

GUIDELINES
ACADEMY OF EMERGENCY NURSING
EMERGENCY NURSES ASSOCIATION

NAME

The name of this academy is the Academy of Emergency Nursing (AEN). The AEN functions under the authority of the Emergency Nurses Association (ENA) Board of Directors and is composed of individual members of ENA, titled “Fellows”. The official logo, seal and pin reflect the status and inclusion of the AEN within the ENA organizational structure.

PURPOSE

The AEN honors nurses who have made enduring and substantial contributions that have had significant impact and continue to advance the emergency nursing specialty. The Academy provides visionary leadership to the Emergency Nurses Association.

MISSION

The mission of the Academy of Emergency Nursing is to recognize and promote significant sustained excellence in emergency nursing in collaboration with the Emergency Nurses Association.

VISION

The Academy of Emergency Nursing is a dynamic collaborative partnership fostering excellence, advocacy and research in emergency nursing and promoting the development of nursing leaders.

ACADEMY OF EMERGENCY NURSING BOARD

Composition: The AEN 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. Candidates for Chairperson-elect must be current members of the 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 Fellows. An announcement to this effect will be made at the AEN business meeting.
2. Members of the ENA Board of Directors may not serve on the AEN Board.
3. Honorary and Emeriti Fellows may not serve on the AEN Board.

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

1. The Academy election process is as follows:
 - (a) Candidates for the AEN Board must have equal opportunities to access Fellows 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. 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 the ENA national office by 12:00 pm CST on October 10.
3. Voting for candidates by members of the Academy will begin mid-October and end on October 31 at 12:00 pm CST.
4. A list of newly-elected members of the AEN Board will be ratified by the ENA Board of Directors.
5. Candidates will be notified of the outcome prior to publication of the results.
6. 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. If 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 and/or Immediate Past Chairperson, 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.

Academy Board Responsibilities:

1. Oversee and participate in Academy activities.
2. Annually develop its charges within the fourth quarter and submit to the ENA Board of Directors for ratification.
3. Actively carry out AEN charges and business.
4. Review and evaluate Fellow applications and make recommendations to the ENA Board of Directors.

FELLOWSHIP

Composition and Categories: The Academy shall be composed of:

1. Fellows who meet eligibility criteria and are inducted into the Academy after ratification by the ENA Board of Directors.
2. Honorary Fellows are persons outside of the emergency nursing specialty, including non-nurses, who meet the enduring and substantial criteria for Academy membership.
3. Emeritus Fellows are members who have retired from full time employment, have been an active Fellow for at least ten years and write a letter to the AEN Board indicating the Fellow elects Emeritus status.
4. Posthumous Fellows are emergency nurses who previously met the criteria for enduring and substantial contributions for Academy membership.

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

1. Demonstrate enduring and substantial contributions that had a significant impact on the advancement of the emergency nursing specialty on the local, state, regional, national, and/or international level (e.g., education, practice, research, leadership, and/or public policy).
2. Describe the plan for sustained contributions to AEN and the advancement of the emergency nursing specialty. The potential contributions may be in one or more of the following areas: education, practice, research, leadership, and/or public policy.
3. Must be a current voting-eligible member of ENA and have been a voting-eligible ENA member continuously for the three (3) calendar years prior to the time of the FAEN application.

Ineligibility:

1. ENA Board of Directors are not eligible to apply for the Academy while in office. If 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.
2. ENA Board members cannot sponsor or submit letters of recommendation for individuals applying for Fellowship during their term in office.
3. AEN Board members, including its ENA Board liaison(s), cannot sponsor or submit letters of recommendation for individuals applying for Fellowship during their term of office and for two (2) years after their AEN Board term has concluded.
4. 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.
5. 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.
6. 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. Only two (2) letters of recommendation will be accepted. ENA staff will verify that the application is complete. 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 policies.

Fellowship

The application for Fellowship includes:

1. Submission of a complete Fellowship application by the posted due date.
2. Payment of application fee ([see Fees and Dues table](#)).
3. Applicant's Personal Statement addressing each of the criteria for admission to the Academy of Emergency Nursing:
 - a. Enduring and substantial contributions that had an impact on the advancement of emergency nursing
 - b. Plan for sustained contributions for the advancement of emergency nursing.
4. Curriculum Vitae (CV) or Professional Resume

Honorary Fellowship

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

1. Submission of a complete Honorary Fellowship application.
2. Nominator's Statement addressing the following criteria for admission to the Academy of Emergency Nursing:
 - a. Enduring and substantial contributions that had an impact on the advancement of emergency nursing.
3. Available Curriculum Vitae (CV) or Professional Resume

Posthumous Fellowship

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

1. Submission of a complete Posthumous Fellowship application.
2. Nominator's Statement addressing the following criteria for admission to the Academy of Emergency Nursing:

- a. Enduring and substantial contributions that had an impact on the advancement of emergency nursing.
3. Available Curriculum Vitae (CV) or Professional Resume

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 Fellow 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. The AEN Board shall utilize a standard template to provide written feedback to unsuccessful applicants. All decisions by the AEN Board and ENA Board are final and no additional dialogue/correspondence regarding the application shall occur. Applicants will be notified of a decision after ratification by the ENA Board of Directors and at least 90 days prior to the Academy 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 Business Meeting and the Academy Induction Ceremony will be held in conjunction with the ENA annual conference. In the event that the AEN Annual Business 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.

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. If payment is not made by January 15, Fellow rights ([listed below](#)) will be suspended. Rights will be reinstated upon payment of dues.

Membership Category	Application Fee	Induction Fee	Annual Dues
Fellows	\$100	\$100	\$100*
Honorary Fellows	Waived	Waived	Waived
Emeritus Fellows	\$75 (one time fee)		
Fellows, permanently incapacitated**			Waived

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 Academy meetings
4. Vote on Academy business
5. Be named in the Directory of Fellows
6. Access the AEN Fellows-only section of ENA's website
7. Sponsor or recommend one or more candidate for Fellowship
8. Serve on the AEN Board and AEN work groups
9. Wear AEN pin on professional attire

Emeritus Fellows have the right to:

1. Use FAEN(E) following their name
2. Be non-voting participants in Academy meetings
3. Be named in the Directory of Fellows

Honorary Fellows have the right to:

1. Use FAEN(H) following their name
2. Be non-voting participants in 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 Logo and Seal

Use of AEN logo and Seal will follow ENA branding guidelines.

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