



2023-2024

AACP Aspiring Academics Program
Application Instructions

American Association of
Colleges of Pharmacy **AACP**

March 13, 2023

Table of Contents

Overview of the Aspiring Academics Program	3
Program Objectives	3
Student Eligibility	3
Student Expenses	3
Mentorship	4
Home Mentor Eligibility	4
Mentor Expenses.....	4
Mentor Participation Requirements	4
Application Instructions	5
Application Deadline	5
Application Form	5
AACP Instructions.....	5
Application Sections	5
Submitting Your Application	9
Application Review	10
Eligibility Review.....	10
Evaluation Criteria	10
Acceptance Requirements	11
Participant Promotion	11
Important Dates	11
Contact Information	11
Dean’s Form: AACP Aspiring Academics Application	12

OVERVIEW OF THE ASPIRING ACADEMICS PROGRAM

The American Association of Colleges of Pharmacy (AACP) [Aspiring Academics](#) program is designed to inform and inspire students from diverse backgrounds who are interested in pursuing an academic pharmacy career. Through asynchronous learning modules, mentorship, networking, a group project, involvement with AACP, and attendance at the AACP Annual Meeting and Teachers' Seminar, the program aims to facilitate a deeper understanding of career paths in academic pharmacy. The AACP Aspiring Academics (AAA) program will accept up to twenty (20) student-faculty pairs from AACP member schools for the 2023-2024 program. The overall program requires approximately 2 hours per month between August 2023 and June 2024 in addition to attendance at the AACP Annual Meeting and Teachers' Seminar on July-20-24, 2024. View the [AAA Participant Guide](#) for details.

Program Objectives

At the completion of this program, students should be able to:

1. Describe the various types of pharmacy faculty positions.
2. State the expectations of a pharmacy faculty member regarding scholarship, teaching, and service.
3. Describe the process for career advancement in pharmacy academia and the knowledge, skills, and attitudes needed.
4. Develop a network of peers and mentors interested in academia.
5. Discuss contemporary areas of interest regarding pharmacy education.
6. Develop a poster to showcase knowledge learned about pharmacy academia.

Student Eligibility

Qualified applicants will meet the following requirements. Applicants must:

- be enrolled in a Doctor of Pharmacy (Pharm.D.) degree program at an AACP member institution;
- be enrolled during the **2023-2024** Academic Year as one of the following:
 - a. A P3 Pharm.D. student in a 4-year program,
 - b. A P2 Pharm.D. student in an accelerated 3-year program, OR
 - c. A P5 (out of P6) student in a 0-6 program.
- be in good academic standing in the Pharm.D. program;
- have a strong interest in enhancing their preparation for a career in academic pharmacy;
- submit a completed [application](#) by the deadline; and
- agree to abide by the terms in the Aspiring Academics [Participant Guide](#), including mandatory attendance at the 2024 AACP Annual Meeting and Teachers' Seminar.

All eligible students are invited to apply. No more than one student will be accepted per institution.

Student Expenses

The student's college or school of pharmacy must agree in advance to provide funding in the form of a fixed stipend or reimbursement model to cover the student's transportation, lodging, and meals to the 2024 AACP Annual Meeting and Teachers' Seminar, if accepted. AACP will waive the registration fees for accepted students to attend the conference, as well as the expenses associated with creating group posters for the 2024 meeting. Hotel information will be available by April 2024.

MENTORSHIP

Through this program, students will have the opportunity to learn from two distinct faculty member mentors, one from within their own institution (the **home mentor**) and one assigned by AACP (the **AACP group mentor**).

- The home mentor assists the student in their application to the program and commits to working with the student as they explore academic pharmacy for the duration of the program. They ensure that the student is prepared for each of their group meetings and accompanies their student to the Annual Meeting and Teachers' Seminar.
- The AACP group mentor will work with a group of four to five students from various schools. The AACP group mentor will facilitate group discussions following assigned modules, allowing students to learn about academic issues from perspectives outside their home institution. The AACP group mentor will also assist their group in the development of a poster for presentation for the AACP Annual Meeting.

