



NOMINATION FOR A FELLOW OF AIChE

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

I have the honor of initiating for the grade of membership of Fellow

Name of Nominee _____ Year Joined AIChE _____

Address _____

Position/Title _____ Year Elected to Senior Member _____

Company _____ Address _____ City _____ State _____ Zip _____

Initiator _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

E-mail Address _____ Day Telephone _____

SPONSORS

The five sponsors of this nomination for a Fellow of AIChE are all Fellows or Senior Members
(It is required that no more than two sponsors be from the same organization)

1. Name _____

Address _____

Grade of Membership in AIChE Fellow Senior Member

2. Name _____

Address _____

Grade of Membership in AIChE Fellow Senior Member

3. Name _____

Address _____

Grade of Membership in AIChE Fellow Senior Member

4. Name _____

Address _____

Grade of Membership in AIChE Fellow Senior Member

5. Name _____

Address _____

Grade of Membership in AIChE Fellow Senior Member

As required by the Constitution each sponsor must be a Fellow or Senior Member of AIChE. To help the Board of Directors judge the qualifications of the nominee, each sponsor must submit a letter which emphasizes the achievements of the nominee which meet the requirements in the Bylaws for this grade of membership. If the initiator is an AIChE Fellow or Senior Member, he/she may act as one of the five sponsors and must also submit a sponsoring letter. In addition, for guidance, see the last page of this form for a statement of philosophy to be used in judging achievement. These guidelines will be used by the Admissions Committee and Board of Directors in judging a nominee's qualifications. Sponsors should also consider them in writing their nomination documents. Letters from the sponsors shall be sent to the initiator who shall be responsible for their submission with this form. Correspondence concerning the nomination will be sent to him/her.

1. INSTRUCTIONS TO INITIATOR

Read this nomination form carefully in order to comply clearly with requests for information. Use the following checklist to ensure the nomination is complete.

1. Nominee meets time requirements: a) has twenty-five years' chemical engineering practice and, b) Nominee has been an AIChE member for at least 10 years, at least 3 years of which shall be in the grade of Senior Member.
2. The nomination form contains the names, addresses and organizations of five sponsors who have achieved the grade of either Senior Member or Fellow. AIChE members who have only achieved Member grade may not act as sponsors of Fellows.
3. No more than two (2) of the sponsors can come from the same company or organization.
4. AIChE activities (volunteer service or work) are to be emphasized as is work for other professional societies. These should be listed in the section for Service to Chemical Engineering and AIChE. Mere attendance at meetings (national or local section) or presentation of papers is not sufficient.
5. The nomination package is complete and includes all sponsor letters. Have sponsors send their letters to the nominator, not to AIChE.

2. REQUIREMENTS FOR FELLOW GRADE

Section 1.*-A nominee for election as FELLOW shall have been in chemical engineering practice for a minimum of twenty-five years and shall have been an AIChE Member for at least 10 years, at least 3 years of which shall be in the grade of Senior Member. Election as FELLOW shall be in recognition of professional attainment and significant accomplishment in engineering. Contribution in one of these areas shall be outstanding, and some contribution in both areas is necessary.

- (a) Professional attainment shall be based on contribution to the professional advancement of chemical engineers and the engineering profession and valuable service to the AIChE. Service and achievement in other professional societies may also be considered.
- (b) A nominee shall receive credit toward the chemical engineering practice requirement of one year for an earned master's degree or two years for an earned doctoral degree, either in chemical engineering, or in natural science or engineering other than chemical engineering from a school of recognized standing.
- (c) **Significant accomplishments in engineering shall be based on process or product developments, project leadership, and managerial achievement in bringing engineering efforts to fruition, the educating of engineers, technical publications, patents, or theoretical developments.
- (d) The number of Fellows at any time shall be limited to five percent of the sum of the number of Fellows, Senior Members, and Members.

3. GUIDELINES FOR ELECTION TO FELLOW OF AIChE

The grade of Fellow in AIChE is a special category of membership that identifies and honors that group of Senior Member chemical engineers who have made meaningful impacts on our profession. These individuals, in the words of the Bylaws, "shall have been in chemical engineering practice for a minimum of 25 years and shall have been an AIChE member for at least 10 years, at least 3 years of which shall be in the grade of Senior Member." Election as Fellow "shall be recognition of professional attainment, and significant accomplishment in engineering."

The principles for judging whether a Senior Member has the necessary qualifications are spelled out in the Bylaws: "Contribution in one of these areas (professional attainment and valuable service to the AIChE) shall be outstanding, and some contribution in both areas is necessary." A candidate for Fellow need not have benefited both areas uniformly but evidence of achievement at some level is required in each. Outstanding contribution is required in only one category.

