

# *AEN*

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## *Academy of Emergency Nursing*

### **GUIDELINES**

#### **THE ACADEMY OF EMERGENCY NURSING**

#### **EMERGENCY NURSES ASSOCIATION**

#### **PURPOSE**

The Academy of Emergency Nursing (AEN) is constituted to honor nurses who have made enduring, substantial contributions to emergency nursing and who continue to advance the profession of emergency nursing, including the healthcare system in which emergency nursing is delivered. The Academy provides visionary leadership to the Emergency Nurses Association (ENA).

#### **NAME**

The name of this academy shall be the Academy of Emergency Nursing. The Academy of Emergency Nursing functions under the authority of the ENA Board of Directors and is composed of individual members of ENA who have made significant contributions to the advancement of the profession of emergency nursing. An official logo, seal, and pin are used by the Academy of Emergency Nursing.

#### **ACADEMY OF EMERGENCY NURSING BOARD**

**Composition:** The Academy of Emergency Nursing Board shall be composed of a Chairperson, Chairperson-elect, Immediate Past Chairperson, and two Members-at-large. Terms of office for the Chairperson, Chairperson-elect, and Immediate Past Chairperson are one year in each position. The term of office for Members-at-large of the AEN Board is two years with terms staggered to facilitate transition. In the event a member of the Board is elected to the Chairperson-elect position in the middle of a term, the remaining year of the term will be filled by the candidate receiving the next highest number of votes in that election.

#### **Eligibility:**

1. Honorary Fellows may not serve on the AEN Board
2. Members of the ENA Board of Directors may not serve on the AEN Board
3. Candidates for Chairperson-elect must come from the current AEN Board. In the absence of a current Board member who has declared intent to run for Chairperson-elect by the end of the Annual AEN Business Meeting, the position will be opened to all eligible Academy members. An announcement to this effect will be made at the meeting.

**Election Process:** Members of the AEN Board shall be elected by the Academy membership and ratified by the ENA Board of Directors.

1. The Academy election process will follow the guidelines of the ENA Board of Directors national election:
  - (a) Candidates for the AEN Board must have equal opportunities to access members

of the Academy

- (b) To maintain a professional atmosphere and in fairness to all candidates, as well as to prevent disparity during the campaigning process, ENA will promote the integrity of the elections process by providing an environment of neutrality which is intended to exhibit any real or perceived impropriety regarding elections
2. Academy Fellows considering running for the AEN Board should not write letters of recommendation for Fellow candidates. This will prevent potential conflict during the Fellow selection process.
3. Candidate applications for elected office will be available on the Academy section of the ENA website. All candidate applications must be submitted electronically and received at ENA national office by 12:00 pm CST on December 16.
4. Voting for candidates by members of the Academy will begin on December 19 and end on December 28 at 12:00 pm CST
5. A list of newly-elected members of the AEN Board will be ratified by the ENA Board of Directors.
6. Candidates will be notified of the outcome prior to publication of the results
7. Newly-elected members of the AEN Board will begin their term of office on January 1.

**Vacancies:**

1. If the office of AEN Board Chairperson becomes vacant, the Chairperson-elect:
  - (a) Shall succeed to the office of Chairperson for the remainder of that calendar year, and
  - (b) Shall subsequently serve a one year term of office as Chairperson
2. If there is a vacancy in the office of Chairperson-elect, the duties of the Chairperson-elect may be re-assigned to other Board members. A new Chairperson-elect will be elected at the next scheduled Academy election of officers.
3. In the event that the offices of Chairperson and Chairperson-elect are vacated during the same year:
  - (a) The AEN Board shall appoint an acting Chairperson to serve until the next scheduled election
  - (b) The election of both Chairperson and Chairperson-elect will be held at the next scheduled election
4. In the event the unexpired portion of the term of Member-at-large is three months or less, such position shall remain vacant
5. In the event of a vacancy of greater than three months in the position of Member-at-large, the individual who received the next highest number of votes in the previous election shall fill the vacancy. If the unexpired portion of the term is greater than three months, and there is no eligible candidate from the previous election to fill the position, a special election shall be held to fill the unexpired term

**Charges:** The AEN Board will function in accordance with the charges from the ENA Board of Directors. Charges may include, but are not limited to, one or more of the following:

