

## College on the Problem of Drug Dependence Credentials Committee

### Standard Operating Procedure

#### **Mission**

The Credentials Committee is comprised of at least seven members, which includes the Chair of the Committee. The Credentials Committee has four overall areas of responsibility:

- 1) Review and evaluate applications for associate and regular membership in CPDD. After this review, the Credentials Committee then makes recommendations to the Board of Directors (BOD) regarding acceptability of each applicant for regular and associate membership. Acceptance of regular and associate memberships requires voting by the BOD.
- 2) Review and evaluation of requests for change in membership status. This includes changes from student or member-in-training to associate or regular, and associate to regular status. After this review, the Credentials Committee makes recommendations to the BOD regarding such requested changes, which are then voted upon by the BOD.
- 3) Review nominees/applications for fellow status, and recommend to the BOD if fellow status should be conferred to nominees/applicants.
- 4) Recommendations to the BOD for changes in criteria for membership levels and establishment of new membership categories. Approval of changes in membership criteria and new membership categories is made by the BOD.

In addition to these activities by the full committee, the Chair of the Credentials Committee reviews and decides upon acceptability of applications for student and member-in-training memberships. BOD voting is not required for student and member-in-training membership.

#### **Committee Operations**

##### Applications for associate and regular membership:

Prior to each CPDD annual and semi-annual BOD meeting (usually 2 months before the meeting), each member of the Credentials Committee receives the current applications for regular and associate membership from the office of the Executive Officer. Each Credentials Committee member reviews all applications to determine eligibility. Members of the Credentials Committee send their votes and relevant comments to the Chair of the Credentials Committee. In cases where less than 75% of votes by the committee agree to approve or reject membership, the Chair of the Credentials Committee arranges a conference (possibly by telephone) to discuss such cases and reach a consensus. It is also possible to recommend a candidate to a class of membership different than the one requested. During closed sessions at the annual and semi-annual meetings of the BOD, the Chair of the Credentials Committee presents the lists of applicants, including information on each applicant's research area to the BOD. The Chair of the Credentials Committee also presents the recommendations regarding acceptance to the BOD. The BOD votes on the membership applications. Voting by the BOD takes place at a time that is sufficiently early during the annual meeting for the Chair of the Credentials Committee to post the names of new members in time for them to attend the business meeting.

Once the BOD has completed their election of new members, the Chair of the Credentials Committee contacts all applicants who either are not being offered membership or who are being offered membership at a different category of membership than they had requested (i.e. associate vs. regular membership). If an applicant is offered associate membership when regular membership was sought, the Chair of the Credentials Committee obtains acceptance (or rejection) of this membership status by the applicant, and forwards notification of acceptance to the Executive Officer so that an official notice of membership can be sent.

Changes in membership status:

At the time members of the Credentials Committee receive application packages from the office of the Executive Officer, they also receive applications for upgrade in membership. The Credentials Committee shall review these upgrades in membership status and follow the same procedures as applications for new membership with respect to recommendations to the BOD. The BOD shall vote upon the recommendations made by the Credentials Committee.

Nominees/applicants for fellow status:

Persons may be either nominated or apply to become fellows of the CPDD. Nominations for fellow status may be initiated by any regular member of the College. Persons nominated or applying for fellow status are not required to be members of the College. However, a non-member nominated/applying for fellow status must complete a membership application form. The applicant/nominee for fellow status should arrange to have letters of support, a copy of his/her Curriculum Vita, and a cover letter addressing the criteria for this level of membership submitted to the Executive Officer for review by the Committee. The Credentials Committee shall review these nominees and applicants and forward recommendations to the BOD, who shall vote upon the recommendation of the Credentials Committee.

Members of the Board of Directors shall be automatically conferred Fellow status upon completion of an active term on the Board.

Recommendations to the BOD:

The Credentials Committee shall meet on a regular basis (typically at the annual meeting for CPDD). Revision in the criteria for membership or the addition of new membership categories may be initiated by the Credentials Committee or the BOD. The Credential Committee shall provide timely responses to the BOD regarding such requests and recommendations.

## **Information for Credentials Committee Members**

To be sent with applications for review

### **Student and In-Training Members**

Any post-baccalaureate full time or part-time student matriculated in an advanced degree program, medical residents, or anyone participating in a post doctoral program (but not yet meeting criteria for Associate Membership) in any field related to research on problems of drug dependence may be considered for this membership category. Selection shall be made by the Chair of the Credentials Committee based on interest in the field. Membership shall be recertified annually and may extend for one full year after the calendar year in which the terminal degree is awarded or the post-doctoral training program is completed.

Other criteria and the required materials for review as described on the application form.

### **Associate and Regular Member**

Criteria and the required materials for review as described on the application form. Please note that non-scientist clinicians can be Associate Members if they have made a sustained and significant contribution in the field of drug abuse, as described for the Associate Member category.

Individuals who have allowed their membership to lapse for 2 or fewer years will have the choice of (a) paying back dues and being reinstated or (b) reapplying for membership. If membership has lapsed for more than 2 years, the individual must reapply for membership. A reapplication should explain why the membership was allowed to lapse.

### **Procedures for promotion of Associate Member to Regular Member**

Application within 5 years of obtaining Associate membership status – No sponsorship is needed.

1. Letter describing qualifications for full membership and presentations or other participation at CPDD Annual Meetings or in other CPDD activities in the last 5 years;
2. Curriculum vita;
3. Copies of the first page and abstract of representative publications or the title page ,and a one-paragraph description of scholarly books or monographs (up to five).

Application more than 5 years after obtaining Associate membership status

Must submit a complete application for regular membership.

Moving from Student or In-training to Associate or Regular Member

Must submit a complete application for associate or regular membership.

### **Procedures for application or promotion to Fellow**

Persons applying for membership in CPDD may request fellow status, and nominations for fellow status can be made to the Credentials Committee at any time and by any regular member of the College. Criteria and the required materials for review are described on the application form. Note that a minimum of four letters of support from members of the College are required, and that at least two of these four are from fellows of the College (and the other two from senior leaders familiar with the nominee's work), and that criteria include achievement of a senior level in the work setting, a high level of research quality and productivity, a history of success in

obtaining sustained independent research funding, and outstanding leadership at the national/international level in administrative work related to addictions.