FACR@acr.org for confirmation of **Years of ACR Membership**, particularly if there has been a lapse in membership and/or uncertainty as to how to calculate the total number of ACR membership years.

(3) Criteria for Nomination: Years of Membership Categories

- Candidates for Fellowship must fulfill criteria under a **category** based on years of membership:
 - **10-11 Years: Extraordinary (International)**
For this level, very strong endorsement letters supporting the candidate's extraordinary accomplishments and credentials are essential. An application documenting international achievements is required to be submitted.
 - **12-14 Years: Outstanding (National)**
Endorsements should be strong with an application documenting achievement of a nationally renowned background.
 - **15-17 Years: Exemplary (Regional or Major State)**
Endorsements reflect application content which document achievements impacting more than one state or reflect a major state achievement.
 - **18-19 Years: Commendable (State)**
Endorsement letters and application content must reflect state level achievements.
 - **20 or More Years: Above and Beyond (Local)**
Longstanding record of service and contributions beyond daily practice other than employment duties.

(4) Criteria for Nomination: Domains

- Candidates for Fellowship must fulfill criteria under **one or more domains** from the [Nomination Criteria](#):
 - **Service** to the ACR at national or chapter level(s) and/or organized radiology/medicine at international, national, regional, state, or local levels;
 - Outstanding **teaching** of diagnostic radiology, interventional radiology, nuclear medicine, radiation oncology, and/or medical physics; and/or
 - Significant **scientific or clinical research** in radiology or significant contributions to **literature**.
- While it is not necessary to have qualifications in all domains, candidates are encouraged to list all relevant activities for committee evaluation. Successful candidates often have met criteria in more than one domain, especially among the early year groups.
- Meeting these criteria does not guarantee that a candidate will be granted ACR Fellowship.
- Awards earned while on current or prior military service should be included in an FACR application. View examples in the [Military Nomination Criteria](#) rubric to include in addition to achievements from the Nomination Criteria.

(5) Criteria for Nomination: Professionalism

- **Definition:** Professionalism represents a duty to those we serve, our patients; a duty to those at whose pleasure we serve, our society; and a duty to those with whom we serve, our colleagues and thus our profession itself (Digest of Council Actions; 2015; Res. 13).
- Professionalism is a required component of the application whereby a candidate provides evidence of having demonstrated behavior reflective of a professional of radiology. Characteristics include ethical behavior, altruistic attitude, responsible conduct, intellectual development, skills and knowledge competence, demonstrating respect for self and others, empathy, compassion for others, appropriate response to patients and family members, integrity, and demonstrating a calm and compassionate demeanor.
- All candidates will attest to these areas within the Code of Ethics section of the application. Fellows endorsing your application will also be required to illustrate your professionalism in their letters of endorsement. The fellowship pledge includes an affirmation statement by which will be signed by FACR candidates accepting an election to become an ACR Fellow.

(6) Timelines & Deadlines

- **Candidate Submission Deadline:** Chapters set their own application submission deadlines. Among the 54 chapters, the deadlines vary between April 15 to June 20. Connect with your chapter to confirm the [candidate submission deadline](#) as posted at www.acr.org/FACR. Chapter review of an FACR application occurs after the candidate submission deadline with chapter review decisions submitted to ACR by June 30.
- **Chapter Review Deadline: no later than June 30:** This fixed deadline for ACR to receive Fellow nominations from chapter leadership supports a timely secondary application review by the ACR Committee on Fellowship Credentials.
 - ***Nominations (a) not approved by chapters or (b) not submitted prior to the deadline will not be eligible for consideration by the Committee.***

- **CFC Review: July-October:** Committee conducts its annual evaluation process and makes recommendations to BOC.
- **Candidate Notification: October-November:** Candidates receive mailed letters and emails from FACR@acr.org.
- **Chapter Notification: October-November:** Chapter leadership will view candidate results in the [ACR Chapter Portal](#).
- **May:** New Fellows are inducted at a special ceremony (“Convocation”) during the annual ACR meeting ACR2023.
 - New Fellow Candidates must be present at Convocation to receive Fellowship.
 - New Fellow Candidates have up to three (3) years to participate in a Convocation ceremony or lose eligibility for ACR Fellowship.
- New Fellow Candidates **cannot** use FACR in their appellations until formally inducted in a Convocation ceremony.

