

## APT AAR Affiliated Fellowship Selection Procedures

### APT AAR - SELECTION COMMITTEE:

The sitting President of APT will select 5 individuals for the committee each year. In addition, two Ex Officios will participate, see below.

1. 2 APT Board of Directors Members
2. 1 APT COF
3. 2 APT Member at large
4. 1 Ex Officio - APT Exec Director
5. 1 Ex Officio - APT Publications Committee, specifically someone familiar with Print - Diana Waite or similar

### SCHEDULE:

#### **January-**

1. "Call for Submissions" will go out the first week of January.
2. Additional notifications for the "Call for Submissions" will be sent every 2 weeks, with a final notice sent on Feb. 13.

#### **February -**

1. Submissions will close Feb 28 at 11:59pm ET.
2. The selection committee's 5 jurors will review each applicant's submittal.

#### **March -**

1. All Selection Committee members will review all applicants submittals, and be ready to present on March 10. A short list of applicants will be selected.
2. During the following 2 weeks, the Selection Committee will conduct phone interviews with the applicants on the short list. A selection of finalist to whom the fellowship will be awarded will be decided upon and communicated to APT by **March 20**.
3. Exec Committee will make an approval vote, via email if necessary, and communicate to the AAR the name of the selected Affiliated Fellow to meet the AAR deadline (date may change annually, please be certain to be on time or we may lose our fellowship spot!)

#### **April -**

1. The Affiliated Fellow will be announced at the Spring APT BoD meeting.
2. AAR will give dates for the APT Affiliated Fellow and instructions.

#### **Sept-following July -**

4 weeks for fellowship, specific dates will vary each year. Each Affiliated Fellow may request specific dates, and the AAR will try to accommodate the date requested to the best of their abilities.

#### **After Rome -**

1. Affiliated Fellow will submit a report of the research conducted during the AAR fellowship to the APT Selection Committee for review.
2. The committee will approve the work as complete and that it follows the intent from the original application. If the work is not approved, contact APT Exec Director and/or President asap.
3. The APT Publications Committee will arrange to review content and decide if the topic is appropriate for the APT Bulletin.

4. The APT Publishing Committee will arrange for the production of an article with the Affiliated Fellow.

#### SELECTION OF FINALIST:

A jury of 5 members of APT are selected (see above) from various committees to convene/conference call in the 1st week of March to carefully review each applicants submissions. Each of the 5 members will review the submissions and be ready and able to report on the applicants by March 1. The submission will need to meet APT's Mission, contribute to the advancement of preservation technology, and add to the global preservation conversation. The applicant must be a member of APT in good standing, and adhere to the APT Code of Ethics. A member who has received the fellowship may not apply again.

The selection committee will weigh the applications as follows:

1. Quality and Relevance of the Project - 30 pts
2. Scope and schedule, can the project be completed in the time allotted - 30 pts
3. Individual is an excellent representation of APT, please consider the diversity statement and who has received the fellowship in the past - 20 pts
4. Individual must be able to participate in Rome and meet the AAR's expectations - 20 pts

Of the total number of applicants, only one can receive the award, despite the reality that many applications may be exceptional. Please know that excellent applications that are not accepted are encouraged to reapply.