

Jack D. Pressman-Burroughs Wellcome Fund Career Development Award Committee
Responsibilities of the Chair (AAHM 16 Pressman)

The Association may award the Jack D. Pressman-Burroughs Wellcome Fund Career Development Award in the Twentieth Century History of Medicine or Science to a recent Ph.D. recipient working to revise his/her dissertation in the area of twentieth century history of medicine or science. The prize shall not be awarded more often than once each year. The person to receive the award shall be selected by the Pressman-Burroughs Wellcome Award Committee. (Bylaws VIII.9)

- Convene the committee, typically by email.
- Review the existing call for submissions from the *Bulletin* and revise and update.
- Submit the revised call for submissions to the *Bulletin* and Secretary-Treasurer for posting.
- Review the guidelines for the award posted on the Association website and on the American Historical Association's on-line *Guide to Prizes and Fellowships of interest to Historians*.
- Well before the deadline and then again a month or so before the deadline, send out the text of the award to H-NET (<http://www.h-net.org/announce/>). This is a free, online listing but each instance has to be initiated by committee members.
- Further publicize the award by efforts such as
 - posting in newsletters such as HSS, AHA, and OAH.
 - sending award text via email to colleagues for re-distribution.
- Communicate in a timely fashion with applicants:
 - confirm receipt of their packets.
 - ask applicants how they had found about the competition, in order to gauge and broaden effective publicity about the award.
- Establish a timeline and process for the deliberations.
- The committee may consider nominations from members of the Association.
- If the committee chooses, the chair may also collect informal commentary on the proposals and send to all applicants at the end of the process (as a way of providing valuable feedback and mentoring for all participants, not only the eventual award winner).
- Choose the winner.

- Please notify the President and Secretary-Treasurer of the name, contact information and institution of the winner.
- The Chair is responsible to contact the winner to deliver the good news.
- Please feel free to describe to the winner the following benefits of the award
 - A check for \$1000 from the Pressman-Burroughs Wellcome Fund endowment in the History of Medicine Foundation delivered traditionally at the annual awards banquet
 - Reimbursement from the Association for the cost of registration for the meeting and banquet
- Write a brief report on the activities of the Committee and forward to the Secretary- Treasurer electronically (aahm@kumc.edu) by March 15 for inclusion with materials provided to the Council prior to the annual meeting. The report should list committee's members, the final decisions on honorees and any recommendations for Council regarding the work of the committee. Do not include comments on the deliberations of the committee unless they bear on the recommendations.
- You may also choose to send to the Secretary-Treasurer a separate confidential list of remaining candidate articles that your committee would like to forward to future committees.
- Please plan to attend the awards banquet in order to confer the award on the winner or to announce the winner, if he or she is unable to attend.
- If you are unable to attend the banquet, please arrange for another member of the committee to attend in your place.
- If the award winner is new to the Association, he or she will not be familiar with the arrangements of the banquet. Please make sure that the winner has someone to sit with at the banquet and that he or she understands the system of signing up at the registration desk for a banquet table. (We do not want the winner to show up at the banquet knowing no one there and without a seat.)
- Compose a brief statement of commendation about the merits of the winning paper to be read at the awards banquet, either by you or by your designee.
- Before the annual meeting you must communicate to the Secretary-Treasurer the

following important information

- The formal report of the committee to submit to Council
- The decision of the award winner about attending the banquet: either definitely attending, definitely not attending or still undecided
- The name of the person from the committee who will be at the awards banquet on Saturday night to announce the winner of the award
- The brief text your commendation and remarks for the banquet, which can be used subsequently in publicizing the award