



## **Fellow Designation Application Required Components**

Thank you for your interest in applying for the FAONL Designation. Your decision to engage in the application process of becoming an AONL Fellow demonstrates your commitment to the nursing profession beyond your role requirements, and to the highest standards of nursing leadership practice, specifically your contributions to AONL. The application process requires you to engage in significant self-assessment and also requires a willingness to put yourself forward for assessment by others.

The review process for designation as an AONL Fellow is a rigorous process. The goal is to ensure that the FAONL designation is recognized across the professions as having credibility as an indicator of leadership that exceeds professional standards for practice. The FAONL designation is awarded to nursing leaders that have demonstrated a commitment to advancing the profession through AONL and other professional association work. For these reasons, engaging in the application process in and of itself is an act of courageous leadership. We welcome the opportunity to review your application and hope that the process of application is valuable to you. This packet is provided to give you the critical information that you will need to successfully complete the application process; read it very carefully before beginning your application.

### **What is the AONL Fellow Designation?**

Those designated as Fellows of the American Organization for Nursing Leadership are nurse leaders who have made significant and sustained contributions to the specialty of nursing leadership beyond their role expectations and to AONL. They have demonstrated an impact beyond their work organizations that extends regionally, nationally, or even globally. Recipients of this designation hold the highest honor bestowed on individuals by members of the nursing leadership specialty. AONL Fellows have achieved success in the field and commit to advance the specialty and shape the future of nursing leadership through expert leadership practice, engaging with nurse leaders in all arenas, mentoring other leaders, and contributing to AONL.

### **Benefits of Designation as an AONL Fellow**

- Recognition as an accomplished nurse leader.
- Use of the AONL Fellow credential.
- Inclusion in the Directory of AONL Fellows

### **Applicant Resources Provided in this Packet:**

- Required components of the AONL Fellow designation application
- Required criteria of the AONL Fellow designation application
- Guidance on preparation of the professional narrative
- Guidance on CV preparation
- Guidance on letters of support

### **Required Components of the application for AONL Fellow designation:**

Applicants are responsible for the final submission of all required documentation at one time.

- Professional narrative that specifically addresses defined criteria
- Professional Curriculum Vitae (CV) that follows the defined requirements
- Two (2) letters of support, at least one of which must be from a current AONL member (membership number required). Additionally, at least one of those letters must be written by someone outside your organization (if currently employed).
- Non-refundable application fee

### **Required Criteria Included on the Application Form**

- Current membership in AONL; applicants must provide their membership number.
- A minimum of 5 years of AONL membership. These years of membership do not need to be consecutive. Note: Membership in an AONL Affiliate does not constitute membership in AONL.
- An advanced degree at the Master's level or higher with at least one degree in nursing (ex., BSN, MSN, DNP)
- Attendance at a minimum of three AONL Annual Conferences

### **Professional Narrative**

**Your narrative will be judged on your description of outcomes that contribute to nursing leadership as well as to the mission and vision of AONL, and that demonstrate an impact beyond your organization.**

It should be clear to the reviewers what you have accomplished/contributed, how the accomplishments have extended beyond your usual work setting, and what evidence supports those accomplishments. It should also be clear to the reviewers the influence that AONL has had on your leadership evolution and the contributions that you have made to AONL.

There are five (5) criteria within the narrative, each with a specific word limit; applications exceeding the word limit will not be accepted. Provide specific information, outcomes, and national and/or regional impact. When composing your narrative, ensure its organization and clarity.

The review will include whether:

- The narrative is clear, coherent and focused.
- The content of the narrative is well developed and organized.
- The organization of ideas presented is effective.
- The reader benefits from the applicant's logic and well developed descriptions of how various Fellow designation criteria have been met.
- The narrative connection to the criteria is clear
- The narrative is free of grammatical errors and is well edited.

### **Criteria # 1 – Leadership Evolution (250 words)**

Provide evidence of your leadership, including leadership roles within employment and within the profession beyond employment. Focus on milestones with related outcomes and specific achievements.

### **Criteria # 2 - AONL Contributions to the Applicant’s Leadership Evolution (250 words)**

Provide evidence that highlights how AONL and its state/regional affiliates contributed to your leadership evolution and to your ability to make a professional impact through your leadership. Consider how your leadership evolution would have differed without AONL’s influence.

### **Criteria #3 - Contributions and/or Innovations to Nursing Leadership (500 words)**

As a result of your leadership, describe at least one specific innovation or contribution to nursing leadership, the outcomes of that innovation/contribution, and the dissemination of it beyond your employment.

### **Criteria #4 - Contributions to AONL (750 words)**

Describe your contributions to AONL and include the outcomes or results of your contributions. Contributions to your AONL affiliate may be cited but must be tied to AONL’s mission and goals.

### **Criteria #5 - Future Leadership Development and Leadership Goals Contribute to the Mission/Vision of AONL (500 words)**

Describe how you plan to further develop, expand, or evolve your leadership practice and what leadership goals will be supported through this development. Further, describe how these future leadership goals complement or advance the mission and vision of AONL.

### **Curriculum Vitae (CV)**

Beyond outlining the applicant’s job history, the CV presents the applicant’s evolution both within professional roles and engagement in the profession beyond employment. It is expected that applicants’ CVs will provide evidence to support their outcomes and contributions within their leadership practice and evolution, including the relationship to AONL’s mission, vision and strategic plan. The applicant’s CV must align with and support the narrative statements.

Requirements: Applications that do not follow the required format will not be accepted. The CV must:

- Be no more than 10 pages in length
- Be written in a size 12 font with 1 inch margins

Content: The CV must include work history, including specific accomplishments and outcomes achieved within each role and highlight research, publications, presentations, grants, Fellow and other designations, and work with professional associations. Provide specific evidence to support your outcomes and contribution within your leadership practice and its evolution in relation to mission vision, and strategic plan of AONL. Include your history of AONL membership and remember the years of membership do not need to be consecutive.

## Letters of Support

Two letters of support are required. It is recommended that both letters be written by current AONL members in good standing (membership numbers required); at least one must be a current AONL member. It is the applicant's responsibility to ensure that at least one letter author is a current AONL member before submitting the letters with the application packet. The link to AONL membership directory is <http://leaders.aonl.org/network/members>. Additionally, at least one of those letters must be written by someone outside your organization (if currently employed).

The letters of support must verify and expand upon information provided in the applicant's written narratives and CV and include outcomes and impact on nursing leadership. At least one author must reflect on AONL's contributions to and impact on the applicant's leadership evolution. For this to be accomplished, applicants are advised to share their completed professional narratives, CVs and the AONL mission and vision with those writing support letters prior to the due date of the application.

- The most important characteristic of authors of support letters is their direct knowledge of the applicant. The authors should have sufficient knowledge about the applicant to expand on the contributions and outcomes to both leadership and AONL contributions.

The applicant is responsible for orienting the authors of support letters to the format requirements for the support letter and specific content that verifies and amplifies the contributions documented in the applicant's narrative and CV.

Support letters are to be no longer than 1 page, in size 12 font, and with 1" margins.

Support letters must include:

- Name of the applicant for whom the support letter is being written.
- Name and contact information for the author of the letter.
- The AONL number of at least one author.
- A statement defining how the letters' authors know the applicant, and how long they have known the applicant.

Support letters are to be sent to the applicant for inclusion in the application packet.