1. Submit ideas for products, services, and programs
2. Serve as mentors of the organization and evaluate mentoring program
3. Continue to evaluate Academy policies, procedures, and guidelines
4. Recommend candidates and review eligible applicants annually to the ENA Board of Directors for ratification and induction into the Academy

5. Submit information regarding the Academy for publication in *ENA Connection*
6. Explore ways to involve Academy members as valuable resources for ENA

**Academy Board Responsibilities:**

1. Oversee and participate in Academy activities
2. Submit AEN Board Meeting agenda items based on Academy member needs and the charges of the ENA Board of Directors
  - (a) Review AEN Board Meeting agenda and materials prior to meetings and teleconferences
  - (b) Review and evaluate applications and make recommendations to the ENA Board of Directors concerning candidates for annual induction into the Academy of Emergency Nursing
3. Membership on the AEN Board shall preclude sponsoring and writing letters of recommendation for applicants for Fellowship during the Board term and for two subsequent years

**FELLOWSHIP**

**Composition and Categories:** The Academy shall be composed of Fellows, Honorary Fellows, and Posthumous Fellows.

1. Fellows, including Honorary and Posthumous, are those individuals who meet the criteria for eligibility and are admitted to the Academy after ratification by the ENA Board of Directors.
2. Honorary Fellows are those individuals who previously met the criteria for active involvement and enduring and substantial contributions (criteria #1 & #2) for Academy membership but who are no longer actively participating at that level
3. Posthumous Fellows are deceased individuals who previously met the criteria for active involvement and enduring and substantial contributions (criteria #1 & #2) for Academy membership

**Titling:** Members of the Academy shall be designated “Fellow of the Academy of Emergency Nursing” and shall be entitled to use the initials “FAEN” following their names.

**Criteria for Admission to the Academy of Emergency Nursing:** Individuals accepted for Fellowship in the Academy must meet the following criteria:

1. Must be a current voting member of ENA and have been a voting ENA member for the three years prior to the time of the FAEN application. All memberships will be verified.
2. Demonstrate active involvement in the Emergency Nurses Association beyond holding membership in ENA. Applications for Posthumous Honorary Fellows do not require current membership in good standing; however, other requirements must have been met.
3. Demonstrate enduring and substantial contributions that had a significant impact on the advancement of the emergency nursing profession on the local, state, regional, national, and/or international level (e.g, education, practice, research, leadership, and/or public policy).
4. Describe how you will contribute to the Academy of Emergency Nursing and the advancement of the emergency nursing profession. The potential contributions may be in one or more of the following areas: education, practice, research, leadership, and/or public policy.

**Ineligibility:**

1. No member of the ENA Board of Directors shall be eligible for admission to the Academy while so serving. If, subsequent to admission to the Academy, a Fellow is elected to the ENA Board of Directors, such Fellow's membership in the Academy shall not be affected, except that such Fellow is not eligible to serve on the AEN Board. Members of the ENA Board of Directors cannot sponsor or submit letters of recommendation for individuals applying for Fellowship.
2. Consultants, including independent contractors, employees of independent contractors, or subcontractors, working for ENA are not considered employees of the Association, therefore, are eligible to submit applications to the Academy barring any conflicts of interest
3. Employees of ENA are ineligible for admission to the Academy and cannot sponsor or write letters of recommendation for applicants. A two-year period must lapse from the time of employment before a member, who is a former ENA employee and who meets all other criteria, is eligible to apply for admission to the Academy.
4. If subsequent to admission to the Academy, a Fellow becomes an ENA employee, such Fellow's Academy membership shall not be affected, except that such Fellow is not eligible to serve on the AEN Board and cannot sponsor or write letters of recommendation for applicants

**Application:** Information and a call for applications will be publicized annually by ENA. The AEN Board and ENA staff will determine the final date for receipt of applications at the ENA national office.

