

ASSOCIATION OF UNIVERSITY CARDIOLOGISTS

INSTRUCTIONS FOR PROPOSAL FOR MEMBERSHIP

Instructions to members proposing nominations for membership (consult Article III of the Constitution)

In order to comply with the provisions of the Constitution, the Council should have the following information available for review:

1. Formal nomination (proposal form included in this package)
2. Supporting letters of recommendation from:
 - a) Proposer, indicating candidate's outstanding ability and promise in academic cardiology
 - b) Seconder
 - c) Responsible member of the nominee's medical school faculty to document nominee's full time status and major responsibilities for the teaching and research programs in clinical cardiology at his/her institution
3. Nominee's *Curriculum Vitae* and bibliography
4. Additional letters of recommendation (no more than 6)
5. Original plus seven copies of all materials
6. If you wish to **renominate** someone who was not chosen in 2008 or 2009, we only need the letters mentioned above in #2 (an updated letter from the nominator, seconder, and another responsible faculty member from the nominee's institution documenting current status – 3 letters total).

When these requirements have been met by November 1, 2009, the Secretary will submit a list of names to the members for any additional comments that they may wish to provide for the next annual meeting of the Council.

BEFORE SUBMISSION TO THE SECRETARY/TREASURER, THE FOLLOWING CHECKLIST MUST BE COMPLETED AND ATTACHED TO THE FRONT OF THE NOMINATION MATERIAL:

- Checklist (page 1)
- Proposal form (Page 2)
- Brief narrative of nominee's professional responsibilities with respect to teaching and research in cardiology (Page 3)
- Letter from proposer
- Letter from seconder
- Letter from another responsible faculty member documenting status, etc.
- Curriculum Vitae* (double-sided, please)
- Additional reference letters (these should be forwarded by proposer)
- Copies (1 original and 7 copies of all materials listed above)**
- You must make your own copies

PLEASE SUBMIT **ORIGINAL AND 7 COPIES** OF ALL MATERIALS TO:

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Ann Arbor, MI 48109-5852