

**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/bylaws/Section\\_I\\_Membership](https://www.aiche.org/about/governance/bylaws/Section_I_Membership)) and before 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 how the accomplishments and service are more than could 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 how the Nominee is qualified for Fellow.

Clearly indicate how 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 first Sponsor letters.

The Nominator should review each item listed in the guidelines and be sure that each section adequately reflects those items.

## 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 Fellowship.
- Before submitting the Nomination for Fellowship, 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**



## 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.