Home Mentor Eligibility

Qualified faculty mentors at the student's home institution must meet the following requirements:

- be an individual member of AACP;
- submit a letter of support on behalf of the student as part of the AAA application process; and
- agree to abide by the terms in the Aspiring Academics [Mentor Guide](#), including mandatory attendance at the 2024 AACP Annual Meeting.

Mentor Expenses

Home mentors and AACP group mentors are responsible for all expenses associated with participating in the program, including the meeting registration fees and travel expenses for the 2024 AACP Annual Meeting and Teachers' Seminar.

Mentor Participation Requirements

If a home mentor is unable to register and participate the 2024 AACP Annual Meeting and Teachers' Seminar for any reason, as required, the mentor is responsible for immediately notifying AACP staff at aspiringacademics@aacp.org and identifying another faculty member at the institution who will agree to fulfill the program requirements in the Aspiring Academics [Mentor Guide](#) and attend the 2024 AACP Annual Meeting and Teachers' Seminar with the student. Students are not permitted to participate in the Aspiring Academics program without a home mentor, nor share a home mentor.

APPLICATION INSTRUCTIONS

Application Deadline

Aspiring Academics Program applications are due by **May 15, 2023**, at 11:59 pm Hawaii Standard Time (HST).

Application Form

<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=EAJCLUSI>

AACP Instructions

<https://www.aacp.org/resource/aacp-aspiring-academics-program>

- **Create Account**
 - Select the Join Now button under New Users to begin your application.
- **Account Profile**
 - Enter your contact information.
 - Under the professional information header, enter your position as “student” and enter your institution and credentials, if any (e.g., B.S.).
 - Type an access key (password) that you will use to access your submission information in the future. The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alphanumeric character.
 - Click Create Account.
- **Privacy Notice**
 - Review the standard privacy notice.
 - Check the Consent box and type your name into the e-signature line.
 - Click the Continue button.
- **Application Home Screen**
 - Carefully read the instructions.
 - Scroll down to the ‘Click here to begin a new application.’
- **Start a New Application**
 - Enter your first and last name exactly as entered on the Account Profile page and click Submit.

Application Sections

Please click on each task to enter the requested information. Once completed, the task will then appear with a large green check mark. After you have completed all of the tasks below, select "Save Application."

* indicates a required field

Task 1: Applicant Information

- **Current Address ***
- **Email ***
- **Preferred Phone Number ***
- **Gender ***
- **Citizenship Status ***
- **College or School of Pharmacy ***

- **Academic Status ***
 - Eligible student statuses during the program period (2023-2024 Academic Year):
 - A P3 Pharm.D. student in a 4-year program,
 - A P2 Pharm.D. student in an accelerated 3-year program, OR
 - A P5 (out of P6) student in a 0-6 program.

- **Educational or Environmental Disadvantaged Status**
 - Check if any of the following apply to you. By designating any of the items below, you are considered to be educationally and/or environmentally disadvantaged. If none of these items apply to you or you do not wish to answer, skip this question.
 - I graduated from a high school from which a low percentage of seniors receive a high school diploma.
 - I graduated from a high school at which many of the enrolled students are eligible for free or reduced-price lunches.
 - I am from a family that receives public assistance (e.g., Aid to Families with Dependent Children, food stamps, Medicaid, public housing) or I receive public assistance.
 - I am from a family that lives in an area that is designated as a Health Professional Shortage Area or a Medically Underserved Area.
 - I participated in an academic enrichment program funded in whole or in part by the Health Careers Opportunity Program.
 - I am from a school district where 50% or less of graduates go to college or where college education is not encouraged.
 - I am the first generation in my family to attend college (neither parent attended college).
 - English is not my primary language.

- **Economic Disadvantaged Background ***
 - Were you raised in an economically disadvantaged household?
 - View the [low-income level table](#) on the PharmCAS fee waiver page to determine if you or your parents may be considered economically disadvantaged.
 - Select Yes to this item if you believe you were raised at an economic disadvantage.
 - Select No to this item if you believe you were not raised at an economic disadvantage.
 - Select Decline to State if you do not wish to respond to this item.

