

APPENDIX I

ELECTION TO AICHE FELLOW

(Rev: March 2014)

I. The Participants

Election to AIChE Fellow involves the participation of several AIChE agencies and members, including:

- 1) the AIChE Board of Directors (BOD),
- 2) the BOD's Fellow Review Committee (FRC),
- 3) the AIChE Admissions Committee (AdCom),
- 4) the Fellow Nominations Review Subcommittee (FNRS) of the AdCom,
- 5) the Nominator,
- 6) the Nominee, and
- 7) the Sponsors.

The Sponsors, based on their specific personal knowledge, are expected to write clear and detailed letters about some aspect or aspects of the nominee's background or activities that they have observed that supports the nomination. At least five Sponsors are required one of whom can be the Nominator, but no more than two of whom can be from the same organization. All must be Fellows or Senior Members of AIChE. There may be times when more than five sponsor letters may be required to satisfy the requirements of the nomination.

The Nominee must supply the Nominator with the information the Nominator needs to fulfill his or her obligations with respect to the Nomination.

The Nominator must prepare the Nomination to meet all the requirements as described below, including, with the help of the nominee, if necessary, selecting appropriate sponsors.

The FNRS does the initial review of the Nomination, and makes a recommendation to the AdCom. The AdCom votes on the Nomination. It can

- a) recommend approval,
- b) recommend rejection, or
- c) request additional information from the Nominator.

The FNRS is composed of all the AdCom members who are Fellows. Most AdCom members are.

The BOD is the final authority and can

- a) approve the Nomination,
- b) reject the Nomination, or
- c) send the Nomination back to the AdCom for further work.

It is usual for the BOD to accept all positive recommendations of the AdCom.

The FRC only gets involved when the AdCom has recommended rejection. It makes an independent evaluation and adds its recommendation to the material the BOD should consider in making its decision.

II. The Process

The evaluations made by the FNRS and the AdCom are based on:

- 1) the Nominee's professional accomplishments and
- 2) the Nominee's (volunteer) service to the profession.

Normally there are one of four levels established for each of the two areas:

- a) Outstanding,
- b) Good,
- c) Fair, or
- d) Inadequate

Normally it is expected that the successful Nominee would receive an "Outstanding" in at least one of the areas and at least a "Good" in both. The determinations are made by the collective wisdom of the subcommittee or committee membership based on their sometimes very long experience in making these evaluations, and some guidelines that have been established. However, in rare cases, there may be Nominees who are truly Exceptional, that is, have achievements or contributions well above what is considered "Outstanding" in one of the two areas who are recommended for election to Fellow with only a rating of "Fair" in the other category. Also, there are cases where the nominee is "Excellent" in both areas, that is, somewhere between "Good" and "Outstanding," where the committee will recommend election. These are general guidelines only, and in some very rare cases people are elected to Fellow totally on the subjective evaluations of the committee and outside the ranges described above.

There are many ways for "outstanding" to be achieved: sometimes by one or a small number of very significant achievements or contributions; sometimes by a long list of more modest achievements or contributions; and sometimes by a mixture. The nominator must decide in which area he or she will be claiming "outstanding" and ensure that the documentation supports the claim, including at least two of the support letters.

The AdCom is composed of about two dozen AIChE Fellows or Senior Members who are selected to provide the committee with a broad understanding of as many aspects of the profession as possible, and many of the committee members have been on the committee for a long time giving them a great deal of experience in making these evaluations. However, there can be areas of accomplishment and contribution with which few if any members of the committee will be familiar. It behooves the nominator to ensure that the committee has the information it needs for the evaluations. This is especially the case when "service to the profession" is primarily outside of AIChE. Such service must be described in detail, preferably by sponsors who are familiar with that service and with the AIChE volunteer structure so as to permit them to "equate" that service to something within AIChE.