(7) FACR Application

- Complete an online [application](#). The open application cycle begins each January.
 - ACR does not accept paper applications. Any member who has a limiting condition that requires assistance in completing the application online should contact FACR@acr.org for assistance.
- Check applicable experience as outlined in the [Nomination Criteria](#) chart.
 - Although one nomination criterion meets minimum eligibility to apply, only one accomplishment, in and of itself, may not yield approval to become a Fellow.
- Active duty military members should reference the [Military Nomination Criteria](#) chart for their branch of service.
- Attest to professionalism among other significant areas in the Code of Ethics section within the application.
- Provide richly detailed and complete documentation of achievements in **one or more** domain(s) commensurate with years of membership category.
- Update curriculum vitae (CV).
- Update list(s) of presentations and/or publications.
- Document any unusual circumstances in your employment history that should be considered by the chapter and Committee.
- Format attachment(s) in PDF and upload to your application. Contact FACR@acr.org for support as needed.
- Request and receive a minimum of two (2), maximum of four (4) letters of endorsement from current ACR Fellows:
 - At least two letters from current Fellows not in practice with candidate or one letter from a current ACR Fellow in practice with candidate and at least one letter from a current Fellow not in the same local practice with candidate.
 - Must be typed and submitted in PDF format. Letterhead and signatures are not required.
 - Should explicitly describe how candidate fulfills domain criteria matching appropriate years of membership category.
- Proofread application and attest to accuracy. Incomplete fields will be highlighted in red when attempting to submit it.
- Once the application has been submitted to the chapter or ACR, it is considered **FINAL**, and edits are not permitted.

(8) Chapter Leadership Roles

A member may begin an FACR application with 10 or more cumulative post-training ACR membership years and at least one criterion from the Nomination Criteria. Members are encouraged to connect with chapter leadership, such as chapter fellowship chair or chapter president, before beginning an application. While members who qualify for Fellowship based on the number of years of membership may apply on their own, chapter approval is required for a successful application.

Eligible application reviewers from the chapter include President, Vice President, Secretary, Treasurer, Fellowship Chair, President Elect and Immediate Past President. These chapter leaders will be emailed an application access link on the business day following the chapter's self-selected [candidate submission deadline](#). Once a chapter's candidate submission deadline has passed, the application cycle has closed, and the application platform will not permit application submissions. Per the CFC, the chapter is not permitted to request to open a closed application cycle. Chapter staff will be included in application assignments for their awareness and for fellowship/executive committee support, yet staff are not eligible to submit chapter review decisions. At least two chapter review decisions per application must be submitted to ACR by June 30; any combination of the above chapters leaders may submit among all submitted applications from chapter members.

- The chapter determines whether to approve the candidate as a **Chapter Nominee** or to **Concur with Fellows**.
Chapter Nominee: Recommended the candidate to apply or fully supports a candidate that independently applied.
Concur with Fellows: The chapter leadership agrees with the endorsing Fellows and approve the application.
 - The CFC Committee gives extra weight to **Chapter Nominee** approvals.
 - If a Chapter Officer or Fellowship Chair provides an endorsement letter for the candidate, that officer/chair is not eligible to vote for that candidate (either officer/chair submits an endorsement letter or approves the candidate, not both).
 - If candidate is **Not Approved**, the chapter provides a detailed letter of explanation to (FACR@acr.org) and indicates whether member is eligible to reapply at a later date. The chapter is expected to notify the candidate in such cases.
 - If a candidate transfers to another chapter between the time of nomination and BOC action, nomination must be referred to new chapter **for concurrence** prior to a decision.
- All applications, including those not approved by the chapter, must be submitted to the ACR. The applications **not approved** by the chapter, the chapter must notify the candidate of its decision and should upload a letter of explanation addressed to the Chair of the Committee; however, the Committee cannot override the chapter's decision.

