University of Central Florida College of Medicine

AΩA Zeta Chapter

 Student Nomination Process

Two elections are held each calender year. M3 students and residents/faculty are elected each February and M4 students are elected in August.

1. Top 25% of the M3 (December/January) or M4 (June/July) class is identified through the registrar.
2. All students in this group who are not on any sort of monitoring/probation are requested to submit their CV and complete the online application via an email sent from the AΩA administrator. The AΩA administrator confirms that all eligible students received this invitation.
3. The online application has students delineate their accomplishments DURING MEDICAL SCHOOL in the areas of service (students are required to list the approximate number of hours for all volunteer activities and these hours may be confirmed by the faculty advisor for the activities), leadership, research as well as giving a brief personal statement as to how they feel they can contribute to the field of medicine. In submitting this application students give their permission to have their application reviewed by the AΩA selection committee.
4. The AΩA selection committee is composed of the current, active AΩA membership- student, faculty, and community members as indicated by payment of local chapter annual dues.
5. Using a Qualtrics Survey, each student and faculty member is randomly assigned a review one category (a, b, or c) and assign each applicant with a score from 1-5 in that category.
	1. Community Service: Record of service to school and community through organization and participation in volunteer service activities
	2. Leadership: class officer, tutor, club officer, member of organizations, etc
	3. Research: papers, poster presentations, platform presentation, book chapters, reviewer…
	4. Potential to contribute and achieve in medicine\*

\* The election committee comprised of the AOA Councilor, AOA secretary/treasurer and the AOA administrator review and score applicants in all categories as well as assigning a score for potential to contribute and achieve in medicine.

1. A deadline for review is provided. At the time of the deadline, a quorum +1 of active members and key administrative personnel must have submitted their reviews of applicants. (If there is no quorum at the deadline, the AΩA administrator sends a reminder email to those members that have not completed their review and an additional 48 hours are provided for review.)
2. Each student receives a total score in each category. The categories of Potential to Achieve and Leadership are weighted by a factor of 1.5. The cumulative score for each student is calculated and the highest cumulative scores are ranked.
3. All reviewers are asked if they have any reservations about the candidates’ ability to represent the core values of AΩA: honesty, honorable conduct, morality, virtue, unselfishness, ethical ideals, dedication to serving others, and leadership.  If there are any reservations about any candidates, the AΩA councilor reviews the concerns and gathers additional information before a decision is made on the final election of that nominee.
4. All data is reviewed by AOA administration and the Office of Assessment.
5. The top 10 scoring candidates are approved for nomination at our semiannual AOA Zeta chapter meeting.
6. All candidates are notified of their status immediately upon completion of this process by email.
7. The Dean of the College of Medicine and the Deans of the Office of Student Affairs are notified.

**2018-19 AΩA Zeta Chapter Counselor and Secretary/ Treasurer:**

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