

DATE: October 2016

FROM: Executive Secretary, ACIP

SUBJECT: Nomination of Candidates for the Advisory Committee on Immunization Practices (ACIP)

The period for solicitation of potential nominees to replace the ACIP members whose terms will end on June 30, 2017 has concluded. We are now accepting applications for membership for the term beginning July 1, 2018; we will be filling four positions at that time.

We are happy to receive proposals at any time of the year for candidates to fill upcoming vacancies on the Advisory Committee on Immunization Practices (ACIP). Selection of members is based on candidates' qualifications to contribute to the accomplishment of ACIP objectives (www.cdc.gov/vaccines/acip/index.html). The U.S. Department of Health and Human Services policy stipulates that committee membership be balanced in terms of professional training and background, points of view represented, and the committee's function. Consideration is given to a broad representation of geographic areas within the U.S., with equitable representation of the sexes, ethnic and racial minorities, and the handicapped. Nominees must be U.S. citizens, and cannot be full-time employees of the U.S. Government.

Candidates should submit the following items:

- Current ***curriculum vitae***, including complete contact information (telephone numbers, mailing address, e-mail address)
- At least one letter of recommendation **from person(s) not employed by the U.S. Department of Health and Human Services**
 - One letter should be written by someone at your institution who is familiar with your current work.
 - More than one letter may be submitted.
- A cover letter that includes your statement of interest in serving on the ACIP, the qualifications and expertise that you would bring, and written evidence to support how you meet all of the relevant criteria, which are identified in the "Qualities required for ACIP Members" section included in *Detailed Information regarding ACIP Membership*.

The deadline for receipt of all application materials (for consideration for term beginning July 1, 2018) is **August 1, 2017. All files must be submitted electronically as e-mail attachments to:**

Ms. Stephanie Thomas

c/o ACIP Secretariat

e-mail: SThomas5@cdc.gov

Nominations may be submitted by the candidate him- or herself, or by the person/organization recommending the candidate.

A review of all applications will be conducted in the fall of 2017 by the ACIP Steering Committee, with final selection of the candidates to be made by the Secretary, Department of Health and Human Services; successful candidates will be notified of their appointment during the spring of 2018 and those candidates not accepted will be informed in writing. Unsuccessful applicants are encouraged to re-apply

in subsequent years. The need for various kinds of expertise varies from year to year and a candidate who is not selected in one year may be appointed in a subsequent year.

If you have any questions regarding these procedures, please email Ms. Stephanie Thomas at SThomas5@cdc.gov.

Please share this request with anyone who may be interested in submitting a recommendation for nomination.

Amanda Cohn, MD
Executive Secretary

Jean Clare Smith, MD, MPH
Medical Officer