



AWARDS COMMITTEE

Policy & Procedures

The ASC Awards Committee reviews nominations for the Papanicolaou Award, the Cytotechnologist Award for Outstanding Achievement, and Excellence in Education Award and makes at least two recommendation for the each award to the Executive Board. In addition, the Committee reviews applications and makes selects student cytotechnologists for the CAP Foundation for the Zeiler Award.

General Overall Criteria:

- A recipient of any of the three awards cannot be nominated for the same award again. The recipient, however, may be nominated for a different award
- Nominees for any of the achievement awards, who are not selected, shall remain on the list of nominees for three successive years before being dropped.
- Board members are ineligible for the awards to avoid the perception of COI

The Awards

The **Papanicolaou Award** was established in 1958 and is the highest award given by the Society to recognize an individual for meritorious contributions in the field of cytology. The Award is presented annually to an individual (MD/PhD) in recognition of meritorious contribution to the field of cytopathology. Recipient receives a bronze medal, certificate, honorarium of \$3,000 and travel expenses to attend the Annual Meeting.

The **Cytotechnologist Award for Outstanding Achievement** was established in 1969 and presented annually to a cytotechnologist in recognition of meritorious contribution to the field of cytopathology. The awardee must be an active member of the Society. The recipient receives a certificate, \$1,500 and travel expenses to attend the Annual Meeting.



First offered in 1998, the **Excellence in Education Award** is given to a cytotechnologist or pathologist in recognition of his or her work in the field of cytotechnology and/or cytopathology education. The recipient receives a certificate and a \$1,500 award. The awardee must be an active member of the Society.

Geraldine Colby Zeiler Awards is presented to five cytotechnology students for academic performance and microscopic and diagnostic skills demonstrated within the program, leadership ability, initiative, acceptance of responsibility, dedication, and relationships with colleagues. This award is sponsored by the CAP Foundation through a generous contribution by Dr. William Zeiler.

THE REVIEW PROCESS

In December or January, a “Call for Award Nominations” for the Papanicolaou Award, Cytotechnologist Award for Outstanding Achievement and Excellence in Education Award is sent to the ASC Executive Board, Past Presidents, and Committee Chairs. A “Call for Award Nominations” announcement is sent via email to the entire membership in the. The deadline for nominations is usually mid-March. Nominations are submitted on the ASC Web site.

If possible, the nominator should submit the nominee’s updated curriculum vitae (CV). The ASC Office will contact the nominee for a CV if it is not received with the nomination. All nominees will be informed of their nomination. An **optional** “Brief Statement to Support the Nomination” should replace the “Required Narrative Statement.”

Once all nominations have been received, the Committee Members will review the individual nominations and score them based on the criteria and the accomplishments listed on their CV. Committee Members will complete the score cards and return them to the ASC National Office. The Chair does not complete a score card but will vote in case of a tie.



The National Office will collect and average the score cards. The Committee will meet via conference call to review and discuss the nominees. The scores are used as an initial poll to see if there are consensus choices or, alternatively, nominees who have no support.

After the Committee's discussion, the Chair submits **at least two candidates** for the Papanicolaou Award, Cytotechnologist Award for Outstanding Achievement and the Excellence in Education Award to the Executive Board for final selection. The Chair also provides a brief narrative on each candidate to support the Committee's recommendation. Following selection, the President sends a letter to the recipients and notifies the Awards Committee. The ASC National Office sends a letter to the recipients requesting biographical information for the Annual Scientific Meeting program book. The awards are presented at the Annual Scientific Meeting in November. All nominees will be informed of the Executive Boards decision.

Geraldine Colby Zeiler Awards

Dr. William B. Zeiler, through the College of American Pathologist Foundation, sponsors this award. The awardees are selected on the recommendation of the ASC Awards Committee. Students in accredited Programs in Cytotechnology in the USA or Puerto Rico are eligible to apply for these awards after completing the first six months of their program. Applications and references are submitted on the ASC Web Site and are due by June 1st. The National Office emails acknowledgement of receipt of completed applications to the applicants.

All completed applications are sent to the Awards Committee members for evaluation by the second week in July. **If a committee member has a conflict of interest or potential conflict of interest with an applicant being considered, the committee member should recuse themselves from the voting on that particular applicant. (When using a point system for determining the awardees, the total number of points for each study will be divided by the number of committee members voting, thereby adjusting for the recusal.)** When the



evaluations are returned to the Chair, he or she will determine the five winners. The National Office notifies Dr. Zeiler and the CAP Foundation. The Foundation approves the slate of winners and sends official notification to the recipients.

As soon as the recipients are determined by the Awards Committee Chair and after the winners are officially notified by the CAP Foundation, a list of the Zeiler Award recipients is mailed by the National Office to the applicants, the members of the Awards Committee, the ASC Executive Board and the Editor of *The ASC Bulletin*. The National Office submits an announcement for the Zeiler Award to *The ASC Bulletin* for the September issue.

An email is sent to all Program Directors in late October with a link to the Zeiler Award application on ASC Web site. They are asked to forward this information on to their qualified students. A similar email should be sent monthly through March. The cycle begins again.

CALENDAR

Date	Action
December	Prepare Call for Awards Nominations for January issue of <i>The ASC Bulletin</i> and blast email to membership
January	Send a Call for Award Nominations to Executive Board Members, Committee Chairs, Past Presidents, and Past Cytotechnologist Board Members
Mid-March	Deadline for Nominations, Notify the Nominees
End of March	Committee receives nominations for review
April	Committee scorecards due in ASC Office
Mid-April	Awards Committee reviews and select at least two recommendations for each Award
April	Submit the recommendations to Executive Board
April/May	EB reviews and votes on the Awardees
May/June	The ASC President's notifies the recipients and Awards Committee, Office will notify the Nominees
June 1 st	Applications for the Zeiler Award are due



Mid-June	Zeiler applications are sent to the Committee for review
End of June	Zeiler applications score card are due in ASC Office to compile
Early July	Zeiler applications scores are sent to the Chair for final approval
Mid-July	Zeiler Award recipients are announced by the National Office and notification is sent to the CAP Foundation, members of the Awards Committee, the ASC Executive Board, the Editor of <i>The ASC Bulletin</i> and Dr. Zeiler.
October	An announcement for the Zeiler Award is put on the Web site and sent to the Cytotechnologist Programs