

# Fellow Nomination Form

## To The Board of Directors of the American Institute of Chemical Engineers

I have the honor of nominating the following individual to Fellow

Name of Nominee		Year Joined AIChE	Birth Year	
Mailing Address			Years of Chemical Engineering Practice	
Position/Title		Year Elected to Senior Member		
Organization	Address	City	State	Zip
Nominator		Date		
Mailing Address		City	State	Zip
Email Address		Day Telephone		

### SPONSORS

The five sponsors of this nomination are all Fellows or Senior Members. (Useful Resource: <http://engage.aiche.org/directory>)  
Note: Nominator may be one of the sponsors. No more than two sponsors can be from the same organization.

1. Name \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Grade of Membership in AIChE    Fellow    Senior Member

2. Name \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Grade of Membership in AIChE    Fellow    Senior Member

3. Name \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Grade of Membership in AIChE    Fellow    Senior Member

4. Name \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Grade of Membership in AIChE    Fellow    Senior Member

5. Name \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Grade of Membership in AIChE    Fellow    Senior Member

Respectfully Submitted \_\_\_\_\_

Signature

# FELLOW NOMINATION REQUIREMENTS, GUIDELINES AND INSTRUCTIONS

## REQUIREMENTS FOR GRADE OF FELLOW. AIChE BYLAW REQUIREMENTS FOR MEMBERSHIP\*

A nominee for election as FELLOW shall have been in chemical engineering practice for an adequate period of time to demonstrate long-term excellence, normally 25 years, and shall have been an AIChE member for at least ten years (exclusive of student membership), and is a Senior Member at the time of election. Election as FELLOW shall be in recognition of both demonstrated “service to the profession” and demonstrated “significant professional accomplishment”.

(a) “Service to the profession” means efforts done for reasons other than financial compensation for AIChE, other technical societies, or other not-for-profit entities whose efforts benefit chemical engineers or the advancement of the engineering profession.

(b) “Significant professional accomplishments” shall be based on success in process, product or theoretical developments, project leadership, managerial achievement, the educating of engineers, or other activities related to chemical engineering.

\*AIChE Bylaws as amended, 2018

## GUIDELINES FOR NOMINATOR

- For election to Fellow, the Nominator bears the responsibility of providing the Admissions Committee with documentation that demonstrates that the Nominee’s achievements and contributions meet or exceed the standards established in the AIChE Bylaws ([https://www.aiche.org/about/governance/by-laws#Section\\_I\\_Membership](https://www.aiche.org/about/governance/by-laws#Section_I_Membership)) and by the Board of Directors.
- The record prepared by the Nominator and the Sponsor’s letters are the only sources of information used to evaluate the qualifications of the Nominee. Prior knowledge of the Nominee by the Admissions Committee or the Board of Directors should not be assumed.
- A resume/CV/career summary should be submitted along with the nomination documents to ensure a complete record of the Nominee’s professional work. That document should provide a record of professional experience with enough information to demonstrate years of active chemical engineering practice.
- The resume may also provide lists of patents and publications but should be limited to a maximum of three pages focusing on accomplishments that should be considered as important.
- The grade of Fellow is intended to recognize significant accomplishments and service, not just time spent as a chemical engineer. Whenever possible, the information provided in the nomination should indicate how and why the accomplishments and service are more than would be expected in ordinary work experience.
- The description of accomplishments and service should help to distinguish differences in the level of effort that could be characterized as minimal, fair, good, excellent, outstanding, or exceptional.
- Clearly identify accomplishments that can be considered to be outstanding or exceptional and explain why.
- Sponsor letters should augment the information provided in the nomination form and career summary. The Sponsor letters should go beyond the background of the Nominee and describe first-hand knowledge and experiences of the Sponsor with the Nominee that set them apart from other chemical engineers.

## NOMINATOR’S SUMMARY GUIDE AND CHECKLIST

- The Nominator is responsible for ensuring that the nomination package contains all of the information needed by the Admissions Committee to decide whether to recommend the Nominee for Fellow to the Board of Directors.
- The Nominator should complete the Summary of Qualifications and Service section on this form, emphasizing why the Nominee is qualified for Fellow.
- Clearly indicate why the Nominee has demonstrated outstanding or exceptional achievements in either Professional Accomplishments, Service to the Profession, or both.
- If the Nominator feels that the amount of space does not provide enough information, the section should be continued in an attachment and the last line in the form section should direct the reader to that attachment.
- If the Nominator is also a Sponsor, a separate Sponsor letter should be included in the package.
- The Nominator should be certain that the Sponsors only comment on those aspects of the Nominee’s background for which they have personal knowledge; they should not merely repeat information that is included on the nomination form. The Nominator should be certain that both professional accomplishments and service to the profession are addressed between the five Sponsor letters.
- The Nominator should review each item listed in the guidelines and be sure that each section adequately reflects those items.

### The following checklist will help the Nominator to ensure that the nomination package is complete:

Nominating Form is complete and signed, either by hand, electronically, or as email attachment.

Substantiating documentation is complete and is accompanied by a minimum of five supporting letters from AIChE Fellows or Senior Members. Be sure that the Sponsors have signed their letters either by hand, electronically or as an email attachment.

The Nominee must currently be a Senior Member and have been an AIChE member for at least ten (10) years.

