

American Meteorological Society Scientific and Technological Activities Commission

Terms of Reference for Reviewing Nominations

The Banner I. Miller Award

This Terms of Reference (TOR) describes the process to be used by the American Meteorological Society (AMS) Scientific and Technological Activities Commission (STAC) to review nominations for the Banner I. Miller Award. The Banner I. Miller Award is given for an outstanding contribution to the science of hurricane and tropical weather forecasting published in a journal with international circulation during the 48 months prior to the deadline for nominations. The award is selected every other year (typically in a year between two conferences on Hurricanes and Tropical Meteorology) and is presented to the authors of the publication at the AMS annual meeting following the award selection.

The STAC Committee on Tropical Meteorology and Tropical Cyclones (TMTC) is responsible for overseeing the award process and forming the selection committee. The selection committee is composed of a chair and as many as ten members of the TMTC Committee. The TMTC Committee Chair may serve as the chair of the selection committee, or appoint a member of the TMTC Committee as the chair of the selection committee. Additionally, the TMTC Committee Chair or the chair of the selection committee may augment the selection committee with as many as three additional members outside of the TMTC Committee when it is deemed to be beneficial for the proper judging of the nominations. The search committee should consist of at least eight members including the chair. The selection committee should be formed by Jan 31, and the names will be provided to the AMS Office of the Director of Executive Programs by mid-February to allow the selection committee members access to the nomination website by May 1.

In late January, the TMTC Committee will call for award nominations. A nomination should include an electronic copy of the publication and a letter of nomination. These nominations will be submitted to the TMTC Committee by the nomination deadline May 1. Hold-over nomination packages from previous years will not be considered by the selection committee, but eligible publications that didn't win the award in previous years may be nominated again.

In early March, the chair of the selection committee will provide members of the selection committee a schedule for completing the reviews the nomination packages (members will be given at least one and a half months to review the nominations). The chair of the selection committee will also provide the date that the nomination recommendation is due to the STAC Commissioner for review (normally on or about June 1). The STAC Commissioner will then forward the recommendation to the Awards Oversight Committee (AOC), normally on or about June 7. In order to ensure an objective award selection process, selection committee members must review the AMS conflict of interest policy (shown below). Any members who feel they have a relationship with one or more of the nominees must recuse themselves from voting.

Each member of the selection committee shall review the nomination packages (#*n*), rank them on a scale of 1 to 3 (if $n \geq 3$) with 1 being the best, and provide them to the chair of the committee with a brief statement or reason for their top two ranking nominations. In the case of only one nomination, selection committee members will indicate their support or non-support for the nomination. Selection committee members can also recommend that any nomination package is inappropriate for this award. The selection committee may choose not to give an award, recognizing that the award should only be given for an outstanding contribution.

The chair will compile the rankings for scoring purposes and determine if there is a significant separation in scores for the top nominee. The chair will share with the selection committee the compiled scores and the statements of support for the top two or three nominees and either recommend an awardee (based on the separation of the scores), OR propose a second round of scoring for just the top two or three nominees. The chair will share the scores with the selection committee and the supporting statements for the top two or three nominees *without* attribution. This process will be conducted by e-mail but at any time the chair or any member of the selection committee can request a conference call to discuss the nominees, the rankings, and/or the proposed award selection.

When agreement on the selection is reached, the chair will complete the award report (see below) and submit it to the TMTC Committee Chair. The TMTC Committee Chair will review the report and forward it through the STAC Commissioner to the AOC. For item 5 of the report, the chair will indicate that the STAC TOR for The Banner I. Miller Award has been followed.

AMS CONFLICT OF INTEREST POLICY: It is recognized that award committee members will often have had relationships of one form or another with at least some of those nominated for awards over the course of their career. It is important for the entire committee to be aware of the nature of those relationships so that it can address any real or perceived conflicts of interest or biases with respect to committee members and award nominees. On the first conference call or meeting at which the award committee reviews nominations, each member of the committee will describe for fellow committee members their current or past relationship to any award nominee. This should include any financial, personal, or professional relationship that might be perceived as representing a conflict of interest or bias on the part of the committee member. The committee as a whole will decide if any of these relationships are strong enough to warrant the committee member recusing him or herself from discussions on a particular nominee. In most cases, the open discussion of relationships will allow the entire committee to move forward with the review and discussion of nominations without anyone needing to recuse themselves.

POLICY REGARDING INVOLVEMENT IN THE NOMINATION PROCESS

- o Committee members will not be involved in the nomination process (refer to <http://www.ametsoc.org/awards/awardsnominationprocedure.html>), BUT
- o Committee members can urge colleagues to make nominations for specific prizes (but not specific individuals)

- o Committee Chairs can formally notify the Nominations Committee about the need for nominations for a given prize.
- o In the past, specific names have been forwarded to the Awards Nomination Committee to see if they could secure nominations. Though this seems inconsistent with the stated policy if the committee is also judging that nomination, the Nominating Committee can filter these.
- o Committee members can make nominations for awards they are not involved in. Thus, a member of the Atmospheric Research Awards Committee could nominate for the Simpson Award, but the Chair of that committee could not.

Commissioner Report to the Awards Oversight Committee

To:

From:

CC: Anne McDonough

Date:

Award: Banner I. Miller

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1. Number of nominations for this award: _____
 2. There was a clear justification for this award: _____yes, _____no

If no, provide any comments the committee feels are warranted (optional):
 3. Review committee's recommendation (name of individual):
 4. Proposed award citation (25 words or less):
 5. How did the committee select the nominees (by e-mail, by conference call - brief description):
 6. Did the committee have any difficulties, concerns about the process?
Recommendations for improvement
 7. Names of members of the review team (name and Board/Committee affiliation):
 8. Did any of the review team members have conflicts of interest with the nominees?
 9. Should any of the nomination packages be move to another award for consideration next year? (Provide the name of the individual and the appropriate award.)