

# The College Citation

## Terms of Reference



### Description

The College Citation (the Award) was established in 1986 and is one of the RANZCP's major awards. The award recognises special service to the RANZCP.

This lifetime achievement award is for a member of the RANZCP or a non-member outside the RANZCP who has made significant contribution to the RANZCP and its core purposes and objectives.

### Eligibility Criteria

The Award may be made to a member of the RANZCP, or a non-member outside the RANZCP.

The Award may be made to one person, or alternatively if more than one award is given, no more than two awards can be made in any one year.

Previous recipients of the College Citation will not be eligible to receive the award on a further occasion.

Periods of extended leave (e.g. parental leave) may alter the period of eligibility and can be taken into account by the Selection Panel. Relevant information should be outlined within the submission. Accordingly, members who have worked or trained on a part-time basis, are on or are returning from parental leave, a break in training, or undertaking another form of leave including carers/family leave can be considered for nomination.

### Form of Award

The Award comprises a framed citation plus a complimentary registration for the recipient to attend the RANZCP Congress in that year, where they will have the opportunity to present and share their career perspectives.

The recipient is also invited to attend the College Ceremony at the RANZCP Congress where the Award will be presented.

### Frequency

The College Citation is presented annually, although if there are no suitable applicants, the College Citation will not be awarded in that year.

### Nomination Process

The College Citation is given by nomination only. Nominations may be made by any two members of the RANZCP, setting out their reasons for such nomination.

Nominations for the Award must be made in the manner specified by the RANZCP.

### Selection Requirements

The Selection Panel will consider the nominee's special service to the RANZCP or psychiatry, as demonstrated by their contributions to the RANZCP or to the profession.

## Selection Panel Composition and Operation

The Selection Panel shall consist of the Chair of the Awards and Recognition Committee (Convenor), the President, two other Past Presidents (if such a number be available) and a previous recipient of the College Citation. The Selection Panel may co-opt further members of the RANZCP Board, if necessary.

At least one member of the Selection Panel must be from Australia and at least one from New Zealand. If no selection panel members are from New Zealand, then a New Zealand Board Director or the Chair of the New Zealand National Committee will replace the second past president. Achieving appropriate diversity, including gender balance, will also be considered when forming the Selection Panel.

Involvement in the Selection Panel may include a meeting with other panelists to review the candidates and come to an agreement on the winner, after review and scoring has taken place.

It is the responsibility of all members of the selection panel to comply with the [RANZCP Declaring and Managing Conflict of Interest Guideline](#) and to promptly take appropriate action to effectively manage the conflict of interest. In the event that a conflict of interest is identified:

1. the Chair will be responsible for addressing the conflict and taking appropriate steps to ensure the integrity of the selection process is maintained; or
2. where the Chair declares a conflict of interest, and it is not possible to make alternative arrangements, the decision will be deferred to the remaining members of the selection panel.

## Final determination

The Selection Panel is responsible for recommending to the Board a person for receipt of the Award and will only do so if they are unanimous in their recommendation. The recommendations should be in writing and should outline the reasons for such nomination. The Board will have final determination for this Award.

## Revision Record

Date	Executive Manager, Membership, Events and Publications		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Awards and Recognition Committee		
<b>Document Code:</b>	ToR The College Citation		
Date	Version	Approver	Description
19/11/2015	1.0	B2015/7	Updated to reflect correct terminology and processes.
10/02/2018	1.1	B2018/1 R14	Updated to reflect correct terminology and processes.
August 2019	1.2	Coordinator, Membership Services	Updated clarify nomination process.
15/03/2025	1.3	B2025/5	Updated following in depth committee and Board review of top six College awards, including review by a CCC and CfR member and a Past President.
<b>NEXT REVIEW: TBC</b>			