- **Race and Ethnicity ***
 - AACP seeks to identify Aspiring Academics from diverse backgrounds. Please identify the groups in which you consider yourself to be a member. Check all that apply.
 - Do you consider yourself to be of Hispanic/Latino origin?
 - Race: Please identify the groups in which you consider yourself to be a member.
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

Task 2: Teaching and Scholarship Experience

Please respond to the questions below about your previous experiences. All of your related experiences in teaching and scholarship should also be reflected in your resume, including the organization name, your position or role, and dates.

If you respond YES to an item, please provide additional details, such as date and organization.

NOTE: You are responsible for staying within the **50-word limit** for each item on this screen. Do NOT exceed.

- Have you participated in any scholarship or research activities, including as an undergraduate student? Include any research conducted jointly or individually. Research may include laboratory-based research, social and administrative research, health sciences research, practice-based research, clinical research, and/or scholarship of teaching and learning. *
- Have you served as a tutor in college, a professional program, and/or other setting? *
- Have you served as a research assistant, teaching assistant, and/or lab facilitator? *
- Have you led an instructional session or lead a didactic or lab session for a course? *
- Have you delivered professional presentations to audiences outside of the institution (e.g., conference or elementary school)? *
- Have you served in a leadership role in a student organization? *
- Have you served on a faculty committee (e.g., admissions committee)? *
- Have you completed a teaching certificate in pharmacy or other area? *
- Do you have other experience as a paid educator (e.g., teacher, coach)? *
- Do you have other educator experiences (e.g., education concentration or electives)? *

Task 3: Applicant Resume Upload *

Your resume is a very important part of your application. It will be used to help differentiate your application from others and allow you to showcase your academic and extracurricular involvement. **Your resume does not need to be exhaustive and should focus on relevant areas of experience.** Review the requirements below before you upload your resume.

- Save and upload your resume as a PDF.
- Limit resume to no more than 3 pages.
- If you use any acronyms, also provide the full name.
- Use headers and/or section titles to organize your resume.
- Briefly describe any leadership roles and/or involvement.
- Include the length of time spent in organizations and/or leadership roles.

Task 4: Applicant Essay *

You are strongly encouraged to compose your essay in a separate word processor, then copy and paste it into the appropriate text box below. Use line breaks (the return key) to separate paragraphs.

You must compose your essay using your own words and without assistance from other individuals or an artificial intelligence (AI) essay generator (e.g., ChatGPT). You are permitted to use tools to check your spelling and grammar. The minimum word count is 200 and the **maximum word count is 750**.

Student's Statement of Experience & Future Career Goals

Describe your reasons for wanting to participate in the Program, your career goals, and other academic and personal attributes you would like the reviewers to consider. What do you hope to gain by participating in the Aspiring Academics Program?

Task 5: Dean's Form *

The deans' office within your current college or school of pharmacy must agree in advance to fund your travel to the 2024 AACP Annual Meeting and Teachers' Seminar if you are accepted. To affirm the institution's support, you must **download the [Dean's Form](#)** and arrange for the dean of your college or school of pharmacy, or another individual designated by the dean's office (e.g., associate dean of academic affairs), to sign the form to affirm the institution's willingness and ability to support your participation in the program. Once received, upload the signed form to your Aspiring Academics application.

Task 6: Invite Faculty Mentor *

One letter of support (recommendation) is required from your pharmacy faculty (home) mentor. The degree to which the faculty mentor believes you will benefit from participating in the AACP Aspiring Academics (AAA) Program is considered in the review process. The faculty mentor at your home institution must meet the following requirements:

1. be an AACP member,
2. agree to fulfill the requirements as described in the AAA [Mentor Guide](#), and
3. submit a letter of support via the AAA application.

The faculty mentor should address the following items in the letter of support.

1. Describe the current mentoring relationship, including how long and how well you have known the student and in what capacity.
2. Describe a specific plan for mentoring the student over the length of the AAA program (e.g., timeframe and frequency) as required in the [Mentor Guide](#).
3. Use specific examples or evidence to describe the student's attributes and goals, and how they will contribute to a successful career in academia.

