



## THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

### Guidelines Regarding Application for Membership in the College on Problems of Drug Dependence, Inc.

The College on Problems of Drug Dependence (CPDD) is an interdisciplinary research society whose members address problems of drug dependence in the broadest range of scientific disciplines, including chemistry, basic biology, pharmacology, neuroimmunology, behavioral science, psychiatry, clinical research, sociology, psychology, anthropology, history, epidemiology, and prevention.

#### General Guidelines for Membership

1. There are four levels of membership (described in more detail below):
  - Member-In-Training
  - Associate
  - Regular
  - Fellow
2. The Credentials Committee reviews applications for membership and provides recommendations to the CPDD Board of Directors (BOD) regarding each applicant. Approval of Associate, Regular, and Fellow applications is by the BOD, and occurs twice per year (at the semi-annual BOD meeting held in June and January). Approval of Member-In-Training applications is by the Chair of the Credentials Committee and can occur at any time throughout the year. The Credentials Committee uses the criteria provided below in assessing potential candidates for membership. In most cases the potential candidate will have attended, authored presentations at, or otherwise participated in, several recent annual meetings or other activities of the CPDD.
3. The Membership Application is an on-line submission process that can be found on the Membership Benefits & Applications page of the CPDD website. All materials must be in English, or an English translation provided for relevant documents (for example, of abstracts for publications that have appeared in non-English language journals).
4. Sponsors' letters of nomination must be by active Regular or Fellow members of the College. The number of letters needed for each membership category is listed in the criteria for each type of membership. Sponsors should be familiar with the applicant and their work and write a letter that states how well and in what capacity they know the applicant, comment on the quality of the individual's work, and highlight how the work is related to and contributes to the field. A list of Fellows and Regular Members who can sponsor applications can be obtained from the Executive Office (contact information below). Letters should be submitted electronically in 'pdf' form directly to The CPDD Executive Office, [info@cppd.org](mailto:info@cppd.org), no later than the application deadlines listed below.
5. Annual dues for CPDD are \$200.00 for Regular, Associate, and Fellow members, and \$50.00 for Members-In-Training. Applicants should NOT enclose a payment with their

application. They will be billed if their application is accepted. Membership begins upon receipt of annual dues.

6. Application submission deadlines for Associate, Regular, and Fellows are the second Friday in September, and the second Friday in January. **Applications for Members-In-Training can be submitted at any time and are reviewed regularly throughout the year, but must be received by March 1<sup>st</sup> to be considered for the discounted registration fee applicable to that year's Annual meeting.**

## Criteria for Membership and Other Information

### 1. Member-In-Training Membership

- a. Criteria for Member-In-Training membership levels:
  - i. Candidates will be post-baccalaureate students who are enrolled in a program of study leading to an advanced degree, medical residents, or trainees in postdoctoral programs in a field related to research on problems of drug dependence who have not yet met criteria for Associate Membership (as described below).
  - ii. Prior attendance at one CPDD conference is not a requirement for Member-In-Training membership.
  - iii. Eligibility must be certified annually by a letter from the individual's faculty advisor, mentor, or institution. Membership eligibility will continue through the next year following the one in which an advanced degree is received, or until the postdoctoral training program is completed.
- b. Application process for Member-In-Training membership:
  - i. The candidate must be sponsored by one active Regular or Fellow member of the College (list available from the Executive Office).
  - ii. The following documents should be submitted electronically via the CPDD Membership Application website:
    1. Curriculum Vitae
    2. Certification of trainee status by his/her faculty advisor
    3. Statement of commitment and area(s) of primary research expertise as relates to the study of problems of drug dependence (250 words or less)
    4. Letter of Nomination from one CPDD member sponsor should be sent by the sponsor directly to the CPDD Executive Office (see General Guidelines above for content of letter and procedure for submitting).

Note: Applications may be submitted at any time, and are reviewed throughout the year. To be considered for membership and discounted registration fees for the upcoming Annual Meeting, Member-In-Training applications must be received prior to March 1<sup>st</sup> of that year's Annual Meeting.

- c. Benefits associated with Member-In-Training membership levels:
  - i. Receipt of CPDD mailings,
  - ii. Access to CPDD electronic discussion lists,
  - iii. Can sponsor the member's own first-authored abstract for the annual scientific meeting,
  - iv. Can access an electronic copy of the College's journal (Drug and Alcohol Dependence),

- v. Can be appointed to committees of the College, and
- vi. Discounted registration for annual scientific meeting.

