Guidelines for Fellowship in the 
American College of Radiology
Committee on Fellowship Credentials

Revised January 2017

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) Timelines & Deadlines
   (6) The Nomination Packet
   (7) The Nomination Process & Chapter Roles
   (8) Letters

IV. FREQUENTLY ASKED QUESTIONS ....................................................................

I. PREAMBLE

Fellowship is one of the most prestigious formal recognitions available to long-time ACR members. It symbolizes 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. To date, ACR Fellowship has been bestowed on approximately 10% of active ACR members.

Nominations for ACR Fellowship may be initiated by one or more current Fellow(s) or by a chapter for one of its members. Members who qualify for Fellowship based on the number of years of membership may apply independently; however, chapter approval is required for a successful application.

These guidelines are provided to members and chapters to ensure consistency in the nomination 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 Fellowship. The Committee considers each nominee’s cumulative body of work and contributions in the domains of service, teaching, and/or research. To ensure the best possible outcome, chapters and nominees should provide complete documentation of achievements in the applicable domain(s) commensurate with the category (years of membership). The Nomination Criteria for ACR Fellowship link representative achievements within each domain to the appropriate years of membership category. Letters of endorsement and supplementary letters of support should highlight the specific achievements within those domains; sample letters are provided below.

II. PURPOSE

In accordance with the ACR Bylaws, these guidelines are designed to help chapter officers and ACR members understand and comply with the ACR Fellowship nomination process. Specifically, they 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) Timelines & Deadlines, (6) The Nomination Packet, (7) The Nomination Process & Chapter Roles, and (8) Letters.

III. POLICIES & PROCEDURES

(1) Eligibility

- In accordance with ACR Bylaws, 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) consecutive years, without interruption, as a Physician Member or a Member in Physics of the ACR and a Chapter.
  - Associate Member or Associate Member in Physics:
    - Completion of twenty (20) consecutive years, without interruption, as an Associate Member or an Associate Member in Physics of the ACR and a Chapter.
• Military Service or Public Health Service:
  o 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:
  o 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 International medecins du Quebec (CMQ).
  o 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.
  o An International Member is eligible for Fellowship provided appropriate endorsement of the nomination is submitted.

• Retired Member:
  o 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.
• 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) consecutive years requirement.
• The ten (10) consecutive years requirement is not restricted to the ten (10) years immediately preceding the nomination.
• Please email facradmin@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 make the determination.

(3) Criteria for Nomination: Years of Membership Categories

• Nominees for Fellowship must fulfill criteria under a category based on years of membership:
  o 10-11 Years: Extraordinary
    For this level, very strong letters supporting the nominee’s extraordinary accomplishments and credentials are essential.
  o 12-14 Years: Outstanding
    Endorsements should be strong, highlighting specific achievements.
  o 15-17 Years: Exemplary
    The criteria are more rigorous for those applying at this level compared to those at 18-19 years; endorsements should take this into account.
  o 18-19 Years: Commendable
    Endorsements should address appropriate specific achievements.
  o 20 or More Years: Above and Beyond
    Longstanding record of service and contributions above and beyond daily practice; endorsements should explain how the nominee meets the criteria.
(4) **Criteria for Nomination: Domains**

- Nominees for Fellowship must fulfill criteria under **one or more domains**:
  - Service to the ACR at national or chapter level(s) and/or organized radiology/medicine at national, regional, state, or local levels;
  - Outstanding teaching of diagnostic radiology, interventional radiology, nuclear medicine, radiation oncology, and/or medical physics;
  - Significant scientific or clinical research in radiology or significant contributions to the literature.
- While it is not necessary to have qualifications in all domains, nominees are encouraged to list all relevant activities for committee evaluation.
- Meeting these criteria does not guarantee that a nominee will be granted Fellowship.

(5) **Timelines & Deadlines**

- **Well before June 30**: Please check with specific chapter regarding its deadline for submission of Fellow nominations. A chapter requires time to review and act on nominations before the June 30 ACR deadline.
- **June 30**: Hard deadline for ACR receipt of Fellow nominations from chapters for induction at next ACR meeting (e.g., receipt by June 30, 2017 for induction in May 2018).
  - **Nominations (a) not approved by chapters or (b) not submitted prior to the deadline will not be eligible for consideration by the Committee.**
- **July-September**: Committee conducts its annual evaluation process and makes recommendations to BOC.
- **September-October**: Nominees receive official notification from ACR Office.
- **April-May**: New Fellows are inducted at a special ceremony (“Convocation”) during annual ACR meeting.
  - **Inductees must be present at Convocation to receive Fellowship.**
  - **Inductees have up to three (3) years to participate in Convocation, or lose eligibility for Fellowship.**
  - **Inductees cannot use FACR in their appellations until formally inducted.**

**FACR Resources**

**Chapter Deadlines for FACR Application Submission**

(6) **The Nomination Packet**

- Complete electronic application accessible by clicking online application form.
  - **ACR does not accept paper applications.**
- Check applicable criteria (nomination table)
- Update curriculum vitae (CV).
- Update list(s) of presentations and/or publications, which should be included in CV.
- Provide richly-detailed and complete documentation of achievements in **one or more** domain(s) commensurate with years of membership category.
- Document any unusual circumstances that should be considered by the chapter and Committee.
- Format attachment(s) in pdf and upload under appropriate tabs rather than entering information directly.
- Procure minimum of two (2), maximum of four (4) letters of endorsement from ACR Fellows:
  - At least one letter from ACR Fellow in practice with nominee + at least one letter from Fellow not in practice with nominee, or at least
two letters from Fellows not in practice with nominee.
- Must be typed and submitted in pdf format.
- Should explicitly describe how nominee fulfills domain criteria matching appropriate years of membership category.
- Up to two (2) additional letters of support from Fellows and/or non-Fellows may be uploaded.

- Proofread submitted application for completeness:
  - A green checkmark (green ✓) indicates that item is complete;
  - An orange exclamation mark (orange !) indicates that item is incomplete.
- Once application submitted to the chapter or ACR, it cannot be retrieved by the applicant and is considered final.

(7) The Nomination Process & Chapter Roles

Nominations for ACR Fellowship may be initiated by one or more current Fellow(s) or by a chapter for one of its members; members who qualify for Fellowship based on the number of years of membership may apply on their own, however, chapter approval is required for a successful application.

- The chapter determines whether to endorse as a chapter nominee, or simply to concur with endorsements made by two or more Fellows.
  - Committee gives extra weight to chapter nominees.
  - If Chapter endorses a nominee, supplemental letters of support from chapter officers (e.g., President, Secretary, Fellowship Chair) are helpful; those chapter officers will not be eligible to vote for that nominee (that is, either writes a letter of support or votes for nominee, not both).
  - If not in concurrence, chapter provides detailed letter of explanation (facadmin@acr.org) and indicates whether nominee is eligible to reapply at a later date. The chapter is expected to notify the applicant in such cases.
  - If a nominee 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.

- In all cases, chapter approval is required for successful application and serves as the primary contact for all matters related to the nomination.
- It is the chapter’s responsibility to ensure accuracy and completeness of the nominee’s information before submission to the committee for consideration; the chapter’s supporting documentation should underscore these activities.
- All nomination applications, including those for whom the chapter is not supportive, must be submitted to the ACR. In the case of those applications not approved by the chapter, the chapter is expected to notify the applicant 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.

(8) Letters

- Letters of endorsement must be submitted by at least two but no more than four ACR Fellows; Fellows outside the nominee’s chapter may write the letters.
- No more than two supplemental letters of support may be submitted by two additional Fellows and/or non-Fellow members to strengthen an application.
- Letters of support from current Fellows and chapter officers are essential components of the nomination packet. In its deliberations, the Committee only has the application, nomination criteria (table), CV, presentations & publications, endorsements, concurrences and supporting letters to evaluate the nominee’s qualifications.
- Regarding nominees 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.
  - Fellows outside military/US Public Health Service and/or residing in another state can submit letters of support.
Letters SHOULD:

- Be **specific**. A compelling letter highlights specific achievements as known by the writer. Refer to the Sample Letters below for guidance.
- **Support** nominee by referencing the appropriate category according to years of membership and pointing out how the nominee fulfills one or more of the domains; specific examples carry much influence.
- Provide **substantive** and **candid** discussion of the nominee’s qualifications.

Letters SHOULD NOT:

- Be **generic**. “I have known the nominee for many years”, “The nominee has been a worthy member of the ACR and should be an ACR Fellow” or “Great guy!”
- Just **recite or reiterate** the information in the nominee’s CV, but should **amplify** the significance of this information as understood by the author of the letter. For example, the candidate’s CV may say that the candidate chaired a committee for a charitable organization in the city. The letter writer may know the effect and influence that this charitable organization and the nominee’s efforts might have had on the community. Similarly when Dr. Doe was Chair of Radiology at …., she raised 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 ….

SAMPLE LETTERS

SAMPLE ONE

Committee on Fellowship Credentials  
American College of Radiology  
1891 Preston White Drive  
Reston, Virginia  20191  

Ladies and Gentlemen:  

This letter is to support 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 he served as a resident in our hospital.

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 because:

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. A series of invited lectureships is
presented for your consideration. Two years ago, he won the Teacher of the Year Award from our local university.

I highly recommend Dr. John Doe for Fellowship.

Sincerely,

SAMPLE TWO

Committee on Fellowship Credentials
American College of Radiology
1891 Preston White Drive
Reston, VA 20191

Dear Sir/Madam:

This letter is in regard to Jane Doe, MD whom I wish to nominate 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. It is indeed a pleasure for me to submit her name in nomination. I have known Dr. Doe since XXXX. I have followed her career closely since that time, and I have been very pleased to observe her many accomplishments. Dr. Doe fulfills all of the Criteria for Fellowship in the American College of Radiology at the XX-XX Years of Membership Level. Let me address each Domain in turn:

Firstly, Dr. Doe has certainly given 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.

Secondly, 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 University Hospital where she participated in seminars and medical school radiology clerkships and, more recently, in her position at St. Elsewhere Hospital where she has been an outstanding leader in all levels of teaching and education to residents and medical students.

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

In summary, Dr. Doe fulfills all of the Criteria for the nomination for ACR Fellowship at her Years of Membership level. She has many achievements in all three Domains. I am confident that Dr. Doe will continue to be a leader in the field of radiology and will continue to contribute significantly to the ACR's missions. I support her nomination with great enthusiasm.

Very truly yours,
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 nominees with 20+ years of membership?

A: A nominee 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 nominees 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, they qualify at 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, nominees 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 nomination is endorsed by a chapter versus when it is in concurrence?

A: Chapter officers may vote approval of a nominee in one of two ways:

They may vote “yes” and designate the nominee as a “chapter nominee”. This means that the chapter is endorsing the nominee for Fellowship. Alternatively, they may vote “yes” and designate that they “concur with Fellows”, which means that they agree with the Fellows who endorsed the applicant, but are not willing to endorse as a “chapter nominee.”
Note that designation of “chapter nominee” carries more weight than “in concurrence.”

Q: What letters of support are expected?

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. Please refer to the sample letters.

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 1-3 years for a future convocation; Not approved. Applications that are not approved may be accompanied with the recommendation to apply again at a later time.

Q: Why are some nominees for Fellowship not elected?

A: The Committee on Fellowship Credentials and the Board of Chancellors may not endorse all nominations for the following convocation. Some nominees 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 nominees 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. Nominees should be mindful of the reasons for non-election and should enhance their profile before resubmission.
## Nomination Criteria for ACR Fellowship

<table>
<thead>
<tr>
<th>Domains</th>
<th>Years of Membership Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ 10-11</td>
</tr>
<tr>
<td></td>
<td>□ Prominent national leadership role(s) in ACR (e.g., BOC)</td>
</tr>
<tr>
<td></td>
<td>□ Major national office(s) or major leadership role(s) in other national radiology/medical organization(s) (e.g., AAPM, ARRS, ASTRO, AUR, RSNA, SNMMI)</td>
</tr>
<tr>
<td></td>
<td>□ Executive level leadership role(s) in health care system (e.g., CEO, Executive President/VP, practice leader, Chief Medical Director, Chief Medical Officer)</td>
</tr>
<tr>
<td></td>
<td>□ Leadership role(s) in large group practice (e.g., committee chair of medical group)</td>
</tr>
<tr>
<td></td>
<td>□ Award(s) from regional medical organization(s)</td>
</tr>
<tr>
<td></td>
<td>□ Leadership role(s) in group practices (e.g., committee chair of medical group)</td>
</tr>
<tr>
<td></td>
<td>□ Award(s) from local medical/non-medical organization(s)</td>
</tr>
</tbody>
</table>