Follow these steps:

- 1. Identify a Faculty Mentor**
 - Invite your faculty mentor to review the AAA [Mentor Guide](#) and requirements, and submit a letter of support on your behalf that addresses the bullets above.
- 2. Add a Faculty Mentor**
 - Enter the faculty mentor's name and email address.
 - Click the 'Add Faculty Mentor' button.
- 3. Invite Faculty Mentor**
 - Click the Invite button to initiate an automated email to your faculty mentor with instructions on how to complete the Profile section and submit a letter of support.
 - You will see the status **Profile Incomplete** until your faculty mentor completes the Profile.
 - To leave this screen and return to the main menu before the mentor profile is complete, you must click the Tasks link at the top of the screen.
- 4. Check Status**
 - You will receive an automated confirmation email when your faculty mentor completes the Profile section or submits a letter of support.
 - The mentor may continue to revise the letter until the application period closes.
 - You will receive an email every time the letter is updated, but will not be able to view the letter.
- 5. Save and Submit**
 - Once your faculty mentor is done, you must log back into your application to save and submit.

Task 7: Status of Faculty Mentor Letter *

If not already done, click on the 'Invite' button next to your faculty mentor's name. Once done, the mentor should receive an automated email with a custom link to the online recommendation form.

- Instruct your mentor to watch for an email from **doNotReply@ConferenceAbstracts.com**.
- If the mentor does not receive the email, advise them to check their junk and spam folders.
- Please allow your mentor adequate time to submit a letter before you re-invite them.
- Revisit this task to view the latest invite date and to check on the status of the letter.
- Once the letter is received, the status will show as **Presentation completed**.
- **Once the letter is received, click Complete Task to mark this section as done.**

Task 8: Applicant Certification *

Please read and sign below.

By adding my name to the text box below, I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge. I composed my essays using my own words and without assistance from other individuals or artificial intelligence (AI) technology (i.e., an essay generator).

Your certification of this statement serves the same purpose as a legal signature.

- Check that you have read and agree to the statement above.
- Please indicate your agreement by typing in your full name in the space provided.
- Click Submit Agreement.

See the next page for additional instructions.

Submitting Your Application

Once each section of your application features a green check mark, you are ready to save and submit your application. Be sure to click **Save Application** button at the bottom of the main page, then click **Submit** in the upper right-hand corner of the next screen. You will receive an automated email once your application is submitted.

APPLICATION REVIEW

Eligibility Review

AACP staff will determine that all eligibility requirements have been met. Once requirements are verified, the application will move through the evaluation process.

Evaluation Criteria

AACP leaders will use the following criteria by which all applications will be judged. The evaluation team will look for well thought out, organized, articulate, and complete applications, with evidence that both parties have a strong interest in enhancing the student's preparation for a career in academic pharmacy.

Credentials of the Student

The Teaching and Scholarship Experience (task 2), applicant resume (task 3), and The *Statement of Experience & Future Career Goals* essay (task 4), are used for this criterion. The degree to which the student is motivated to pursue an academic career is evaluated. Evaluation involves an assessment of how closely the personal and academic credentials of the student match with the goal of the Program.

- **Statement of Experience & Future Career Goals**
 - Scholarship Experience
 - Teaching Experience
 - Future Career Goals
 - Spelling and Grammar
 - Student Description of Mentor Relationship

Faculty Mentor's Support of Student

The faculty mentor's description of the student's qualifications and capacity to succeed in this type of Program is used for this criterion. The degree to which the faculty mentor describes a plan of mentorship and believes the student will benefit from participating in the Program is evaluated.

1. **Mentor Engagement**
 - Degree of current mentor engagement and specific plan (e.g., timeframe, frequency) for mentoring the applicant for the duration of the Program.
2. **Evidence of Applicant's Attributes**
 - How well the mentor describes the applicant's attributes and goals as they relate to a potential for a successful career in academic pharmacy.
3. **Potential for Success in Academic Pharmacy**
 - The applicant's potential for success in an academic pharmacy career based on the mentor's letter.

ACCEPTANCE REQUIREMENTS

The following materials will be due by July 15, 2023, for all students accepted into the AAA program.

