

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:

Kim Eagle, M.D.
University of Michigan Cardiovascular Center
1500 East Medical Center Drive, Suite 2131
Ann Arbor, MI 48109-5852

**ASSOCIATION OF UNIVERSITY CARDIOLOGISTS
PROPOSAL FOR MEMBERSHIP**

(Return to Secretary/Treasurer by **November 1, 2009**)

Name in Full: _____
Birthday: _____
Address: _____

Email: _____
Office Phone: _____
Fax Number: _____
Home Address: _____

Home Phone: _____
Spouse's Name: _____
Faculty Position: _____
Institution: _____

Proposed by: _____

(letter of endorsement attached)
Seconded by: _____

(letter of endorsement attached)

Additional letters of support (attached) from the following members of the Association (maximum 6):

_____	_____
_____	_____
_____	_____

Letter of documentation of nominee's status by:

[The proposer is to request from a responsible member of the nominee's medical school faculty a letter of documentation of the nominee's full-time status and major responsibilities for the teaching, research programs, and leadership in Clinical Cardiology at his/her institution.]

Attach a copy of the nominee's *Curriculum Vitae* and Bibliography to date.

On attached sheet, submit a brief narrative of nominee's professional responsibilities with respect to teaching and research in Cardiology.

ASSOCIATION OF UNIVERSITY CARDIOLOGISTS

NAME OF NOMINEE: _____

BRIEF NARRATIVE OF NOMINEE'S PROFESSIONAL RESPONSIBILITIES WITH RESPECT TO TEACHING AND RESEARCH IN CARDIOLOGY: (Please type on this form or attach narrative.)

**SUBMIT ORIGINALS PLUS 7 COPIES OF ALL
MATERIALS BY NOVEMBER 1, 2009, TO:
Kim Eagle, M.D.
University of Michigan Cardiovascular Center
1500 East Medical Center Drive, Suite 2131
Ann Arbor, MI 48109-5852**

FOR OFFICE USE ONLY

Action taken by Council: _____ Date: _____
Election by Members: _____ Date: _____
Notification of Election by Secretary: _____ Date: _____