**Guidelines for Applicants and Letter Writers for Writing Fellow Status Contributions**

**Instructions for Applicants and Letter Writers for Completing Your Fellow Status materials (Applicants) or Letters of Reference (Letter Writers):** To assist applicants and letter writers the **Fellows Committee** **(FC)** has provided specific examples of **weak** and **strong** statements for the content for the six areas of consideration in which applicants are evaluated for Fellow Status. The principles , examples, and wording below can be helpful to both applicants and their letter writers.

**Basic Grounding Principles for Applicants and Letter Writers**

1. Be specific.
2. The Fellows Committee (FC) recognizes that the areas for evaluation (described below) are likely overlapping and the FC will examine your application in its entirety.
3. The FC will look for evidence of exemplary contribution in at least one area. Often, individuals who are selected for Fellow status will have made contributions in more than one domain. Applicants, as you prepare your application and approach your letter writers, be sure to list your area(s) of contribution and impact in your application.
4. Focus on the impact of your/the applicant’s contributions in the five competency area(s). The FC will be sensitive to the environment in which the applicant is functioning, depending on the scope of that job.
5. The FC will look for evidence of outstanding and sustained contributions in each of five competency area(s).
6. The examples that you (**and your two letter writers**) provide need to illustrate/reflect your contribution(s) are over-and-above typical performance in your job position.
7. Service to ABCT, while important, should be included (if relevant) but is not in and of itself sufficient.

**Below are some examples that the FC has provided of both weak and strong statements within each of the five competency area(s) that the Committee will review when evaluating applications for Fellow Status in ABCT. Please remember that the examples below are but a few of what could be considered a meaningful and exemplary contribution. An applicant’s overall application will be reviewed against what is expected as meeting expectations for the applicant’s outstanding and sustained contributions.**

**Clinical Practice**

**Applicants**

**Weak:** I have been an excellent clinician for the past 15 years, as evidenced by being much in demand.

**Strong**: I established the first XX clinic in the city of XX, meeting a previously unmet need in the community. As a result of this work, I have consulted on the development of similar treatment centers, increasing availability of XX in other communities.

**Weak**: I have devoted my career to the practice of empirically supported treatments.

**Strong**: I have devoted my career to the practice of empirically supported treatments and have used behavioral and functional assessments routinely to monitor patient progress in therapy, as well as outcomes when this was rarely done in my community. At their request, I consulted with the local chapter of my professional association to extend this work to other practitioners in the field.

**Letter Writers**

**Weak**: They are highly respected in the community.

**Strong**: The depth of their knowledge of XX has distinguished them as the expert in our community. As a result of this recognition, <name> is frequently consulted by other professionals concerning XX and has been most generous in sharing time and knowledge with other providers.

**Weak**: They have presented on XX at our local practice network meetings.

**Strong**: They have unique knowledge and expertise of the cognitive behavioral treatment of XX; as a result, their longitudinal supervision course has resulted in training well over # of professionals in this treatment approach.

**Education and Training**

**Applicants**

**Weak**: I am training director for XX program.

**Strong**: I created/updated XX program from a non-empirical training model to a strong evidence-based, cognitive behavioral training at <location>. In the past # of years, we have graduated XX students and consulted with ## other training programs to improve their training in cognitive behavioral therapy.

**Weak**: My course evaluations are routinely very high.

**Strong**: I have mentored and trained a number of underrepresented students and individuals from low-income environments who have gone on to develop well-respected careers and have advanced evidence-based care. These individuals include <names>.

**Letter Writers**

**Weak**: This individual is a Full Professor at XX University.

**Strong**: <Name>‘s textbook is the seminal volume for learning about cognitive behavioral treatment of XX. Moreover, their teaching ratings are exemplary. A typical comment from a student expressed “<name>’s enthusiasm for this subject was infectious and has made me want to learn more...”

**Weak**: <Name> has done a series of talks at the local library and has a blog that addresses XX.

**Strong**: <Name> has provided the first series of talks at the local library on XXX, which have resulted in requests for learning more cognitive behavioral therapies from professionals, media representatives, and patient advocates. <Name> has also maintained a well-subscribed YouTube channel that contains numerous videos of mini-lectures, case examples, and clinical tips.

**Advocacy/Policy/Public Education**

**Applicants**

**Weak**: I have spent my career advocating for empirically supported treatments.

**Strong**: I founded a nonprofit organization that provides free information about empirically supported treatments for XX, providing public education to many individuals who would otherwise remain unreached by behavioral health professionals. During 2018, the website for this organization reported XX,XXX hits and provided information by mail to XXX individuals.

**Weak**: I have been interviewed by my local newspaper on XX.

**Strong**: I developeda series of fact sheets on cognitive behavioral treatment of XX for local media, which has been picked up by national outlets and widely disseminated. One example of this is <provide details>.

