

SAE INTERNATIONAL

SAE FELLOW NOMINATION FORM PROCESS INSTRUCTIONS



STEPS TO GUIDE YOU THROUGH THIS SUBMITTAL PROCESS

FIVE EASY STEPS ...

1. **Read** the all documentation prior to completing the Fellow Nomination Form
2. **Contact** references and supervisor/management representative to request letters of support. (Forward these individuals the link to or a copy of the *Nominator & Reference Instructions* to review.)
3. **Collect** background information on your nominee.

4. **Complete** the SAE Fellows Nomination form.

*If a member has less than 10 years of service, appendix A must be completed. This form, along with the nomination form, can be completed and submitted for pre-approval to Nicole.lorido@sae.org by July 1 **without** the reference letters. The information provided will be reviewed by a representative or representatives of the Fellows Committee and, if the committee approves the nomination to move forward, reference letters can be collected and submitted.*

5. **Collect** the support letters to submit in one complete package.

A Fellow Nomination Package must include: a completed Fellow Nomination on the most up-to-date form plus a total of 5 letters of support.

QUALIFICATIONS FOR NOMINEE, NOMINATOR, & REFERENCES

MAKE SURE NOMINATOR, NOMINEE, AND REFERENCES ALL QUALIFY! *(Otherwise the nomination will not be processed.)*

- Nominators must be either an SAE **Fellow** or **Member** grade member.
- Nominee must be a ten-year SAE member, and be a Member grade member.
- **NEW:** At the discretion of the committee chair, the term of SAE Membership can be reduced to two (2) full years, if it can be established the nominee was actively involved in activities that provided outstanding support for SAE activities for at least 10 years.
 - Individuals wishing to nominate members with only two years of service must also fill out the supporting documentation found in appendix A on the nomination form.

MAKE SURE NOMINATOR, NOMINEE, AND REFERENCES ALL QUALIFY! *(Otherwise the nomination will not be processed.)*

- Members from the Affiliates: SAE India and SAE Brazil are permitted to nominate and be nominated, meeting the same criteria.
- **All nominations must be submitted in complete form and on time. No exceptions will be made.**

ABOUT THE REFERENCES

2017 SAE FELLOW NOMINATION

REFERENCES

PURPOSE: REFERENCE LETTERS VERIFY THE NOMINEE'S ACCOMPLISHMENTS AS CITED IN THE NOMINATION FORM

- The completed Fellow Nomination package, when submitted to SAE International, must contain the letters of support.
- Three of the 5 letters of support must be from SAE members (any grade of membership except student). The remaining 2 letters can be from non-members.
- It is strongly encouraged that all nominator secure the recommended five letters of support, including the supervisor/management representative's letter. If five letters cannot be provided, at minimum, three must be provided from those who are SAE members and closely familiar with the nominee's professional accomplishments.
- One of the five support letters **MUST** be from the nominee's immediate supervisor or a management representative regardless of his/her SAE member status. The supervisor letter does not count toward the minimum three letters required.

REFERENCES

- The nominator is not permitted to be a reference but can be the nominee's supervisor. (*Refer to the Nominator & Reference Instructions.*)
- Select references who are closely familiar with the nominee's technical and/or outstanding achievement(s).
- **The organizational diversity of the nomination package does matter.** It is suggested that the nominator select references from a variety of organizations rather than all from the nominee's organization.

FELLOW NOMINATION FORM SUBMITTAL GUIDELINES

HOW MUCH INFORMATION TO SUBMIT

- **DO NOT** submit a bio or curriculum vitae with the completed nomination form. Any pertinent information to be considered should be included within the nomination form.
- **NEW:** Provide a complete citation of the nominee's papers and patents.
- **NEW:** When listing Keynote addresses, explain why the keynote was important or impactful and list where the keynote was presented.
 - **Note: Invited lectures in a technical session do not count as keynotes. Keynotes category is reserved for plenary lectures at major conferences or keynote addresses at major industry events.**
- **NEW:** When listing committee participation, list the specific role on committee and any major contributions to benefit the industry.
- The page limit for the nomination 10 pages. You can attach 2 additional pages with a list of papers and patents and up to 5 recommendations letters. Nomination packages exceeding the page limit may be withdrawn without a review by the Fellows Selection Committee.

FELLOW NOMINATION FORM TEMPLATE

TIPS FOR USING THE NOMINATION TEMPLATE

- The Fellow Nomination template is in PDF format. If you have trouble with the PDF format, please contact [Nicole Iorfido](#) for a Word version of the nomination form.
- Download the template from the web page www.sae.org/membership/fellows and save to your hard drive.

HOW AND WHEN TO SUBMIT A NOMINATION PACKAGE

HOW AND WHEN TO SUBMIT A NOMINATION PACKAGE ...

Submit Nomination Package
by e-mail to:

fellows@sae.org

or

Submit Nomination package
by mail to:

Nicole Iorfido

SAE International

400 Commonwealth Drive

Warrendale, PA 15096-001

USA

Completed Nomination
Packages are due to
Nicole Iorfido on or
before

July 1, 2017

**CONTACT NICOLE IORFIDO
FROM SAE INTERNATIONAL
AT 724-772-7570 OR
NICOLE.IORFIDO@SAE.ORG
WITH ANY QUESTIONS ABOUT
THE FELLOW NOMINATION
PROCESS**