

## TPAC AWARDS COMMITTEE

### Awards selection process

The selection process for the Josef Hoog, the William Fromherz, the Therapist of the Year, and the Therapist Junior Officer of the Year is as follows:

1. All nominations received by the awards coordinator by the stated deadline will be considered.
  2. For each award with nominations, the adjudication will be done as follows:
    - A.) The Fromherz Award will be judged by three (3) therapists of senior rank, including the previous year's recipient.
    - B.) The Hoog Award will be judged by three (3) senior therapists who are familiar with research.
    - C.) The Therapist of the Year will be judged by three (3) senior therapists **(not to include the nominee or nominating officer)**.
    - D.) The Therapist Junior Officer will be judged by two (2) judges of senior rank as well as the previous year's recipient.
- The selection committee judges will be chosen through random selection by the Awards Subcommittee Chairperson. **All awards should be emailed to the Awards chairperson, if possible. However, endorsement pages with signatures MUST be faxed or mailed.**
3. The Awards Subcommittee Chairperson will provide all selected judges with appropriate copies of awards submissions and an evaluation matrix **with** instructions specific to that award.
  4. The judges will evaluate nominations according the established rating criteria.
  5. The awards coordinator will compile scores form all judges for all awards.
  6. In the event of a tie, the two top candidates will be rescored by the judging panel. If further discussion is needed, a conference call will be arranged by the awards coordinator.
  7. When recipients are identified, the awards coordinator will send letters to all nominees informing them of the outcome. The awards coordinator will also notify the finance subcommittee chair of the need to order the award plaques. This must be done 2 months before the time the awards will be presented.
  8. Names of winners will be forwarded by the awards coordinator to the COA planning committee for the awards recognition ceremony.

### Awards Timetable:

Jan. 1	Call for awards.
Jan. 15	Select Judges. (Preliminary)
Feb. 1	Awards deadline.
Feb. 7	Nominee panels sent to judges.
Feb. 14	Judges response due.
Feb. 31	Recipient congratulatory letters mailed.
Feb.	TPAC meeting announcement of awardees.
March 1	Plaque requests sent to Mary Gautreau PHS OFFICERS DEVICE SUPPLY CENTER NATIONAL HANSEN'S DISEASE PROGRAMS
April 22	Plaques sent to appropriate location.
USPHS mtg.	Plaques presented at Awards Ceremony.

4/22/05  
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