**Letter Writers**

**Weak**: XX has met with local political representatives.

**Strong**: XX has advocated tirelessly for XX, which has included meeting with relevant political representatives, reaching out to media, and developing draft legislation in collaboration with XX. These efforts have resulted in <details of impact here>.

**Weak**: XX is a strong advocate for empirically based treatments.

**Strong**: XX has developed a program for increasing delivery of evidence-based care in the X system. As a result, ## professionals have been trained to deliver care with fidelity. As part of this effort, XX educated system administrators on the literature on evidence-based care of XX. XX was highly instrumental in obtaining funding for these training efforts within XX system.

**Dissemination/Implementation**

**Applicants**

**Weak**: I have routinely presented at ABCT, including providing a workshop.

**Strong**: I developed and provided the first workshop on XX at ABCT. I also have presented this work at other professional organizations including XX, which has impacted the following professions: X, Y, and Z. I have provided follow-up consultation to ## of participants, as they learn to utilize these treatments.

**Weak**:. I have a long history of supervising practicum students and interns in cognitive behavioral therapy.

**Strong**: Students who I have mentored have gone on to develop research/care delivery/program development in cognitive behavioral therapy in the following settings: Y, Z. Part of my approach to mentoring involves training students in methods and strategies for dissemination and implementation, especially in settings where cognitive behavioral therapy has not been routinely delivered.

**Letter Writers**

**Weak**: <Name> is an enthusiastic member of the Dissemination and Implementation SIG at ABCT.

**Strong**: As a member of the Dissemination and Implementation SIG at ABCT, <Name> has assumed a leadership role and has taken important action, such as <give details>. Their tireless efforts have resulted in the following impact <give specifics>.

**Weak**: <Name> is well-known as a leader in the dissemination of cognitive behavioral therapy.

**Strong**: <Name> is known for guiding efforts in disseminating cognitive behavioral therapy: <give examples such as writing treatment manuals, providing training, developing programs for underserved populations, program evaluation, etc.>. As a result, cognitive behavioral treatment for XX has been implemented in the following ways <give specifics including impact>.

**Research**

**Applicants**

**Weak**: I lead a nationally funded research program on <topic>.

**Strong**: My research as PI on a NIMH-funded study of XXX has provided some of the first evidence to support XXY. This research has resulted in refinement in XXX, impacting methodology and theory in this area in the following ways <give examples>.

**Weak**:. I have continually published in cognitive and behavioral journals for the past 10 years.

**Strong**: My publications have had an impact on theory/practice, as indicated by a H-index of XXX (or implementation in X way).

**Letter Writers**

**Weak**: They have been continuously funded for the past 10 years.

**Strong**: Their work has been recognized by NIMH and has provided some of the first data to support XXY. They are recognized by several funding agencies as an expert in this area as indicated by their service on two study sections.

**Weak**: They are an outstanding researcher.

**Strong**: Their research is outstanding in that it is widely cited, has advanced methodology in the study of XX, and has impacted cognitive behavioral practice in XX way.

**EQUITY, INCLUSION, AND DIVERSITY CONSIDERATIONS**

**Applicants**

**Weak**: I have always been committed to enhancing evidence-based assessment and treatment for underserved communities.

**Strong**: While working in xxxx community center, I led an overhaul of community outreach and access. Under my direction, we partnered with ## faith-based organizations, ## community centers, and ## schools to develop ## satellite programs that serviced ## different catchment areas. I oversaw the process to make services at community clinics Medicaid eligible. Percentage of ethnic minority clientele increased from ##% to ##% and of patients below the poverty line from ##% to ##%.

**Weak**: As a person who identifies as xx-xxx, I have always been interested in the impact of cultural differences on psychology and services.

**Strong**: As the only xx-xxx in xxxx medical center during my time, I have demonstrated leadership through significant service time on the center’s Committee of Diversity, the President’s Commission on Equity and Inclusion, and an increased role in faculty hires and promotions. In these efforts, I made substantial contributions to redefine criteria and processes regarding faculty and trainee hires that resulted in ## new diversity hires, ## diversity promotions, and advances in trainee diversity from ##% to ##%. To secure retention and successful advancement for trainees and faculty, I dedicated substantial mentorship time to diverse community members.

**Letter Writers**

**Weak**: The candidate has a long history of serving on regional and national committees related to diversity.

**Strong**: They are frequently appointed to regional and national committees seeking to establish policies and procedures to enhance diversity, inclusion, and equity. For example, on the Governor’s Commission on School Standards, the candidate made major contributions to evaluating racial bias in standardized testing which resulted in the annual exam being removed from the curriculum.

**Weak**: The candidate has been a committed advocate for diversity issues at the university.

**Strong**: Reviewing the candidate’s c.v., one will note the disproportionate number of departmental and university committees the candidate has been asked to serve on related to diversity and inclusion, no doubt related to their personal identity and to their expertise in the area. In this area, the candidate has had a substantial impact on the university’s policies and procedures in diversity programming at the university. For example, xxxx.