(9) Letters of Endorsement

- **Endorsement Letters** must be submitted by **at least two but no more than four** current ACR Fellows; Fellows outside the candidate's chapter may submit endorsements. Only one letter may be submitted by a current Fellow with whom

the candidate works in the same local business entity. If further clarification is needed, please reach out to FACR@acr.org.

- Regarding candidates in active military service or the Public Health Service:
 - If not a member of a chapter, nomination shall be submitted directly to the Committee for consideration due by June 30.
 - Fellows outside military/US Public Health Service and/or residing in another state may submit endorsement letters for the candidate.
 - Include awards as outlined in Military Nomination Criteria on the FACR page: ACR.org/FACR

Letters SHOULD:

- **Be specific.** A compelling endorsement highlights specific achievements as known by the endorser. Refer to the Sample Letters below for guidance.
- **Support candidate** by referencing the corresponding number of ACR membership years while referencing how the candidate fulfills **one or more** of the domains (service, teaching, research, literature); specific examples carry greater influence in deliberations.
- **Provide substantive and candid discussion** of the candidate's qualifications.
- Address the candidate's professionalism as defined by the 2015 Digest of Council Actions:
 - Professionalism represents a duty to those we serve, our patients; a duty to those at whose pleasure we serve, our society; and a duty to those with whom we serve, our colleagues and thus our profession itself (Digest of Council Actions; 2015; Res. 13).
- **Highlight significant information** on the candidate's CV as understood by the author of the endorsement letter. For example, the candidate's CV may state that the individual chaired a committee for a charitable organization. The author may know the influence of the organization and the effect that the candidate's efforts had on the community, e.g., when Dr. Doe was Chair of Radiology at ..., she improved the standards of the Department, raising the profile of radiology among other services by ...; or her scientific publications include seminal articles which have led to

Letters SHOULD

NOT:

- Be **generic**. "I have known the candidate for many years" or "The candidate has been a worthy member of the ACR and should be an ACR Fellow" or "Great guy!"
- Simply **reiterate** the information in the candidate's CV.

ENDORSEMENT SAMPLE ONE:

To Committee on Fellowship Credentials,

This endorsement letter supports the nomination of Dr. John Doe for the honor of Fellowship in the American College of Radiology. I have known Dr. Doe for approximately XX years, beginning when ...

Dr. Doe has been a member of the ACR since XXXX and is an excellent clinical radiologist with high moral and ethical standards. Dr. Doe is being nominated in the XX-XX Years of Membership Category. Having reviewed the criteria for this Category, I suggest he is worthy of Fellowship for the following reasons:

1. Service Domain – Dr. Doe has held several officer positions including Secretary and Fellowship Chair in our local and state radiological societies and is President-elect of his regional subspecialty society. He has served as a Councilor for the past five years and earlier as an Alternate Councilor to the ACR. He is currently President of the local medical society.
2. Teaching Domain – he has been a willing and popular teacher while in private practice and on a local faculty. Two years ago, he won the Teacher of the Year Award from XX University.

Regarding professionalism, Dr. John Doe exemplifies attributes of professionalism as demonstrated by...

I highly recommend Dr. John Doe for Fellow of the American College of Radiology.

Sincerely,

Jane Jones, PhD, FACR

ENDORSEMENT SAMPLE TWO:

To Committee on Fellowship Credentials,

This letter serves as my endorsement of **Jane Doe, MD** for Fellowship in the American College of Radiology. Dr. Doe has been a member of the ACR since XXXX and is being nominated in the XX-XX Years of Membership Category. I have known Dr. Doe since XXXX and have been very pleased to observe her many accomplishments since that time. I believe Dr. Doe fulfills all criteria for FACR for the following reasons:

First, Dr. Doe has provided significant service to organized medicine at both the national, state, and local levels. In regard to national organizations, she has served on several committees of the RSNA. At the state level, she has been actively involved in the state radiological society serving both on the legislative and standards committees.

Second, Dr. Doe has performed outstanding service as a teacher of radiology. She is noted for her teaching skills and her devotion and enthusiasm to the medical students. She has been actively involved in education throughout her career, both during her appointment at XX University Hospital where she participated in seminars and medical school radiology clerkships and, more recently, in her position at XX Hospital where she has been leader in all levels of education for residents and medical students.