The AdCom usually meets on the first Thursday of the last month of each quarter. It develops its final recommendations at those meetings. However, nominations are usually reviewed prior to the meetings. These are made available online to all members of the AdCom as soon as they are received; the FNRS chair asks specific FNRS members to review specific nominations; and all AdCom members are encouraged to review all available nominations prior to the quarterly meetings. The intent is to ensure that proper reviews are made as soon as possible and that if it appears that additional information is needed that nominators be so informed as early as possible. For a nomination to be reviewed in any quarter it must be received by the last day of the first month of that quarter. The preferred method of submitting nominations is as an attachment to an e-mail sent to adcom@aiche.org. When a nomination is received the AIChE staff acknowledges receipt by an e-

mail message to the Nominator. The nomination is subjected to a cursory review as soon as the FNRS chair can do so to ensure that the nomination is complete. The FNRS chair may ask the nominator to supply additional information or clarify information presented. As the nomination is reviewed by others other needs for more information may develop.

If the AdCom at its quarterly meeting comes to a conclusion to recommend election or denial it passes its recommendation on to the BOD. At that time the nominator will be so informed that that action is happening but not what the recommendation is because it is are commendation only. If the BOD elects the nominee to Fellow the AIChE Executive Director will so inform the Nominee and the Nominator. If the BOD denies election the Nominator will be notified.

III. The Requirements

The AIChE Bylaws states:

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 25years, and shall have been an AIChE member for at least ten years (exclusive of student membership), at least three years of which shall be in the grade of Senior Member. Election as FELLOW shall be in recognition of "service to the profession" and "significant professional accomplishment." Contribution in one of these areas shall be outstanding, and some contribution in both areas is necessary.

(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.

The threshold, that is, the "Good" level, for "Professional Service" (or "Service to the Profession") usually requires at least ten years of meaningful contributory activities, such as being an officer or committee chair of a division or local section, or an active member of an Institute level committee that has an active ongoing function. Simple committee membership or a position on a governing board does not count unless there is a demonstrated function executed. This must be explained by the sponsor letters or some supplemental information supplied with the nomination as attachments to a letter or letters of the sponsors. Services to organizations other than AIChE that serve the profession have the same requirements. Letters from people in those organizations who are not Fellows or Senior Members of AIChE do not count to meet the requirement of five sponsors, but they can be very important in helping in the evaluation and each should be supplied as an attachments to the letter of one of the sponsors, preferably that of the Nominator.

An "Outstanding" level might be a similar engagement by an individual who successfully served as Chair of a division, a local section, or an Institute-level committee."Outstanding" can also be achieved with a very long history of service.

The threshold, that is, the "Good" level for "Professional Achievement" usually requires that the Nominee achieve a position or demonstrate accomplishments usually expected of a "better than average" engineer after at least 25 years in the profession. This may require significant documentation to demonstrate because of the great diversity in the ways different organizations

operate, and in the ways different people develop their careers. It may place a significant burden on those who nominate people who have been in professional practice for significantly less than 25 years. There will be times when the determination is made that a nominee is headed toward satisfying the requirements for Fellow but is not yet there, and the AdCom will suggest that the nomination be withdrawn and resubmitted sometime in the future.

“Outstanding” for professional achievement might be indicated by a nominee achieving a position of significance often indicated by a title such as Dean, Vice President, Senior Director, etc. but it is important that the position be described in terms of financial or personnel responsibility so the evaluators understand the breadth and depth of the Nominees accomplishments. “Outstanding” can also be achieved by dramatic technical achievements. For any professional accomplishment based on basic or classical research it should be explained, in a way that the typical reader of CEP can easily understand, how the Nominee's work relates to some actual, hoped for, or potential commercial, environmental, or societal value.

IV. The Nomination

Election to Fellow is important to people being nominated and the AdCom is well aware of the obligations it has to treat each nominee with dignity and respect, and to ensure that every nomination is fairly evaluated. To be able to do so the nominations must be accurate and complete. It is important that the nomination properly list and describe all that the nominee has done that might impact on how the nomination is evaluated. The nomination should always include information on the length of time each position is held and each function is executed. The nomination should account for all the time from date the BS or equivalent is obtained until the date the nomination is submitted.

