

## **SENIOR FELLOWS GROUP OF THE ASSOCIATION OF PATHOLOGY CHAIRS**

### **OPERATING PROCEDURES**

**Accepted July 2017**

**Revised March 2018**

#### **NAME AND PURPOSE**

The Senior Fellows Group (SFG) shall be established to assist the APC in its activities and mission by (1) participating in APC programs, committees, and projects; and 2) providing advice, consultation, and mentoring to current Chairs and other members of the APC, and to other Pathology Department faculty interested in leadership roles. The SFG membership will consist of former academic department of pathology chairs who have been duly elected to the SFG (see “Operating Procedures of the Association”). Active SFG members will be non-voting members of the APC. Officers of the group will be a Chair, Vice-Chair, a Secretary, two councilors and Immediate Past Chair. Officers will be elected by vote of the active SFG members and approved by APC Council. These officers will serve as the SFG Executive Committee. The Chair will be a voting member of the APC Council.

#### **MEMBERSHIP**

Individuals who have been chair members in good standing may, upon application, be elected by the APC Council for a three-year renewable term as Senior Fellows of the Association. If a Senior Fellow subsequently assumes a chair, they will lose their status as a Senior Fellow at the time they become chair. The responsibilities of Senior Fellows are defined in Article V, Section 6, and in the Operating Procedures of the Association.

When a Pathology Department chair notifies the APC office of his/her intent to step down from the chair, they will be encouraged to consider applying for membership in the APC SFG and directed to the online application form. Chairs may submit the application for consideration prior to stepping down, which will be handled as a regular SFG application. However, if approved, SFG membership will not become effective until the chair has officially stepped down.

#### **PROCESSES**

1. Operating Procedures of the SFG shall be established, and may be revised from time to time, by majority vote of active SFG members, subject to advice and consent by the APC Council.
2. The SFG will assist the APC in its activities and mission by the participation of the Senior Fellows in APC programs, committees, and projects.
3. Former academic Pathology Department chairs may make formal application to the APC Council for membership as a Senior Fellow. The application form is available from the APC website as an online form as well as PDF form.
4. Candidates must have been a regular (not interim or acting) chair with prior membership in good standing in APC.
5. Applications will be reviewed by the SFG Executive Committee (or its designees), who will, upon approval, recommend the Senior Fellow applicant to the APC Council for approval as defined in Article III, Section 11. Upon approval, the Senior Fellow will assume the rights and privileges of Senior Fellow membership described in Article II, Section 5.
6. Senior Fellows will have a three-year term.
7. Membership renewal will require participation in at least one annual or regional APC meeting and/or demonstration of other active engagement in SFG activities within the three-year

period (e.g., participation in SFG telephone conferences, SFG projects, SFG consultations, or other SFG-sponsored activity).

8. The SFG Secretary will be responsible for keeping track of terms and notifying Senior Fellows when it is time to renew.
9. The reappointment process requires filing an updated application with the SFG Executive Committee describing participation in SFG activities over the three-year period. The Executive Committee (or its designees), upon approval, will recommend reappointment to the APC Council.
10. There will be no restriction on the number of reappointments to the SFG.
11. Failure to submit a formal request for reappointment within six months of the end of the term will result in termination of membership.
12. As needed, the Executive Committee will appoint a Nominating Committee, normally chaired by the Immediate Past SFG Chair and co-chaired by the APC President. The Nominating Committee will solicit from the SFG membership nominations for SFG officers (chair, vice chair, secretary, and two councilors). Officers will be elected by majority vote of SFG members. For the initial selection of SFG officers, the SF Membership Review Committee will serve as the Nominating Committee, to be chaired by the APC President.
13. The terms of Chair, Vice Chair, Secretary, Councilors, and Immediate Past Chair will each be two years. The terms of Secretary and one of the Councilors will be staggered with those of the Chair, Vice-Chair, and the other Councilor. All of these individuals can be reelected for one additional term. The slate of officers will be presented to APC Council for approval as defined in Article III, Section 11. For the initial election, the Secretary and one Councilor will serve for 1 year to allow for subsequent staggering of their terms, and will be eligible to serve two subsequent two-year regular terms.