

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 _____

Mailing Address _____

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: www.aiche.org/community/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

2. NOMINATION REQUIREMENTS FOR GRADE OF FELLOW – REQUIREMENTS, GUIDELINES & INSTRUCTIONS

1.1 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 “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 primarily 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, 2011

1.2 Guidelines for Election to Fellow

Election to Fellow is by nomination and 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 Bylaws 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 Admission’s Committee or the Board of Directors should not be assumed.

The Nominator must summarize key professional accomplishments, education, honors and awards and significant service to the profession so as to address the criteria provided below. A resume, CV or career abstract should be submitted along with the nomination documents to ensure a complete record of the nominee’s professional work, but should be restricted to a maximum of 5 pages. An organization chart is often helpful to show the nominee’s role and authority within his/her enterprise. Academic CVs should focus on publication *Impact Factors and Citation Analysis* rather than listing publications.

Sponsor letters should augment the nomination beyond what has been provided in the nominating form and CV or resume based on the sponsor’s personal knowledge of the nominee’s professional accomplishments and service to the profession.

Significant Professional Accomplishments:

Clearly establish Nominee’s responsibility for decisions involving substantial resources and their consequences. At a minimum, cover the following where applicable:

- Position Nominee holds, or has held, with spans of responsibility.
- Nominee’s impact on his/her entities mission, level of budget authority, and number of direct reports.
- Technical achievements that have advanced the science of the discipline or had significant commercial impact, impact of publications cited in support of the nomination, and honors received.
- Leadership abilities such as team building, mentoring and training.
- Evidence of capability of handling broader responsibilities beyond just technical aspects. For Nominees in industry this would include commercial economic considerations (including technical sales and marketing), EHS and sustainability issues, etc., while in academia they might included involvement in the institution’s affairs beyond a departmental role.

The Nominator should be cognizant that the Bylaws state: “A nominee for election to Fellow shall have been in chemical engineering practice for an adequate period of time to demonstrate long-term excellence, normally 25 years...”. Nominees with less experience need to be supported with compelling documentation that their accomplishments would match, or exceed, accomplishments typically achieved by those with 25 years of experience.

Service to the Profession:

This criterion encompasses volunteer activities (i.e. unpaid and not directly related to career advancement or job function) that support, enhance, improve and/or otherwise help the profession of chemical engineering. Such activities may include, but not limited to the following:

- Leadership of and/or significant work done in support of a Division, Local Section, regional or national meetings and/or international conferences
- Leadership of an Institute Committee or Operating Council and/or extensive work done in support thereof
- Organization of significant symposia, major presentations, or other programming at national/regional/international meetings by the Institute or other organizations supporting the profession
- Leadership in other not-for-profit organizations whose work benefits the profession and its practitioners and/or extensive work done in support thereof
- Exceptional assistance in the publication of technical information (not including routine authorship or reviewing publications associated with one’s own research)
- Leadership of, or other outstanding contributions to, public outreach activities such as Engineers Without Borders
- Effective communication to the public of the value of profession through press, radio, TV, or other communication media

1.3 Instructions to Nominator

The Nominator is responsible for ensuring that the nomination package contains the information needed by the Admissions Committee to make a decision on whether to recommend the applicant for Fellow.

The Nominator should complete the Summary of Qualifications Section of this form emphasizing why the nominee is qualified for Fellow, including any special circumstances and/or considerations, and specifying whether the Nominee is outstanding in accomplishments, contributions, or both. This form automatically reduces the font size of text when input relative to the amount of text that you input. No more text 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 letter size 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. If the Nominator is also a sponsor, a separate sponsor letter should be included in the package.

Sponsors should only comment on those aspects of a Nominee's background for which they have direct knowledge.

The following checklist will help ensure the nomination package is complete:

- Nominee meets time requirements: Nominee has been an AIChE member for at least 10 years, and is a Senior Member, or has submitted an application to become a Senior Member
- The nomination form contains the names, addresses and organizations of five sponsors one of whom may be the nominator, who have achieved the grade of either Senior Member or Fellow
- No more than two (2) of the sponsors can come from the same company or organization, unless there are extenuating circumstances which should be discussed with AdCom@aiche.org prior to submission and noted in Section 3.4
- The nomination package is complete and includes all sponsor letters. Sponsors must send their letters to the Nominator, not to AIChE
- Any acronyms are defined
- The resume or CV accompanying the nomination package is limited to 5 pages

Additional guidance in [Fellow Nomination FAQs](#)

If there are any questions or issues, they should be directed by email to AdCom@aiche.org as early in the process as possible.

2. NOMINATOR'S SUMMARY OF ACCOMPLISHMENTS AND SERVICE

NOMINEE'S ACCOMPLISHMENTS AND SERVICE TO THE PROFESSION

Document Nominees Education, Professional Accomplishments, and Service to the Profession using the guidelines provided. Reverse chronological order preferred.

3.1 EDUCATIONAL BACKGROUND (Please list in reverse chronological order)

3.2 SIGNIFICANT PROFESSIONAL ACCOMPLISHMENTS (click for Guideline Details)

SERVICE TO THE PROFESSION (click for Guideline Details)

Empty text area for Service to the Profession.

SPECIAL CONSIDERATION OR CIRCUMSTANCE

Empty text area for Special Consideration or Circumstance.