

**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 or an equivalent examining body approved by the Council.
3. The candidate must, at the time of proposal, have been in practice, teaching, or research in otolaryngology or a specialty field closely related to otolaryngology for at least three years following the completion of 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.

**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.
2. The proposal form 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; (5) a letter from the seconder (additional letters of recommendation from other Fellows of the Society are highly desirable); and (6) a recent photograph. Acknowledgement letters will be sent to the candidate and sponsors when the proposal is complete. **The deadline for proposals to be considered at the January Section Meetings is October 1st.** Completed proposals should be sent to:

**THE TRIOLOGICAL SOCIETY  
555 No. 30th Street  
Omaha, NE 68131  
Telephone: (402) 346-5500  
Fax: (402) 346-5300**

*(over)*

## 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 January/February 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. All Fellows vote by ballot at the Section business meetings. Results are forwarded to the Admissions Committee/administrative office. *Section vote does not constitute election. Results are not announced at the Section Meeting.*
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 by mail and become "Active Candidates" 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 may elect to submit a thesis in September of the year of acceptance by the Council or September 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. 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, permission to rewrite or present a manuscript on a new subject may be given. After repeated unsuccessful submissions, the Council may vote to inactivate the proposal.
6. 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.

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**PROPOSAL FOR ACTIVE FELLOWSHIP  
DEADLINE FOR RECEIPT OF MATERIALS – OCTOBER 1ST**

1. Name in Full \_\_\_\_\_ Date \_\_\_\_\_
2. Office Address \_\_\_\_\_
3. Home Address \_\_\_\_\_
4. Office Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_
5. Proposed by \_\_\_\_\_ Seconded by \_\_\_\_\_
6. Birthplace and date of birth \_\_\_\_\_
7. Training — Include College, Medical School, Internships, Residencies, Post-Residency Training  
(in chronological order, including dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Date of beginning practice \_\_\_\_\_ Date of Certificate from American Board of Otolaryngology  
or other specialty Board \_\_\_\_\_
9. Present Appointments (Hospital and Teaching)  
\_\_\_\_\_  
\_\_\_\_\_
10. List the meetings of the Triological Society (annual or section) for which you registered and attended in the last five years.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. List the meetings other than Triological Society for which you have registered and attended in the last five years.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Scientific and Professional Societies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Number of Scientific Publications in a peer review journal: \_\_\_\_\_
14. Number of Papers presented within the last five years: \_\_\_\_\_
15. Spouse's name \_\_\_\_\_
16. Children's names and ages \_\_\_\_\_  
\_\_\_\_\_
17. Civic, public or military positions \_\_\_\_\_  
\_\_\_\_\_
18. Hobbies, other interests \_\_\_\_\_  
\_\_\_\_\_
19. I agree to adhere to the current standards of ethical conduct by the American Medical Association and endorsed by the Triological Society.

Signature of Proposed Candidate \_\_\_\_\_

**Enclose with this proposal:**

- **A recent photograph**
- **Letters from Proposer and Seconder**
- **\$50.00 Fee. Make checks payable to "The Triological Society"**
- **Current Curriculum Vitae**
- **Copy of specialty Board Certificate**

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**Deadline is October 1**