

# THE AMERICAN LARYNGOLOGICAL, RHINOLOGICAL AND OTOLOGICAL SOCIETY, INC., aka THE TRIOLOGICAL SOCIETY

## ACTIVE FELLOWSHIP GUIDELINES (May, 2007)

1. The candidate must be a physician qualified in otolaryngology or in a specialty field closely related to otolaryngology who is known to have high ethical standards and to have made, and will continue to make, contributions to the discipline of otolaryngology.
2. The candidate must be certified by the American Board of Otolaryngology or an equivalent examining body approved by the Council.
3. The candidate must, at the time of proposal, have been in a practice, teaching, or research in otolaryngology or a specialty field closely related to otolaryngology for at least three years following the completion of core residency training.
4. The candidate must have published a minimum of two papers in a peer-reviewed journal prior to proposal for membership.
5. Within the previous five years, the candidate must have attended three meetings of national societies of the specialty, **at least one of which must be a meeting of the Triological Society** (Annual or Section). Potential candidates who advise us in writing that they will register and attend the upcoming meeting of the Section in which they have been proposed may count that meeting as fulfilling their Triological meeting requirement. If the meeting commitment by the candidate is not met, the application will be tabled by the Council.
6. **The candidate must submit a thesis, in fulfillment of the Active Fellowship requirements, in September of the year of acceptance of his/her candidacy by the Council or by September 1st of the following year.**

## APPLICATION/PROPOSAL PROCESS

1. A physician who fulfills the above requirements may be presented for membership by two Fellows who are in good standing: a proposer and a seconder. It is preferable that at least one sponsor reside in the vicinity in which the candidate practices. The proposer should know the candidate personally and be fully aware of his/her credentials.

The proposal form (<http://www.triological.org/membership.htm>) must be completed by the candidate and accompanied by: (1) a check from the candidate for \$50, payable to the Triological Society; (2) a current curriculum vitae; (3) a copy of specialty Board certificate; (4) a letter from the proposer and seconder; and (5) a recent photograph (do not staple or paperclip photo). Acknowledgement letters will be sent to the candidate and sponsors when the proposal is complete.

2. **Candidate materials are accepted only once per year and are due by October 1st.** Materials should be sent to:

**The Triological Society  
c/o Wells Fargo Bank  
Box 3366  
Omaha, NE 68176**

**Phone: (402) 346-5500 Fax : (402) 346-5300**

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## SUMMARY OF THE ADMINISTRATIVE PROCESS

1. Candidates who have completed all requirements are included in the "Candidate Credentials" booklet which is mailed to the Fellowship prior to the Winter Section Meetings. The credentials booklet includes the candidates' sponsors, training, present appointments, publications, and other pertinent information. Credentials are assembled and are approved by the candidate prior to publication.
2. Candidate qualifications are discussed at the Business Meeting of the candidate's Section. Sponsors are required to attend the meeting to speak on behalf of their candidate. In the event of unforeseeable circumstances, and neither of the sponsors are present at the business meeting, those members present must unanimously agree to review the candidate's credentials without the benefit of the sponsors. If the members do not unanimously agree to review the candidate without one of the sponsors present, the application will be tabled. *Section vote does not constitute election.*
3. The Admissions Committee makes recommendations to the Council and the Council makes the final decision on acceptance of the candidates at the Annual Meeting of the Triological Society. Candidates are advised of the Council's decision and become "Active Candidates" who are authorized to begin preparation of the required thesis.
4. Guidelines for preparation of the thesis are forwarded to the candidates after the Annual Meeting. ***The candidate must submit a thesis in September of the year of acceptance by the Council or by September 1st of the following year.*** The thesis must be reviewed by both sponsors prior to submission and letters of approval from the sponsors must accompany the theses when forwarded to the administrative office.
5. Guidance on selection of thesis topics and materials is available through the administrative office - email [info@triological.org](mailto:info@triological.org).
6. A confidential Thesis Committee reviews theses using a blind review process and makes recommendations to the Council. If the candidate's thesis is accepted by the Council (in January/February), the candidate is recommended for election to Fellowship at the next Annual Meeting of the Society (April or May). If the thesis is not accepted, the candidate is given information to assist with revising the thesis.
7. Upon election, an invoice will be issued consisting of a one time \$250 initiation fee and \$110 annual dues for the first year of membership.