Note: the Member-In-Training level of membership does not have voting privileges.

## 2. Associate Membership

### a. Criteria for Associate membership level:

- i. The candidate shall have made significant contributions in a basic science, clinical research or other scholarly field relevant to problems of drug dependence. For example, two (2) first-author publications in peer-reviewed basic science, clinical research or other scholarly journals that are related to problems of drug dependence may be used to fulfill this criterion. While scientific authorship in peer-reviewed journals may be the most common means for judging suitability for Associate membership, the College recognizes that other mechanisms can also indicate significant scientific contributions to the field (e.g., efforts within the government, publication of reports, advocacy for addictions research). The Credentials Committee shall exercise judgment in this regard, recognizing that not all papers or books represent equal contributions, and that authorship is not the sole indicator of scholarship.
- ii. The extent of prior attendance and participation in CPDD conferences will be considered in evaluating a candidate's qualification for membership. Prior attendance at one CPDD conference is the minimum requirement for Associate membership. Applicants should not submit an application until after attending at least one annual meeting.
- iii. In most cases candidates will hold a terminal degree appropriate to their academic discipline, although unusually qualified persons who do not hold the terminal degree may be considered for this level of membership.

### b. Application process for Associate membership:

- i. The candidate must be nominated by two sponsors who are active Regular or Fellow members of the College (list available from the Executive Office).
- ii. The following documents should be submitted electronically via the CPDD Membership Application website:
  - 1. Curriculum Vitae,
  - 2. Representative reprints (title page with abstract of peer-reviewed publications; or the title page, Library of Congress number and a one-paragraph description of scholarly books or monographs),
  - 3. A statement of commitment and area(s) of primary research expertise as relates to the study of problems of drug dependence (250 words or less).
  - 4. Letters of nomination from two sponsors should be sent by the sponsors directly to the CPDD Executive Office (see General Guidelines above for content of letters and procedure for submitting).

Note: To be considered for membership and discounted registration fees for the upcoming Annual Meeting, applications must be received prior to Sept. 15<sup>th</sup> of the year preceding the Annual Meeting.

- c. Benefits associated with Associate membership level:
  - i. Can attend and vote at the annual business meeting of the College.
  - ii. Can nominate members for the nominating committee.
  - iii. Receive an electronic subscription to the College's journal (Drug and Alcohol Dependence)
  - iv. Can sponsor the member's own abstract for the annual scientific meeting,
  - v. Can be appointed to committees and run for all offices within the College.
  - vi. Can access the Members Only section of the CPDD website.
  - vii. Discounted registration for annual scientific meeting.
  - viii. Receive CPDD mailings.
  - ix. Have access to CPDD electronic discussion lists.

### 3. Regular Membership

- a. Criteria for Regular membership level:
  - i. The candidate shall have a meritorious record of publication in a basic science, clinical or other scholarly field related to problems of drug dependence. Examples of this criterion include at least ten (10) first-author (or senior author) papers in peer-reviewed basic science, clinical research, or other scholarly journals appropriate to the candidate's field of interest, or first-authored (not edited) basic science, clinical research, or other scholarly books or monographs. While scientific authorship in peer-reviewed journals may be the most common means for judging suitability for Regular membership, the College recognizes that other mechanisms can also indicate significant scientific contributions to the field (e.g., efforts within the government, publication of reports, advocacy for addictions research). Thus, this criterion will be applied with reasonable judgment by the Credentials Committee, recognizing that not all papers or books represent equal contributions, and that authorship is not the sole indicator of scholarship. Either more or fewer publications may be required to meet this criterion.
  - ii. The extent of prior attendance and participation in CPDD conferences will be considered in evaluating a candidate's qualifications for membership. Prior attendance at one CPDD conference is the minimum requirement for Regular membership. Applicants should not submit an application until after attending at least one annual meeting.
  - iii. In most cases, candidates will hold a terminal degree appropriate to his/her academic discipline, although unusually qualified persons who do not hold the terminal degree may be considered for this level of membership.
  - iv. In special circumstances the Credentials Committee may consider potential candidates who do not work in basic science, clinical research, or related scholarly fields. Examples would be those who have made clearly compelling commitments and contributions to research, education, or public service in problems of drug dependence, or persons whose community leadership or philanthropy contributed in an important way to alleviating problems of drug dependence.

