

Final membership document

ICADA 2019

Membership Requirements and Term

1. Membership in ICADA is open to individuals interested in the field of immunology and/or allergic diseases of animals, and who have made demonstrable contributions to these fields.
2. Membership is for a 5-year term. The current term is 2015-2020.

A. New Members Wishing to Join ICADA

New members are invited and encouraged to apply for membership. Applications for membership may be submitted at any time; however, individual memberships shall follow the same 5-year term as the rest of the committee; e.g. a member submitting an application between cycles shall have to submit a request for renewal at the same time as all of the other members.

Please send a note of interest to the current Chair together with an electronic copy of your curriculum vitae, highlighting scholarly activities in the field over the past 10 years. This would ordinarily include significant authorship on a minimum of two refereed publications of original work pertaining to immunology and / or allergic diseases, within the past 5 years. Highlighted items could include, but are not limited to:

- (i) Publications in refereed journals on the subject of allergic diseases
- (ii) Publications in non-refereed journals, book chapters, etc.
- (iii) Presentations on the subject of allergic diseases in international, national or local meetings

Applications will be distributed to the current membership electronically and will be voted upon by email ballot.

- (i) Members shall have seven days to submit their votes and feedback
- (ii) Votes shall be submitted directly to the chair
- (iii) The decision to accept a prospective member shall be decided by a simple majority of the committee, with the final decision to be ratified by the chair
 - a. Votes shall take the form of a simple “yes” or “no”
 - b. “Yes” votes may be submitted without commentary; however “no” votes should be accompanied by feedback
 - i. In particular, committee members shall have the opportunity to discuss any concerns about the suitability of a prospective member with the chair, e.g., known scientific fraud, bullying, unprofessional conduct, etc. Any concerns will be taken into consideration by the chair at the time the final decision on the prospective is made.

Applicants will be notified of their application status by email as soon as possible thereafter.

C. Renewal of Membership

Memberships will be considered for renewal every 5 years. To simplify the renewal process, all current members will be considered for renewal at the same time, regardless of the initial date of membership. The next renewal date for all members is 2020.

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Members seeking to renew their membership shall be expected to submit an application for renewal to the ICADA chair six months prior to the end of the renewal cycle. The committee chair will then distribute the applications to a three-person subcommittee.

- A. This subcommittee will be formed at the time of the call for applications. Members of the subcommittee shall be selected from committee volunteers, with the final selection to be approved by the chair.
- B. The subcommittee will review and score applications according to a prescribed set of criteria as described below.
- C. The subcommittee will disband at the end of the application review, with a new subcommittee to be formed six months prior to the end of the subsequent renewal cycle.
- D. Subcommittee members shall not review their own applications. Instead, their applications shall be reviewed by the other members of the committee.

Members are expected to achieve a **minimum score of 10 over the five year renewal cycle.** Members not meeting the minimum score **will not have their membership renewed for the coming term.**

- A. Meeting participation:
 - a. Members shall receive one point for every meeting attended.
 - b. Members shall attend a minimum of four meetings (in person or via Skype/webconference at NAVD or ESVD or by attending and contributing to Skype / webconference meetings) per five year term.
- B. Committee chairs:
 - a. Members serving as chair or co-chair over the entire committee shall receive 10 points.
 - b. Members serving as chair of an active working group or subcommittee shall receive 5 points for each working group / subcommittee
- C. Committee participation:
 - a. Members serving and actively contributing to a working group / subcommittee shall receive 2 points for each working group / subcommittee
 - i. "Active participation" shall be defined as contributing to the development of the final product of the working group as determined by the chair of the group
 - 1. Possible examples include:
 - a. Literature search / manuscript retrieval
 - b. Authorship of some portion of a manuscript based upon the activity of the working group
 - c. Critical review and revision of a manuscript based upon the activity of the working group
 - d. Review and scoring of renewal applications (in the case of the renewal subcommittee)
 - e. Prompt communication
- D. Committee publications:

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- a. First authors of published manuscripts (original research, reviews or practice guidelines) generated by the committee shall receive five points per manuscript
 - b. Other authors of these manuscripts shall receive three points per manuscript
- E. Other publications and presentations:
- a. First or senior authors of publications relevant to the fields of immunology and / or allergy shall receive 1 point for each publication, up to a maximum of 3 points per five year cycle.
 - b. Members presenting scientific abstracts or full-length presentations in the fields of immunology and / or allergy shall receive one point for each presentation, up to a maximum of 3 points per five year cycle