The nomination form has been developed to make it as easy as possible for the nominator to provide the needed information. If completed properly it has enough space for sufficient information to be provided to allow election to Fellow if such is warranted, but it does require that the space be used efficiently. It should include hard information only. “Opinions” and unnecessary duplication should be avoided. If the nomination form is completed as intended the nomination package need not include more than the form and the five sponsor letters. However, the nominator may also include a C.V. of not more than five pages if he or she feels that that would provide information that could not easily be included on the form. Other special attachments can be included if there is no other way to provide the information they contain, but the need for such is unusual.

The nomination form has space for the supply of some very specific information and five “free form” areas for the supply of information in any way that the nominator wants to present it. These are the “Summary” on page 3 and under QUALIFICATIONS on pages 4 and 5 the areas labeled “Educational Background,” “Professional Accomplishments,” “Service to Profession,” and “Special Consideration(s) or Circumstance(s).” The “Summary” is where the nominator makes the argument that the nominee is qualified for election to Fellow by focusing on factual information that the nominator feels supports the argument. The remaining four areas are for elaboration, to provide details, and to ensure that the nomination is complete. Extreme detail, such as a list of each presentation a nominee has made, is not required, especially if the nominee is in a position where a large number of presentations is usual.

Some areas require special attention. For example, if the professional accomplishment is based on basic or classical research somewhere in the nomination package (perhaps in one or more of the

sponsor letters) there should be text that explains, in a way that the typical reader of CEP can easily understand, how the Nominee's work relates to some actual, hoped for, or potential commercial, environmental, or societal value. If the service to the profession part of the requirement is based, in whole or in part, on membership in a committee, a task force, a local section, a division, an operating council, or the like the functions and duties of the Nominee must be defined and described, including timeframes. This also applies to membership on a governing board, an advisory board, an editorial board, or anything similar. Since the sponsors are writing about things that they have personally observed, which is generally only a part of the total picture, and there is no limit on the length of sponsor letters, detail and examples are encouraged. The committee needs to understand what makes the nominee stand out above his or her nominal peers.

No system is without problems, and the technology behind the nomination form is one of them. In the free form fields the program will try to fit into the space allowed everything that the nominator writes by using an ever decreasing size of print, even to the point of making the whole field illegible. A field that cannot be easily read on a standard computer screen will cause a nomination to be rejected. No more should be included in any field on the form than would result in a print size lower than 12 point if the pages were printed on standard paper. If the nominator feels that this doesn't provide enough space the text should be continued on an attachment and the last line in the field should invite the reader to that attachment.

V. The Role of Sponsors

Sponsor letters do two things. They confirm and sometimes expand on information in the nomination form and they serve as character references for the nominee. Sponsors should only provide information about which they have direct or indirect personal knowledge from sources other than the material they received as part of the nomination process. Simply repeating information from the C.V. supplied with the request to be a sponsor only serves to dilute any meaningful commentary. Sponsors should explain how long and in what capacity they have knowledge of the Nominee's professional and/or volunteer work. Nominators should choose as sponsors people who have enough such direct personal knowledge to be able to add to or reinforce the information supplied in the nomination form. Sponsor letters can be as little as a paragraph or two and as long as several pages. If the sponsor is writing about things that it is likely or even possible the AdCom members might not fully understand sponsor letters should include detailed explanations. Sponsors should write in such a way that all that they write is easily understood by a mature chemical engineering generalist. Jargon used (and readily understood) by only specialists in a narrow area of the profession detracts from the value of the letter.

Each Sponsor should understand that his or her letter is only part of the total picture and the letters should refrain from commenting on any aspect of the nominee's professional or volunteer work about which the letter writer does not have firsthand knowledge. It is the nominator's responsibility to ensure that all pertinent information is supplied. It is well understood that no sponsor can be expected to know everything about the nominee, and that some sponsors will only know a little bit.