- 1. Accepted Students:** If you are accepted, you must:
 - Confirm your willingness to participate in the Aspiring Academics program and fulfill the participant requirements described in the [Participant Guide](#).
 - Join AACP as a student member. The fee is \$15 per year. To join, go to <https://www.aacp.org/article/student-membership>.
- 2. Home Mentor:** If you are accepted, AACP staff will contact your selected home mentor directly to notify them of your acceptance and confirm the mentor's willingness to do the following:
 - Fulfill the requirements in the Aspiring Academics [Mentor Guide](#).
 - Attend the 2024 AACP Annual Meeting and Teachers' Seminar.
 - Identify an alternate mentor in the event they are no longer able to serve in the role.
- 3. Dean's Office:** If you are accepted, AACP staff will contact the dean's office at your institution to notify them of your acceptance and confirm the following:
 - You are still in good academic standing in the Pharm.D. program.
 - The institution will support your travel to the 2024 AACP Annual Meeting and Teachers' Seminar and provide all travel policies and procedures associated with the funding (e.g., fixed stipend versus reimbursement) directly to you as the student.

Participant Promotion

AACP will announce the AACP Aspiring Academics in press releases, publications, trade journals, and/or newsletters as appropriate, and recognize AACP Aspiring Academic awardees and mentors at the 2024 AACP Annual Meeting.

Important Dates

View the [Participant Guide](#) for additional details, dates, and forms:

Mar 14, 2023:	The program application opens to students
May 15, 2023:	The program application closes to students
Jul 1, 2023:	Program decisions are released to students
Jul 15, 2023:	Deadline for additional materials from accepted students, their faculty mentors, and their institution to confirm student's eligibility to participate
Aug 2023-Jun 2024:	Virtual program participation
Aug 30, 2023:	Kick-off event (6-7 pm ET, 5-6 pm CT, 4-5 pm MT, 3-4 pm PT)
Jan 23, 2024:	Mid-year social event (6-7 pm ET, 5-6 pm CT, 4-5 pm MT, 3-4 pm PT)
Jul 20-24, 2024:	AACP Annual Meeting and Teachers' Seminar & in-person event (required)

Contact Information

Please contact the AACP student affairs team with any questions about the Aspiring Academics program or application process at aspiringacademics@aacp.org or 703-739-2330, extension 1033.

DEAN'S FORM: AACP ASPIRING ACADEMICS APPLICATION

Instructions for CEO Dean's Office:

The student listed below is applying to the 2023-2024 AACP Aspiring Academics (AAA) program. Please sign the form to affirm the institution's willingness to cover the student's travel expenses to attend the 2024 AACP Annual Meeting and Teachers' Seminar, if accepted. Once signed, return the form to the student.

The dean of the college or school of pharmacy, or another individual designated by the dean's office (e.g., associate dean of academic affairs), may sign this form for multiple students who are applying to the 2023-2024 Aspiring Academics program. However, the funding obligations will be limited to no more than one student per year. The Aspiring Academics program is limited to one student per institution and a total of 20 students in the 2023-2024 cohort. The signed form will only be used to determine the student's eligibility to participate and will not be considered during the application review process.

If the student is accepted, AACP staff will contact the dean's office again in summer 2023 to confirm the student remains in good academic standing, as defined by the institution, and to reaffirm the institution's willingness to fund the student's travel. AACP will waive the registration fees for the student to attend the 2024 AACP Annual Meeting and Teachers' Seminar. AACP will not cover the meeting travel or registration expenses for any faculty mentors.

Instructions for the Student:

Enter your name and the name of your faculty mentor in the space below. Arrange for the dean, or another individual designated by the dean's office (e.g., associate dean of academic affairs), to review and sign the form. Once the signed form is received, upload the completed form to your application by the deadline.

By signing this form, the institution agrees to the following participation terms:

- The institution affirms the student is currently in good academic standing in the program.
- If the student is accepted into the 2023-2024 AACP Aspiring Academics program, the institution agrees to fund the student's travel to the 2024 AACP Annual Meeting and Teachers' Seminar and provide all travel policies associated with the funding (e.g., fixed stipend versus reimbursement) directly to the student.

Name of Student:

Name of Faculty Mentor:

Name of Dean or Dean Representative:

Position:

Signature:

Date: