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## FIP Rules of Procedure

### BU-C11: FIP EARLY CAREER IN PHARMACEUTICAL EDUCATION RECOGNITION AWARD

#### **Purpose of the Award**

The purpose of the award is to recognise an outstanding early career individual who has made important contributions to their field of pharmaceutical education at a national level, and who is emerging internationally.

The award will be granted every three years at an annual FIP Congress.

#### **Focus and impact**

Applicants should

- have made important contributions to their field of pharmaceutical education nationally
- be emerging internationally as pharmaceutical educators
- have potential as a leader in their field

#### **Specific Eligibility Criteria**

- An active educator and scholar in education science.
- Early career years of experience are considered to be up to 8 years, covering the early part of one's career, whatever the discipline of pharmaceutical education. Exceptional cases will be evaluated on a case by case basis.
- FIP membership is not a requirement for FIP Early career in pharmaceutical science recognition award nominees.
- A person who is currently serving as an Officer or an Employee/Staff member of FIP is not eligible for nomination during his/her term of office.
- Work conducted as Employee/Staff member of FIP may not be included as part of the application.

#### **Nomination of Candidates**

A call for nominations, accompanied by a list of past recipients of the award, will be made in November of the year before the year of awarding, via the FIP communication network to the members of the Bureau, of the Board of Pharmaceutical Sciences (BPS), of the Board of Pharmaceutical Practice (BPP), of the FIPEd ExCo, of the FIP HUB, of the Regional Forum ExCos, FIP Member



Organisations (MOs), Predominantly Scientific Member Organisations (PSMOs) and Allied Organisations, (including Academic Institutional members (AIMs)). This award is given every three years.

The same nominator(s) may nominate more than one individual. A minimum of one nominator per nominee is required. There is no advantage in having more than one nominator nominating a nominee.

It is recommended that the nominee is not included (copied) in the nomination submission or correspondence, in order to prevent disappointment in case they are not selected to receive an award.

Nominations must be submitted by 1 March of the year in which the award is given and must contain the following information:

- a) Curriculum Vitae of the proposed nominee (in English, detailing, where applicable, education, research and professional experience, honours/awards, publications/patents, invited presentations, and service to professional organizations, incl. FIP).
- b) A concise statement summarizing the reasons why and how the nominee meets the selection criteria for this award (in English, not exceeding two A4/letter pages). A broad international view should be taken in proposing nominees.
- c) Two reference letters in support of the application.
- d) Name, address, e-mail and telephone number of the nominee.
- e) Name, address, e-mail and telephone number of the individual/group making the nomination.
- f) A recent, high quality colour photograph of the nominee (i.e., passport type).

Fédération  
Internationale  
Pharmaceutique

International  
Pharmaceutical  
Federation

Nominations should be submitted in writing, preferably by e-mail, to the attention of:

FIPEd Chair  
FIP Head office  
Andries Bickerweg 5  
2517 JP The Hague  
The Netherlands  
[paula@fip.org](mailto:paula@fip.org)

All nominations will be acknowledged and are kept confidential.

### Selection Committee

Selection of eligible candidates and award of the FIP Early Career in Pharmaceutical Education Recognition award shall be conducted by a Selection



Committee composed of the FIPeD Chair; and four external expert members nominated via the FIPeD ExCo.

### **Selection of the Awardee**

The Selection Committee will review received nominations at its first meeting after the submission deadline.

Nominees will be evaluated based on the evidence provided on their

- contributions to their field of pharmaceutical education nationally,
- impact to their field,
- emergence as pharmaceutical educators at an international level, and
- potential as leaders in their field.

In general, contributions and impact in pharmaceutical education will be judged by publications, invited presentations, honours/awards, and other scholarly activities and outputs.

The Selection Committee will submit a recommendation to the FIPeD ExCo for approval and the Bureau shall be requested to ratify the decision.

Thereafter, the awardee and nominator(s) will be notified by the FIPeD Chair of their successful nomination. All deliberations will be held in private and the reasons for an award being declined will not be disclosed. Any attempt to canvas members of the Selection Committee, FIPeD ExCo or Bureau Members will disqualify the nomination. The Bureau's decision on all matters is final.

Irrespective of the final outcome, the names of all nominees will be kept strictly confidential within the members of the Selection Committee and the BPS. The name of the selected winner will not be divulged prior to the announcement by the FIP Head Office on behalf of the FIPeD ExCo.

### **Provision of award / Recognition Event**

The recipient will be recognised during the Opening Ceremony of the Annual FIP Congress, and the FIP President or his/her designate will present the award. The recipient will be asked to give a 2-3 mins response.

The award consists of a commemorative gift (engraved trophy), travel to the Congress based on economy airfare, complimentary Congress registration, hotel accommodation (up to 2 nights), and 12 months free membership.