

### AACP Process for Revocation of Honors or Awards

AACP expects all volunteers, elected leaders and recipients of honors and awards to embody the highest standards of professional and personal ethical behavior. Appointment to service positions within AACP or conferral of honors and awards are privileges exercised at AACP's discretion and are not obligations of the Association. AACP retains the right to suspend or revoke awards in cases where there have been findings of harassment, discrimination or other unethical personal or professional behavior. Such behavior, and the tolerance or acceptance of such behavior, contribute to an unwelcoming atmosphere and create barriers to the full participation in academic pharmacy by all. AACP is committed to fostering an inclusive community and leveraging diversity of thought, background, perspective, and experience to advance pharmacy education and improve health.

AACP will consider requests for revocation of honors or awards made by any person who would be eligible to join AACP as a member or affiliate, whether they are active AACP members or not. A request for revocation must include either an investigative report that documents findings, sanctions, or actions taken or a public announcement of the findings of such a report or actions taken. Investigations and reports must be by a credible body, such as an academic institution, funding agency, other federal, state or local agency or and independent organization or association. AACP will only consider requests for revocation filed within four years of publication of a report or public announcement of findings. Note that the four-year time limit for submitting revocation requests will be waived for the first two years the AACP Policy on Honors, Awards and Leadership Positions is in effect.

#### *Revocation Process:*

1. A request for suspension or revocation should be made in writing to the AACP Executive Vice President, at [revocation@aacp.org](mailto:revocation@aacp.org). The identity of the requestor will be kept confidential from anyone within or outside AACP, unless disclosure by AACP is required to meet a legal obligation.
2. The request must include or link to an investigative report and/or public announcement of findings or actions from a credible body such as an academic institution, funding agency, professional organization or society, Federal, state or local agency, or criminal or civil court. Requests for suspension or revocation may only be made by persons who are eligible for membership or affiliate membership in AACP. Information submitted must include sufficient detail to allow verification of the information and sources. In addition, the requester must agree in writing to maintain the confidentiality of the matter until its conclusion at AACP. Throughout this process, only information submitted in the request or additional, publicly available information related to the request will be considered. AACP will not investigate complaints or charges not included in or publicly linked to the initial request.
3. AACP's Executive Leadership team, comprised of the Vice Presidents and Human Resources Associate Professional, will conduct a preliminary review to determine if the request is substantive, with adequate information to support a determination, and complies with AACP policies and procedures. The AACP Executive Leadership team may be assisted by AACP staff, but in all cases will maintain strict confidentiality during this review. Following this preliminary review, the AACP Executive Leadership team will decide whether the request merits further consideration. Regardless of the Executive Leadership team decision, the AACP Executive Vice President will provide a report on the case to the Executive Committee of the AACP Board of Directors.
4. Based on the initial request, supporting information and the report from the AACP Executive Leadership team, the AACP Executive Committee will decide by a majority vote whether to proceed with the

revocation process or to dismiss the request. In cases where there is a conflict of interest with a member of the AACP Executive Committee, that member will be recused from the process and replaced with the Chair of the Council to which that Executive Committee member belongs, i.e., Council of Deans or Council of Faculties.

5. If the Executive Committee decides to proceed with revocation, the honoree will be given notice of the request, with the supporting documentation and the names of all Executive Committee members. The honoree will be invited to respond in writing to the request, and if desired, to make an oral presentation to the Executive Committee. This presentation will be limited to the honoree and will not go beyond the scope of the original request and submitted documentation. The honoree will be given at least two weeks to respond.
6. After the deadline for responses has passed, the Executive Committee will consider the original request, any responses, including the oral presentation/conference with the honoree, if any, and may also consider any other pertinent information of public or official record. The Executive Committee will discuss and vote on a motion of revocation. An affirmative vote of four of the six on the Committee is required for this motion to pass. The decision of the Executive Committee is the final decision and there is no appeal.
7. After the decision is made, the Executive Committee will provide a summary report to the full AACP Board of Directors. The report will indicate if the motion passed or not, but neither the vote tally nor the decisions of individual members of the Committee will be included. This report will be prepared in consultation with legal counsel.
8. The AACP Executive Vice President will share the decision with the person who submitted the request and the honoree. If the award or honor originated in an AACP Section or SIG, leadership of that governance group will then be notified of the revocation decision. An announcement of and/or the report of the revocation decision may or may not be made public, at the discretion of the Board in consultation with legal counsel. In no case will information regarding the revocation be made public until these individuals and AACP units have been notified.
9. Reinstatement: After an honor has been revoked, should significant, material new evidence come to light that would call into question the conclusion to revoke, a member may request reinstatement. The process and procedure for reinstatement will be substantively equivalent to the procedure to revoke.

9/9/2021 8:13 AM