Third, Dr. Doe has contributed significant clinical research to the field of radiology and has made important contributions to literature. She has published over XX original manuscripts in peer-refereed journals. She has also co-edited a major textbook.

Fourth, regarding professionalism, Dr. Jane Doe exemplifies attributes of professionalism as demonstrated by...

I am confident that Dr. Doe will continue to be a leader in the field of radiology and will contribute significantly to the ACR's mission. I endorse her nomination with great enthusiasm.

Sincerely,
John Smith, MD, FACR

IV. FREQUENTLY ASKED QUESTIONS

- Q.** Are private practice members at a disadvantage compared to those in academic practice?
- A.** Not at all. Members in academic practice must demonstrate achievements well above and beyond those of a typical academic faculty member to merit Fellowship. Many private practitioners can document a history of meaningful service to the ACR, organized radiology/medicine, and/or leadership in their practice and community.
- Q.** How does the Committee on Fellowship Credentials evaluate candidates with 20+ years of membership?

A. A candidate in this category should have a strong record of service and achievement that extends well beyond “an excellent professional and community reputation.” The committee believes that, while such a reputation is necessary for Fellowship at any level, it is not in itself sufficient for election. All candidates must demonstrate distinctive accomplishments in **one or more** of the three domains.

Q. How does service as a chapter president affect chances for Fellowship?

A: The committee is particularly respectful of individuals who have served as chapter presidents. Many chapters’ ascension systems are such that most chapter presidents can document years of statewide ACR service. Generally, the candidates qualify in the 12-14 Years of Membership Category. However, if one has extraordinary qualifications, approval at the 10-11 year mark would be typical. Council service, especially as a full 3-year Councilor, weighs in their favor.

Q: How will involvement in a chapter be weighted?

A: Depending on the chapter size and geographic location, candidates who live distant from the central chapter location or those in less active chapters will not be disadvantaged. In particular, it is recognized that medical physicists may find it difficult to participate in chapters. *The chapter should provide sufficient information to permit valid evaluation of chapter activity.*

Q: Are outcomes different when a chapter approves a candidate as “Chapter Nominee” vice “Concur with Fellows”?

A: A decision of “Chapter Nominee” means the chapter most likely encouraged the candidate to apply for fellowship and fully endorses the candidate. Alternatively, a chapter may select “Concur with Fellows”, which means the chapter may not have been aware this candidate was applying for fellowship but agrees with the Fellows who endorsed the candidate.

Note: The Committee gives more weight to the “Chapter Nominee” than “Concur with Fellows.”

Q: What information does the Committee look to be included in an endorsement letter?

A: More weight will be given to letters that provide rich and specific substantive information as compared to those that are brief

or *pro forma* letters. Although two letters from Fellows are required, up to two more letters are allowed, particularly if they can document significant or unusual experiences that could enhance the application. If a candidate requests an endorsement letter from an ACR Fellow, the Fellow is not obligated to fulfill the request.

Q: What are the possible outcomes of the Committee vote?

A: The Committee may reach one of three decisions on an application: **Approved** for the next convocation; **Approved but deferred 1, 2, or 3 years** for a future convocation per forthcoming Committee feedback; **Not approved**. Candidates that are not approved will receive feedback on how to strengthen their candidacy for a future FACR application.

Q: Why are some candidates for Fellowship not approved?

A: The Committee on Fellowship Credentials and the Board of Chancellors may not endorse all nominations for the following convocation. Some candidates will be approved but deferred to a future year that better matches their accomplishments according to the domains and their years of membership category. Some candidates may fail to meet the burden of achievement according to their years of membership, or there may be inadequate documentation resulting in non-election.

Those who are neither elected nor deferred may re-apply in a future year without prejudice. Candidates should be mindful of the reasons for non-election and should enhance their profile before reapplying.

Q: How is professionalism defined?

A: Professionalism represents a duty to those we serve, our patients; a duty to those at whose pleasure we serve, our society; and a duty to those with whom we serve, our colleagues and thus our profession itself (Digest of Council Actions; 2015; Res.13).

Best of luck with your application. For assistance, email FACR@acr.org and contact your [chapter](#) for support.

