

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

ACTIVE FELLOWSHIP GUIDELINES

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, the Royal College of Physicians and Surgeons 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 a minimum of three meetings of national societies of the specialty, one of which must be a Triological Society meeting. The candidate must have registered and attended at least one Triological Society meeting (Combined Sections in January or Annual Meeting at COSM).
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:

Triological Society
13930 Gold Circle Suite 103
Omaha, NE 68144
Phone: 531-355-8900 Fax : 531-355-8905 (over)

SUMMARY OF THE ADMINISTRATIVE PROCESS

1. Candidates who have completed all requirements and are approved by the Admissions committee 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.
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 Section recommendations are made 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 from the Thesis Advisory Committee. Contact information is available at <http://www.triological.org/pdf/thesissubmissionguidelines.pdf>
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.