

SOCIETY FOR BIOMATERIALS OFFICER NOMINATION AND SELECTION PROCESS

Pursuant to the [SFB Bylaws](#), the Awards, Ceremonies and Nominations (ACN) Committee follows the procedure below when evaluating nominations for [Officers](#).

Solicitation and compilation of nominations

1. An open call for nominations is distributed to all members for all open officer positions via email and postings on SFB website. Details on the officer positions and required materials are posted on the SFB website. This must be a transparent, unbiased process.
2. Nominations are submitted to headquarters staff for compilation.
3. Staff compiles nomination packages and shares via secure cloud link with the Committee.
4. In the event that there are not a sufficient number of nominees for each open officer position, the committee will solicit additional nominees as needed.

Selection of nominees for voting slate

4. ACN members will submit preliminary scores to staff using the rubric as well as an overall 'impact score' (ala NIH). The impact scores will be averaged to prioritize discussion of nominees.
 - *ACN members may encourage candidates to apply but should refrain from nominating or providing letters for any candidate.*
 - *ACN members will not vote on nominations for their mentors or trainees as well as colleagues from the same institution.*
5. The Committee's feedback is compiled, blinded, and shared with all Committee members.
6. A meeting is held to discuss the nominees. The ACN chair will lead discussion of nominees for each open officer position. The compiled preliminary results are used as a guide in prioritizing the nominations for discussion. Individual committee members can request for particular nominees to be discussed regardless of the preliminary rankings.
7. The Committee discusses and votes on all candidates for each officer position, one officer position at a time. The committee will solicit or down select nominations to ensure there are at least two candidates but no more than three candidates for each open officer position.
8. The Committee's recommendations are forwarded to SFB's governing Council for final approval.
9. If a recommendation from the Committee is not approved by Council, the Committee reconvenes to address Council's concerns until a suitable slate of candidates for each officer position has been identified.
10. Notifications are made to all selected candidates, and to the nominators of all unsuccessful nominations. *(Notifications of unsuccessful nominations are only made to the nominator, not to the nominee.)*
11. Officer candidates are requested to supply a headshot, a 500-word biosketch, and a 500-word vision statement for publication in the Biomaterials Forum and on the election website.
12. Officer candidates are presented to the SFB membership for voting and election to office.
13. Election results are compiled by the SFB staff and certified by the SFB Secretary-Treasurer. The election results do not include any personal identifiable information, except for a unique record number which the SFB staff can correlate to a specific member for verification.
14. Election results are announced to the membership at the Annual Business Meeting.

GUIDELINES AND RATING CRITERIA

Evaluation Rubric (Rating from 1-10: 1 as high/best, 5 as average, 10 as low/poor)

RATING SCALE

- 1 = Exceptional
- 2 = Outstanding
- 3 = Excellent
- 4 = Very Good
- 5 = Good
- 6 = Satisfactory
- 7 = Fair
- 8 = Marginal
- 9 = Poor
- 10 = Deficient

AREAS OF EVALUATION

1. Demonstrated expertise in the field of biomaterials

Clear evidence of being an authority in the biomaterials field with invited seminar and conference presentations, impactful publications in the field of biomaterials

2. Leadership experience

Identification and description of leadership experience in leading and serving diverse teams

3. Significant contributions to SFB, Leadership in SFB

Identification of leadership roles or active volunteerism in the Society with description of impact of the contributions from these roles on the society, contributions should be significant in terms of service, such as SIG representations, symposium/session organization, workshops, community building, or committee services etc.