



AWARDS COMMITTEE Policy & Procedures

The ASC Awards Committee reviews nominations for the Papanicolaou Award, the Cytotechnologist Award for Outstanding Achievement, and Excellence in Education Award and reviews applications and makes recommendations to the CAP Foundation for the Zeiler Award.

The Awards Committee is comprised of seven (7) members: a Chair, three (3) Medical members and three (3) Cytotechnologist Voting or Cytotechnologist member.

The Awards Committee is responsible for selecting recipients for the following awards:

Papanicolaou Award	Presented annually to an individual (MD/PhD) in recognition of meritorious contribution to the field of cytopathology
Cytotechnologist Award for Outstanding Achievement	Presented annually to a cytotechnologist in recognition of meritorious contribution to the field of cytopathology.
Excellence in Education Award	Presented to a cytotechnologist or pathologist in recognition of meritorious service or accomplishment in the field of cytotechnology education.
Geraldine Colby Zeiler Award	Presented to five cytotechnology students for academic performance and microscopic and diagnostic skills demonstrated within the program, leadership ability, initiative, acceptance of responsibility, dedication, and relationships with colleagues.

Papanicolaou Award, Cytotechnologist Award for Outstanding Achievement and Excellence in Education Award

The **Papanicolaou Award** was established in 1958 and is the highest award given by the Society to recognize an individual for meritorious contributions in the field of cytology. Recipient receives a bronze medal, certificate, honorarium of \$3,000.00 and travel expenses to attend the Annual Meeting.

The **Cytotechnologist Award for Outstanding Achievement** was established in 1969 and is presented annually to a cytotechnologist in recognition of meritorious contribution to the field of cytology. The recipient receives a certificate, \$1,500.00 and travel expenses to attend the Annual Meeting.

First offered in 1998, the **Excellence in Education Award** is given to a cytotechnologist or pathologist in recognition of his or her work in the field of cytotechnology and/or cytopathology education. The recipient receives a certificate and a \$1,500.00 award.

In December or January, a “Call for Award Nominations” for the Papanicolaou Award, Cytotechnologist Award for Outstanding Achievement and Excellence in Education Award is sent to the ASC Executive Board, Past Presidents, and Committee Chairs. A “Call for Award Nominations” announcement is sent via email to the entire membership in the. The deadline for nominations is usually mid-March. Nominations are submitted on the ASC Web site along with the nominee’s updated curriculum vitae.

Once all nominations have been received, a link is sent to the committee members for review of the individual nominations along with a ranking sheet for each Award. Committee members complete the ranking forms and fax them to the ASC National Office. The Chair does not usually complete a ranking form but can vote in case of a tie.

Based on the compiled ranking forms, the Chair submits **at least two candidates** for the Papanicolaou Award, Cytotechnologist Award for Outstanding Achievement and the Excellence in Education Award to the Executive Board for final selection. Following selection, the President sends a letter to the recipients and notifies the Awards Committee. The ASC National Office sends a letter to the recipients requesting biographical information for the Annual Meeting brochure. The awards are presented at the Annual Scientific Meeting in November.

Geraldine Colby Zeiler Award

Dr. William B. Zeiler, through the College of American Pathologist Foundation, sponsors this award. The awardees are selected on the recommendation of the ASC Awards Committee. Students in accredited Programs in Cytotechnology in the USA or Puerto Rico are eligible to apply for these awards after completing the first six months of their program. Applications and references are submitted on the ASC Web Site and are due by June 1st. The National Office emails acknowledgement of receipt of completed applications to the applicants.

All completed applications are sent to the Awards Committee members for evaluation by the second week in July. **If a committee member has a conflict of interest or potential conflict of interest with an applicant being considered, the committee member should recuse themselves from the voting on that particular applicant. (When using a point system for determining the awardees, the total number of points for each study will be divided by the number of committee members voting, thereby adjusting for the recusal.)** When the evaluations are returned to the Chair, he or she will determine the five winners. The National Office notifies Dr. Zeiler and the CAP Foundation. The Foundation approves the slate of winners and sends official notification to the recipients.

As soon as the recipients are determined by the Awards Committee Chair and after the winners are officially notified by the CAP Foundation, a list of the Zeiler Award recipients is mailed by the National Office to the applicants, the members of the Awards Committee, the ASC Executive Board and the Editor of *The ASC Bulletin*. The National Office submits an announcement for the Zeiler Award to *The ASC Bulletin* for the September issue.

An email is sent to all Program Directors in late October with a link to the Zeiler Award application on ASC Web site. They are asked to forward this information on to their qualified students. A similar email should be sent monthly through March. The cycle begins again.