The applicant must submit the documents described below. All documents must be submitted online by the application deadline. No more than two or three letters of recommendation, depending which application you are submitting, will be accepted. ENA staff will verify that the applicant has met membership qualifications, submitted the required documents, and met submission deadlines. Applications that do not meet the required submission guidelines will not be reviewed by the AEN Board, the applicant will be notified, and the application fee will be returned to individuals. If the application has been reviewed by the AEN Board and then determined to have not met the submission guidelines based on the content of the documents submitted, the application fee will not be returned. Application documents will not be returned and remain the confidential property of ENA and will be retained in accordance with Record Retention Policy.

**Fellowship**

The application for Fellowship includes:

1. Demographic Information
2. Applicant's Personal Statement addressing each of the three criteria for admission to the Academy of Emergency Nursing:
  - Criterion 1: Active Involvement - 400 word limit
  - Criterion 2: Enduring and Substantial Contributions – 1,000 word limit
  - Criterion 3: Potential for Sustained Contributions - 300 word limit
3. The Application Fee (see Fees and Dues Table)
4. Current Curriculum Vitae (must be emailed separately to [academy@ena.org](mailto:academy@ena.org))
5. Letters of Recommendation are required from two sponsors, one of which must be from a

current Fellow of the Academy. Each sponsor must describe the length and nature of their relationship to the applicant in 50 words or less. Each sponsor must address all of the three criteria for admission to the Academy of Emergency Nursing:

Criterion 1: Active Involvement - 400 word limit

Criterion 2: Enduring and Substantial Contributions – 1,000 word limit

Criterion 3: Potential for Sustained Contributions - 300 word limit

### Honorary Fellowship

Nominations for Honorary Fellowship must be submitted by a Fellow of the Academy. The application for Honorary Fellowship includes:

1. Demographic Information
2. Nominator's Statement addressing the following criteria for admission to the Academy of Emergency Nursing:
  - Criterion 1: Active Involvement - 400 word limit
  - Criterion 2: Enduring and Substantial Contributions – 1,000 word limit
3. The Application Fee (see Fees and Dues Table)
4. Current Curriculum Vitae (must be emailed separately to [academy@ena.org](mailto:academy@ena.org))
5. Letters of Recommendation are required from two sponsors (in addition to the nominator), both of whom must be current Fellows of the Academy. Each sponsor must describe the length and nature of their relationship to the applicant in 50 words or less. Each sponsor must address the following criteria for admission to the Academy of Emergency Nursing.
  - Criterion 1: Active Involvement - 400 word limit
  - Criterion 2: Enduring and Substantial Contributions – 1,000 word limit

### Posthumous Fellowship

Nominations for Posthumous Fellowship must be submitted by a Fellow of the Academy. The application for Posthumous Fellowship includes:

1. Demographic Information
2. Nomination Statement describing the length and nature of her/his relationships to the applicant in 50 words or less and addressing the following criteria for admission to the Academy of Emergency Nursing:
  - Criterion 1: Active Involvement - 400 word limit
  - Criterion 2: Enduring and Substantial Contributions – 1,000 word limit
3. Curriculum Vitae (must be emailed separately to [academy@ena.org](mailto:academy@ena.org))
4. Letters of Recommendation are required from two sponsors (in addition to the nominator), both of whom must be current Fellows of the Academy. Each sponsor must describe the length and nature of her/his relationship to the applicant in 50 words or less.

The sponsor must address the following criteria for admission to the Academy of Emergency Nursing.

Criterion 1: Active Involvement - 400 word limit

Criterion 2: Enduring and Substantial Contributions – 1,000 word limit

**Review:** There is no limit to the number of candidates who can be inducted into the Academy of Emergency Nursing each year. A minimum of three members of the AEN Board will evaluate the merits of each application and will score the application according to established procedures in a fair, equitable, and ethical manner. The review of applicants will be based only on the materials that are submitted, and no additional information outside of the submitted materials will be considered. An additional review may be requested by a member of the AEN Board, the ENA Board liaison, or the ENA staff liaison if there is sufficient concern warranted by the final score and reviewer comments on the application.

**Ratification:** A recommended list of Academy candidates will be submitted by the AEN Board to the ENA Board of Directors for ratification as candidates for induction into the Academy of Emergency Nursing. All decisions by the AEN Board and the ENA Board are final and no explanation of the decisions will be provided to applicants or sponsors. Applicants will be notified of a decision at least 90 days prior to the Induction Ceremony.