- b. Application process for Regular membership:

- i. The candidate must be nominated by two sponsors who are active Regular or Fellow members of the College (list available from the Executive Office)
- ii. The following documents should be submitted electronically via the CPDD Membership Application website:
  - 1. Curriculum Vitae,
  - 2. Representative reprints (title page with abstract of peer-reviewed publications; or title page, Library of Congress Number, and a one-paragraph description of scholarly books or monographs),
  - 3. A statement of commitment and area(s) of primary research expertise as relates to the study of problems of drug dependence (250 words or less),
  - 4. Letters of nomination from two sponsors should be sent by the sponsors directly to the CPDD Executive Office (see General Guidelines above for content of letters and procedure for submitting),

Note: To be considered for membership and discounted registration fees for the upcoming Annual Meeting, applications must be received prior to January 12<sup>th</sup> of the year preceding the Annual Meeting.

- c. Benefits associated with Regular membership level:
  - i. Can attend and vote at the annual business meeting of the College.
  - ii. Can nominate members for the nominating committee.
  - iii. Receive an electronic subscription to the College's journal (Drug and Alcohol Dependence)
  - iv. Can sponsor abstracts submitted by others for the annual scientific meeting,
  - v. Can be appointed to committees and run for all offices within the College
  - vi. Discounted registration for annual scientific meeting.
  - vii. Can access the Members Only section of the CPDD website.
  - viii. Receive CPDD mailings.
  - ix. Access to CPDD electronic discussion lists.

#### 4. Change from Associate to Regular Membership

- a. The criteria used to determine the appropriateness of a request for a change from the Associate category to the Regular membership level shall be the same as the above criteria for a new application to Regular membership (although letters of support may not be necessary, as noted below).
- b. Application process for change to Regular membership: Please complete a transfer membership application. If you have any questions, please contact the CPDD Executive Office at (615) 432-0099 or [info@cppdd.org](mailto:info@cppdd.org).
  - i. A letter describing qualifications for Regular membership and presentations or other participation at CPDD Annual Meetings, or in other CPDD activities since applying for associate membership.
  - ii. A Curriculum Vitae, and
  - iii. Representative reprints (title page with abstract of peer-reviewed publications; or title page, Library of Congress Number, and a one-paragraph description of scholarly books or monographs).

**Note:** No letters of sponsorship are required.

#### 5. Change from Member-In-Training to Associate or Regular

Membership: The applicant must submit a complete application for Associate or Regular membership (through the CPDD website).

## 6. Fellow Membership

- a. Criteria for Fellow membership level:
  - i. The Credentials Committee shall judge suitability for fellow status based upon the following:
    1. Outstanding service to the College,
    2. Exceptional scientific achievement in the drug abuse field, and/or
    3. Special and unique other accomplishments in some other aspect of drug abuse research or a related activity.
    4. It should be recognized that this membership category is reserved for only those persons who are clearly highly distinguished in their contributions to the field and to the College.
- b. Application process for Fellow membership:
  - i. Any Regular member or Fellow of CPDD can nominate a member of CPDD for Fellow status, and current members of CPDD can apply directly for Fellow status.
  - ii. Any Regular member or Fellow of CPDD can nominate a non-member of CPDD for Fellow status, and a person who is not a member of the College can apply directly to become a Fellow of the College.
  - iii. In the case of a non-member applying or being nominated for Fellow status, the person will complete a membership application form.
- c. Applicants should submit the following documents via the CPDD Membership Application website:
  - i. Letter of interest in becoming a Fellow of the College
  - ii. Curriculum Vitae
  - iii. Letters of Nomination from four sponsors who are current members of the College with at least 2 from Fellows of the College should be sent directly to the CPDD Executive Office (see General Guidelines above for content of letters and procedure for submitting).

Note: To be considered for membership and discounted registration fees for the upcoming Annual Meeting, applications must be received prior by the 2nd Friday in September of the year preceding the Annual Meeting.
- d. Benefits associated with Fellow membership level are the same as those listed above for Regular members.

### For further information or guidance contact:

CPDD Executive Office  
5034A Thoroughbred Lane  
Brentwood, TN 37027  
E-mail address: [info@cpdd.org](mailto:info@cpdd.org)  
Phone: (615) 432-0099  
Fax: (888) 417-3311