

2025 American Academy of Microbiology Nomination Materials

A complete nomination should be composed of **3 PARTS**:

1. The nomination form- Submitted by the nominator
2. The supporting forms – Submitted by 2 Supporting Fellows
3. The demographic information – Submitted by the nominee All 3 parts must be received by the deadline of October 1st.

PART I: NOMINATION FORM (To be submitted by the Nominator)

A. NOMINEE'S DATA

PERSONAL:

- a. Name including and middle initial and appropriate prefix for salutation (Dr., Ms., etc.).
- b. Include suffix(es) that should appear after the name **in a mail address**, e.g., Jr., Senior, III, etc.

BUSINESS ADDRESS:

- a. Enter all **CONTACT** information for the nominee's **primary** employment location **only**.
- b. Include the correct email address of the nominee. Phone number is optional.
- c. fellows, **only 1 person** can be affiliated with the same employment unit (e.g.,

company, center, department) as the nominee.

C. QUESTIONNAIRES

1. In a statement of not more than 1200 words, the nominator is

D. BIBLIOGRAPHY

1. Upload a numbered list of **no more than 10** key publications by the nominee.
 - a. Each item should include a full bibliographic citation and a brief explanation about the significance of the publication.
 - b. Include 1-2 sentences to describe the nominee's contribution and why their role is important for this work.

E. CURRICULUM VITAE

1. Nominee can choose to use the fillable CV template (Highly Recommended) or own CV.
2. The fillable CV template will be downloadable on the Academy webpage. The nominee may complete this step whenever it is convenient. Follow these steps:
 - a. Obtain a fillable CV template on the Academy website or in the notification email or use own CV
 - b. Fill out the details and save with a file name of "LastName_FirstName_CV".
 - c. Email the completed CV to the nominator.
3. The CV must be attached by the nominator to the nomination form.
4. Regardless of the format, the CV should include the 7 sections:
 - a. Education
 - b. Positions Held
 - c. Honors & Awards
 - d. Keynotes & Symposia Presentations
 - e. Recent Funding
 - f. Service & Outreach
 - g. Teaching & Mentoring

PART II: SUPPORTING LETTERS (To be submitted by the 2 Supporters)

1. **SUPPORTER'S STATEMENT:** Supporters are provided a link that automatically connects their statement to the nominee's application. Supporters should not send any statement of support until contacted by ASM and provided with specific instructions on how to do so.
2. The 2 supporting fellows are requested to answer the following question:

Provide a clear and persuasive expression of the nominee's suitability for election to the Academy. It is especially useful to refer to the [criteria](#) for fellowship (i.e., professional distinction, teaching & mentoring, and potential to contribute to ASM/Academy work) and special characteristics sought by the Academy (e.g., bridging expertise; diversity – age, gender, racial/ethnic, geographic; and subject emphasis). (Limit to 500 words) If a primary reason for nomination for nomination is for educational contributions or service outside of the traditional research path, evidence for this must be given such as local and national teaching awards; recognition by professional societies; and relevant Deans and/or

Nominee will be asked to include a link to his/her [NCBI bibliography](#) to show the complete list of publications. If the nominee does not have a NCBI bibliography readily available, they can upload a pdf version of the document. Please note either a link or document upload is required.

Note: Demographic information will not be included in the review process and will not be used in determining the qualification of a nominee.