The nomination form contains the names, addresses, and organization of five Sponsors,

- All of whom must currently be Senior Members or Fellows of AIChE.
- One of whom may be the Nominator.
- At least two (2) of the sponsors are Fellows.
- Be sure that the Sponsors have signed their letters.

No more than two (2) of the Sponsors come from the same company or organization, unless there are extenuating circumstances, which should be discussed with the Admissions Committee ([AdCom@aiche.org](mailto:AdCom@aiche.org)) prior to the submission and noted in Special Considerations or Circumstances section.

The nomination form, sponsor’s letters, and all other documents should be submitted as a package in electronic form to [CustomerService@aiche.org](mailto:CustomerService@aiche.org) with a copy to [AdCom@aiche.org](mailto:AdCom@aiche.org). Incomplete packages will not be accepted.

## NOMINATOR'S SUMMARY OF ACCOMPLISHMENTS AND SERVICE

- The Nominator must summarize the key accomplishments of the nominee, including education, professional accomplishments, significant service to the profession, honors and awards to provide justification for the Grade of Fellow.
- Before submitting the Nomination for Fellow, the Nominator should review the Summary Guide and Checklist at the beginning of the form to be sure that the nomination is accurate and complete.

## EDUCATIONAL BACKGROUND

- Please list in reverse chronological order.
- Clearly indicate the degree and year of completion.

## SIGNIFICANT PROFESSIONAL ACCOMPLISHMENTS

- Chemical engineers have broad backgrounds and may have work experiences in many different areas. Each of those areas may have different measures of success and accomplishment. Whatever the Nominee has done must be explained well enough to indicate the level at which their accomplishments should be evaluated.
- Professional accomplishments may be described in terms of one or two of the following categories: Technical/Research, Academic, Industrial, or Government. Within those categories different measures may be used to describe the levels of success. Levels of responsibility, supervision, and influence need to be clearly described.
  - In all cases, the degree to which the Nominee contributes to the success of his/her organization and impact on the chemical engineering profession is the most important factor and should be explained clearly in the description.
  - In a Technical/Research role, a national award, a leadership role in a major R&D organization, extensive publications and/or patents, or recognition as a leading expert in a technical field might be considered to be outstanding accomplishment.
  - In the Academic category, level of faculty recognition, teaching accomplishments, textbook authorship, administrative responsibility, endowed professorship, or research success needs to be explained and compared with others in the organization or his/her area of expertise.
  - In the Industrial category, success may have various measures depending on the size of a company and the Nominee's role in the organization. In large companies, the number of reporting employees or the sizes of budget responsibilities may provide measures of success. In smaller companies, similar measures may be less about magnitudes and more about impact on the success of the business. Professional certifications or engineering licenses should be noted.
  - Nominees working for Government agencies may have accomplishments measured by level of responsibility or by internal or external recognition for success.
  - In any technical area, publications or patents may be important. For the grade of Fellow, these efforts should be judged more on the impact and leadership represented by the Nominee's efforts than just by the number of examples.
- Provide some indications by dates or durations for the periods of Professional Accomplishments.
- Wherever possible, list awards or special recognition associated with the Professional Accomplishments. Provide sufficient description and reasons for the award and the year in which it was received.
- In any area of professional experience, a level of accomplishment may be somewhere between regular activity and outstanding recognition. Please indicate why an accomplishment is outstanding and should be of particular interest to reviewers of the Nomination for Fellow.
- Please list in reverse chronological order.

## SERVICE TO THE PROFESSION

- To a large extent, Service to the Profession is measured by activities that provide leadership and growth to the AIChE and other equivalent societies or professional services.
- Service to the AIChE can be through Local Sections, Institute Committees, Divisions and Forums, or AIChE Leadership positions.
- As with the professional accomplishments, the level of responsibility and measurable accomplishments is important as the years of service, although both are necessary and should be described. Presenting papers or attending meetings is not sufficient to show distinguished service.
- Positions such as Committee Chair, Division Officer, Meeting Program Chair, and similar positions will provide a basis for evaluating Service to the Profession. The length of time and dates served in leadership positions should be included.
- Exceptional assistance in the publication of technical information (not including routine authorship or publications reviews) may be considered as professional service.
- Any additional information that can be provided to describe how the service created new opportunities or contributed to the greater success of the AIChE or an equivalent society should be explained in a way that others can understand the impact on the profession.
- Other professional services, especially volunteer or technical service to government agencies or nonprofit organizations, may be considered as Service to the Profession, especially when there is a connection to chemical engineering.
- Efforts (not part of Nominee's job) to encourage student interest in STEM programs, support diversity in the chemical engineering profession or utilize chemical engineering to make a positive impact on society may also be considered as Service.
- Please list in reverse chronological order.

## SPECIAL CONSIDERATIONS OR CIRCUMSTANCES

- This space is provided for information not covered elsewhere in the nomination form. Examples may include:
  - Does not have degrees in chemical or other engineering disciplines.
  - Has degrees in other scientific or professional areas not usually considered as engineering.
  - Does not have sufficient years of experience as a Chemical Engineer or Member of the AIChE.
  - Extensive military or international service.
- It is recommended that the Nominee's situation be discussed with the Admissions Committee ([AdCom@aiiche.org](mailto:AdCom@aiiche.org)) prior to the submission of the Nomination. Then an explanation of the situation should be provided in the Special Considerations or Circumstances section below.