

## RC46 Award Guidelines (Developed 11/28/2011)

### Guidelines for all Committees

1. Each Committee Chair should encourage submissions to her/his Committee. This may be done through the newsletter, the listserv, by email, at meetings and/or vocally.
2. **Before the award deadline, questions regarding award submissions from RC46 members (or others connected to them or acting on their behalf) should be sent only to the President of RC 46 and/or the Chair of the Committee (not to Committee Members).** If a Committee Member receives such questions, the Committee Member should direct the person to contact the Committee Chair or the President of the RC. The Award Committee Chair and the President of RC46 should send copies of any such emails to each other so that both are fully informed and in agreement about the Committee's process.
3. The Committee Chair is to acknowledge in a timely way that a nomination package has been received by **all** on the Committee. This acknowledgement is to be sent on behalf of the Committee to the person who submitted the nomination package. A Committee Member is to immediately let the Committee Chair know when the Committee Member has received a nomination package so that the Chair may acknowledge that the nomination package has been received by all. The acknowledgement is a formal communication from the Committee and should be written in an impartial way..
4. Committee deliberations are secret. Even though the award outcome will be made public, there should be no discussion (outside of the Committee) about what individual Committee Members said or about the outcome of votes.
5. A Chair or Committee Member can not nominate herself/himself or any other person for an award given by one's own Committee. A Chair or Committee Member may not continue as the Chair or a Committee Member on a Committee that is considering his or her own work.
6. A Chair or a Committee Member may have a conflict of interest that develops after submissions are received. It is the Committee Member's responsibility to alert the Committee Chair of any potential problem. First, the matter should be discussed with the Committee Chair and then the matter should be discussed with the RC46 President. The President or, if needed, the officers should decide if there is a conflict of interest. If so, a Committee Member may need to be replaced.
7. Awards are to show that we value the contributions of Members. More than one award may be given by a Committee particularly when different languages are involved. A Committee might decide to give no award or several awards. The exception to this general approach is the Lifetime Achievement Award. It is expected that this Committee will generally name only one individual. That Committee does have the right, however, to name no one as a recipient or to name two individuals as recipients.
8. Material submitted for an award should be destroyed after the award process is completed. The exception would be books or journal issues that have been submitted to Committee Members. Committee Members may keep those books or journals or Committee Members may donate them to libraries of their own choosing. The materials are not to be returned to either the person who submitted the nomination or the person who wrote a publication.
9. Committee Chairs are expected to have their Committees make decisions in a timely way. It is generally anticipated that decisions will be made within 4-6 weeks of a submission deadline.
10. The Chair should collect the street/ mailing addresses (NOTE: post office boxes are not acceptable for some international deliveries, street addresses must be given) for the period of

nomination for all Committee Members and share this information with the RC46 President. This should be done as soon as possible after Committee appointments have been made to the Chair's own Committee. The Chair may be asked by those making nominations to have those addresses so that copies of books or other publications may be sent (in hard copy) to Committee Members.

- 11 Publications may be submitted electronically or in hard copy. Electronic submissions are encouraged to assure that they reach Committee Members in advance of submission deadlines. All materials are to be submitted together (by the person making the nomination) to every committee member. The only exception may be if the submission involves a book or journal issue. In some cases, the book or journal issue will be sent by the publisher (rather than the person making the nomination) to every committee member. The person making the nomination has the responsibility to see that such material arrives before the stated deadline.
- 12 Committee Chairs are expected to provide a report to the RC46 president about only the number of submissions and the names of any award winners (and, in some cases, the title of a relevant publication). This must be done no later than two weeks after the award decision has been made.
- 13 Committee Chairs and Committee Members may not disclose the names or titles that were nominated and considered or were determined to be ineligible.
- 14 The RC46 President will determine how the winners of the awards will be announced. Committee Chairs will have reported the names of winners to the RC46 President. Committee Chairs and the other Committee Members are not to disclose the names of winners in advance of the RC46 President and/or her/his representative making the announcement about the winners. The names of the award winners will be announced in the newsletter and on the RC46 website.
- 15 Presentations of RC46 awards will be made at RC46 meetings. Award winners will be notified in advance of these presentations.
- 16 Some Committees consider contributions that have been published over a several-year period. Some consideration should be given to the publication date of the contribution particularly if that contribution would not be eligible for consideration during the next award period.
- 17 No person may receive the Distinguished Career Award or the Early Career Award more than once in a lifetime. The Distinguished Service Award, the Distinguished Publication Award and the Distinguished Book Award can be received more than once. Four years must have elapsed, however, between being considered for the same award.
- 18 The reviews for awards for publication (e.g., books, reports, articles) or that consider publications give most consideration to publications about the field of clinical sociology and publications that explicitly connect an area (or areas) of application to the field of clinical sociology. However, all eligible publications submitted to the award committees are considered for awards.
- 19 Award Committee Chairs and the President of RC46 are expected to have excellent communication and deal with procedural and policy questions as they arise. If a Committee Member has questions or issues regarding Committee work that needs to be discussed, he/she should first talk with the Committee Chair. If a satisfactory solution is not easily available, either the Chair or the Member may contact the RC46 President to discuss the matter further.