4. SIGNIFICANT PROFESSIONAL ATTAINMENT

Significant accomplishments and professional attainment are evaluated through the professional record of the nominee, including education and employment career records. Positions attained along with responsibilities and accomplishments are contributing factors and should be included. Honors, patents and publications are part of this record.

5. SIGNIFICANT SERVICE TO CHEMICAL ENGINEERING AND AIChE

Election to Fellow requires specific documentation of an individual's service to AIChE, other professional societies or to chemical engineering in some other manner.

Please enumerate the nominee's specific involvement in the activities of the Institute at the local or national level. This involvement will be service, such as to AIChE committees, divisions, local sections, publications, meetings and student activities. Service to other technical societies, industrial organizations, or government committees will be considered, but only in addition to direct and extensive service to AIChE.

Please note that routine attendance at local section or national meetings, or occasional participation on section committees is not considered to be service to the AIChE for the qualification for Fellow grade.

Further, presenting papers at national meetings or chairing sessions are not, in the absence of other service, considered sufficient. The depth of the nominee's participation, as well as length of service, are used to evaluate his service commitment. Accomplishments should be noted.

Examples of appropriate service might be serving a local section as major officer; chairing or actively participating on working committees of local sections or of national; chairing or actively working on divisions of the Institute. The criterion most sought by the Admissions Committee is evidence of significant contributions to Institute activities.

*From the AIChE Bylaws as amended to June 8, 2007

**One half of cooperative education work time before the 2000-2001 year, may be credited as professional experience for chemical engineering co-op programs which were fully accredited by the Accreditation Board for Engineering and Technology. Employment at a school in conjunction with obtaining a degree (e.g., research assistant) cannot be credited towards experience in chemical engineering work.

GUIDE FOR SPONSORS OF NOMINEES FOR GRADE OF FELLOW

The Admissions Committee and the Board of Directors need the following information to evaluate nominees for the membership grade of Fellow:

- Nomination form for the nominee provided by the initiator.
- Letters of recommendation from the five sponsors.
- The nominee's curriculum vitae (CV) are helpful but not required.

The letters of recommendation from the sponsors are the only means of confirming information about the nominee that was submitted by the initiator. Please include only information about the nominee to which you can personally attest. Letters should be original documents and submitted on letterhead paper if applicable. Letters of recommendation should be sent to the initiator of the nomination, not to AIChE.

The information on the nominee's CV will be read by the Committee and should not merely be repeated in the letters from the sponsors. Rather, sponsors should explain how they know and have worked with the nominee and give insight into the significance of the accomplishments of the nominee. The following are some examples of particularly useful information.

- I worked on the _____ committee with the nominee in these years.
- The committee-nominee accomplished the _____.
- This nominee's work led to the commercialization of _____.
- As a result of the nominee's research, _____ was possible.
- The nominee's work resulted in _____ reputation.

These letters also should provide your perspective and comments on the accomplishments of the nominee and the impact his/her work had on the AIChE, the chemical engineering profession or society.

I. SIGNIFICANT SERVICE TO AIChE AND THE PROFESSION

It is a primary requirement that the nominee, by significant service to AIChE, give something back to the Institute and the profession that provided the means for his/her livelihood.

Please enumerate the nominee's specific involvement and service to AIChE activities at the Local or National level. This involvement could be significant and/or distinctive service to AIChE committees, Local Sections, Publications, Meetings or Student Activities. Service to other technical societies, industry organizations or government committees will be considered, but only in addition to service to the AIChE.

Attendance at Local Section or National meetings and presenting papers at National meetings are laudable activities for furthering one's career, but they do not constitute a basis for supporting a nominee for Fellow grade of Membership in AIChE. Also being a great worker in industry or a great teacher in academia do not constitute a valid basis for meeting this requirement.

Examples of appropriate service to AIChE are:

- Serving as chair of the AIChE Local Section or serving as an officer of the Local Section for a number of years. Please specify years each office was held.
- Organizing a National AIChE meeting by serving as Meeting Program Chair or by serving as Meeting General Arrangements Chair.
- Extensive work and accomplishments on Committees or Divisions of the AIChE, either at the Local or National Level. Please specify dates of participation and contribution in this activity.

II. SIGNIFICANT ACCOMPLISHMENTS IN CHEMICAL ENGINEERING

Please provide evidence showing that the nominee **stands above his/her peers** in attainments in chemical engineering. This might be based on process or product developments, project leadership, managerial achievement (in academia or industry), significant advances in the education of chemical engineering students, significant advances in chemical engineering research, significant publications and useful patents reduced to practice or significant theoretical developments that lead to a higher level of understanding.

Please highlight the impact of the nominees work on the advancement of the Chemical Engineering Profession.

Thank you for providing information about the nominee that will allow the Admissions Committee and the Board of Directors to evaluate this nominee for the Fellow grade of Membership in AIChE.

If you have questions or problems completing this nomination form, please email fellowsappproblems@aiche.org