**Induction:** Admission is contingent on attendance by the candidate at the Academy induction at which the candidate is scheduled or the succeeding Academy induction, after which the candidate shall no longer be eligible for induction unless the candidate applies for Fellowship again. A request to waive this requirement because of extraordinary circumstances will be evaluated by the AEN Board on a case-by-case basis. The induction fee (see Fees & Annual Dues Table below) is due with the candidate's letter of acceptance for induction into the Academy.

**Meetings:** An Academy Annual Meeting and the Academy Induction Ceremony will be held in conjunction with the ENA annual conference. In the event that the AEN Annual Meeting precedes the Induction Ceremony, inductees who are present will be considered provisionally inducted as of the beginning of the meeting and therefore able to participate fully and vote at the meeting. However, all inductees are required to attend the Induction Ceremony. In the event of extenuating circumstances, this requirement may be waived by the AEN Board.

**Fees & Annual Dues:** Academy dues are due every December 31 and are paid in addition to ENA membership dues. Notification of the annual dues payment deadline will be sent via email in mid-November. Reminders will be emailed every two weeks until the deadline. If payment is not made by January 15, Fellow rights (listed below) will be suspended. Rights will be reinstated upon payment of dues.

<b>Membership Category</b>	<b>Application Fee</b>	<b>Induction Fee</b>	<b>Annual Dues</b>
Fellows	\$100	\$100	\$100*
Honorary Fellows	Waived	Waived	Waived
Fellows, permanently			Waived

incapacitated**			
Fellows, temporarily incapacitated**			Waived for the duration of the incapacitating condition
Deceased Fellows			Waived
Posthumous Fellows	Waived	Waived	Waived

\* Fellows with special circumstances may apply to the AEN Board for reduced or waived dues

\*\* Upon request and with AEN Board approval

In addition, dues may be paid for multi-year periods as indicated below. The Fellow's ENA dues must also be paid for the same multi-year span.

3 years = \$250

5 years = \$375

Lifetime = \$1,200

**Fellow in Good Standing:** A Fellow in good standing is: (1) a current member of ENA in good standing, (2) has been inducted into the Academy, and (3) has paid current Academy dues.

**Rights:**

Fellows have the right to:

1. Use FAEN following their name
2. Use the AEN Seal on printed professional nursing business cards
3. Participate in and vote at Academy meetings
4. Be named in the Directory of Fellows
5. Access the AEN Fellows-only section of ENA's website
6. Sponsor and recommend a maximum of two candidates for Fellowship per year
7. Serve on the AEN Board

Honorary Fellows have the right to:

1. Use FAEN (Hon) following their name
2. Participate in and vote at Academy meetings
3. Be named in the Directory of Fellows

Posthumous Fellows have the right to:

1. Have FAEN following their name
2. Be named in the Directory of Fellows

**AEN Seal, Guidelines for Use:**

1. The AEN Seal may be included only on printed professional nursing business cards by AEN Fellows in good standing. The AEN Seal may not be used on electronic business cards or email signature lines. The AEN Seal may not be used for other purposes or by non-Fellows.
2. Permission to use the AEN Seal on printed business cards will remain in effect until the individual changes employers, make changes to the professional nursing business card, or no longer uses the business card. Fellows must remain in good standing to continue to use the AEN Seal.

3. Business cards that are being changed or updated must be sent for review and approval by the AEN Board or designated person
4. Elements of the AEN Seal must remain in the same proportional relationship as provided
5. The format, color, graphic elements, and text may not be altered. No other language or slogans may be added. The words “AEN Fellow” or “Fellow in the Academy of Emergency Nursing” may be added below the AEN Seal.
6. AEN Fellows can request permission to use the AEN Seal for professional nursing business cards by submitting a short application to the AEN Board or designated person. The application is available on the ENA website and consists of the following elements:
  - (a) The individual’s name, credentials, and contact information
  - (b) Contact information for the institution identified on the business card if not seen on the electronic copy or drawing
  - (c) An electronic copy or drawing of the business card including the proposed placement, size, and color of the AEN Seal must be attached, faxed (fax 847.460.4006), or mailed to ENA
7. Once the business card has been printed, the Fellow must mail two business cards to ENA to be included in their Academy of Emergency Nursing records

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