### Outstanding Teaching of Radiology
- □ International recognition in teaching; award(s) for teaching
- □ International reputation as teacher evidenced by invited presenter of multiple refresher courses/seminars and/or invited lectureships/visiting professorships
- □ Chair of large academic Radiology/Radiation Oncology department
- □ Regional recognition in teaching; award(s) for teaching
- □ Regional reputation as teacher evidenced by invited presenter of refresher course(s)/seminar(s) and/or invited lectureship(s)/visiting professorship(s)
- □ Chair of academic Radiology/Radiation Oncology department
- □ Vice-Chair of academic Radiology/Radiation Oncology department
- □ State recognition in teaching; award(s) for teaching
- □ State reputation as teacher evidenced by invited presenter of refresher course(s)/seminar(s) and/or invited lectureship(s)/visiting professorship(s)
- □ Vice-Chair of academic Radiology/Radiation Oncology department
- □ Director of residency program or fellowship program
- □ Leadership position(s) in academic program (e.g., division chief, section head)
- □ Local recognition in teaching; award(s) for teaching
- □ Local reputation as teacher evidenced by invited presenter of clinical conference(s) and/or invited lectureship(s)
- □ Director of medical student/graduate student course/program
- □ Excellent service as faculty member in academic setting for > 15 years
- □ Participation as clinical faculty in non-academic setting for > 15 years
<table>
<thead>
<tr>
<th>Significant Scientific or Clinical Research in Radiology and/or Significant Contributions to Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ International reputation as researcher/investigator/author as evidenced by works presented/shared/used by others in radiological sciences/medicine</td>
</tr>
<tr>
<td>□ Extraordinary original contributions to field(s) of diagnostic radiology/interventional radiology/nuclear medicine/radiation oncology and/or medical physics</td>
</tr>
<tr>
<td>□ National reputation as researcher/investigator/author as evidenced by works presented/shared/used by others in radiological sciences/medicine</td>
</tr>
<tr>
<td>□ Substantive original contributions to field(s) of diagnostic radiology/interventional radiology/nuclear medicine/radiation oncology and/or medical physics</td>
</tr>
<tr>
<td>□ Lead investigator on national institutional collaborative trials</td>
</tr>
<tr>
<td>□ Leadership role in national Institutional Review Board (IRB)</td>
</tr>
<tr>
<td>□ Regional reputation as researcher/investigator/author as evidenced by works presented/shared/used by others in radiological sciences/medicine</td>
</tr>
<tr>
<td>□ Significant original contributions to field(s) of diagnostic radiology/interventional radiology/nuclear medicine/radiation oncology and/or medical physics</td>
</tr>
<tr>
<td>□ Major investigator on local institutional collaborative trials</td>
</tr>
<tr>
<td>□ Participant in national Institutional Review Board (IRB)</td>
</tr>
<tr>
<td>□ State reputation as researcher/investigator/author as evidenced by works presented/shared/used by others in radiological sciences/medicine</td>
</tr>
<tr>
<td>□ Notable original contributions to field(s) of diagnostic radiology/interventional radiology/nuclear medicine/radiation oncology and/or medical physics</td>
</tr>
<tr>
<td>□ Leadership role in local Institutional Review Board (IRB)</td>
</tr>
<tr>
<td>□ Local reputation as researcher/investigator/author as evidenced by works presented/shared/used by others in radiological sciences/medicine</td>
</tr>
<tr>
<td>□ Record of original contributions to field(s) of diagnostic radiology/interventional radiology/nuclear medicine/radiation oncology and/or medical physics</td>
</tr>
<tr>
<td>□ Participant in local Institutional Review Board (IRB)</td>
</tr>
</tbody>
</table>