



NOMINATOR & REFERENCE INSTRUCTIONS

PREFACE

Reference selection is an important step in the Fellow Nomination process. The references must be familiar with the nominee's background and various aspects of his/her notable achievements and personal contributions to engineering, science or technology, leadership, or engineering education. The purpose of the reference letters are to verify the accomplishments stated in the nomination form. If substance is lacking in the support letters, this could impact the nominee's acceptance for Fellow. The Fellow Nomination form and combined reference letters should be no more than 17 pages. Any additional page(s) risk not being considered by the Fellows Committee.

1. SELECTING REFERENCES

The Fellows Committee reviews the support letters thoroughly to determine whether the reference comments verify and/or supplement the Nomination form. The reference comments are an integral part of the review and scoring process and as such the nominator should select references that know the nominee.

- 1.1 The Fellow Nomination form accommodates four reference names plus one supervisor or management name. It is recommended that all five letters accompany the Fellow Nomination package. At minimum, there must be at least three SAE member* reference letters plus the supervisory letter submitted. Nomination packages that do not have the minimum of three member references will not be processed through the Fellows Committee.

*Member references can be any grade of membership: Fellow, Member, or Associate.

- 1.2 The fourth reference and the supervisor or management supporter can be non-members.
- 1.3. The nominator is not permitted to be a reference.
- 1.4 The nominator can be the nominee's supervisor. While this situation is acceptable, it is recommended that in place of a letter from the bona fide supervisor/nominator, another management or supervisor level person from the nominee's company or organization should be asked to submit a letter of support. This is recommended so that this nomination would have the same opportunity as any other nomination to receive the same consideration.
- 1.5 References should be willing and able to submit prior to the July 1 deadline a support letter that confirms the Citation and information provided in the Nomination Form.
- 1.6 It is suggested that the nominator select member references from a variety of organizations rather than all from the nominee's organization.

2. SUPPORT LETTER CONTENT

- 2.1 Support letters should have statements that confirm they know the nominee and for how long, by what professional relationship(s) have they known the nominee and attest to the correctness of the information stated in the nomination.
- 2.2 The references may also supply any other information that may not have been mentioned in the nomination form that is pertinent to the Citation and further defines the nominee's credentials.

- 2.3 Support letters should also include specific comments or statements about the nominee's technical and/or outstanding leadership accomplishments. Comments should be specific as to the nature or type and their significance.
- 2.3.1 The purpose of being a reference is to confirm or deny what is stated in the nomination. Therefore, statements verifying the information supplied in the Nomination form should be included in a reference letter. A further explanation of how the nominee's accomplishment(s) impacted society or the mobility industry is to be made. Additionally, statements about how widely the nominee or the nominee's work is recognized by the industry can be included.
- 2.3.2 In the situation where the nominee has held a management/leadership position(s), statements about business results should be made.
- 2.4 The support letter can be concluded with a statement indicating whether the reference recommends or does not recommend the nominee for Fellow.
- 2.5 It is recommended that each of the four support letters discuss or verify different accomplishments of the Nominee. For example, one reference may focus on papers and patents while another reference may comment on accomplishments from one particular company or organization. The Nominator may want to assign the various discussion points to their references but not limit them to these points.
- 2.6 Each support letter should be approximately three type-written paragraphs but no more than one 8 ½" x 11" type written page. Example support letters can be found on the web <http://www.sae.org/membership/fellows/>.
- 2.7 The five support letters should not be identical letters duplicated four times and signed by four different members.
- 2.8 Support letters should not contain generalities and unsubstantiated praise.

Note: The Fellows Committee reserves the right to contact any reference to verify and/or clarify points made in the support letters.

3. NOMINATOR PROCESS INSTRUCTIONS

- 3.1 Upon completion of the Fellow Nomination form, the Nominator is to contact each reference including the Nominee's supervisor or another responsible management company representative to request a support letter on behalf of their nominee. If the nominee is retired as well as his/her former supervisor, a support letter from a management representative or an executive in charge from the nominee's former company is recommended. If the nominee is an innovator who owns his/her own company, choose the four references (three must be SAE members) who can best verify the nominee's accomplishments. The Nominator is permitted and is encouraged to supply a copy of the nominee's completed Nomination form and this *Nominator & Reference Instructions* to each reference.
- 3.2 July 1 is the deadline for the entire Nomination packet to be received at SAE International, including the support letters. **No extension will be granted.**
- 3.3 It is recommended that references submit their support letters to the Nominators or a Nominator designee in order for the Nominator to submit all support letters with the completed Nomination form as one package.
- 3.4 Nominators are to submit the completed nomination package which includes the reference letters by e-mail. The reference letters can be attached as individual documents. A situation where a reference will be e-mailing their support letter direct, it is still the Nominator's responsibility to make sure all of the support letters are submitted to SAE International by the July 1 deadline.

4. SUMMITTING APPENDIX A: SUPPORTING DOCUMENTATION FOR NOMINEES WHO DO NOT HAVE 10 YEARS OF MEMBERSHIP SERVICE.

- 4.1 Per the SAE Bylaw change in 2016, nominations can now be considered for review by the SAE Fellows Committee if candidates have two (2) full years of membership service completed at the time of application plus at least ten (10) years of significant volunteer contributions to SAE International.
- 4.2 Appendix A must be attached to the nomination form and submitted prior to the nomination deadline. The nominator must clearly state the SAE volunteer activity, the role of the nominee in the SAE activity and the impact of the volunteer on the SAE activity. The committee, or representative of the committee, will then determine if the activity was impactful based on the information provided. (Please note: all volunteer information listed in Appendix A must be verifiable, SAE-related, volunteer activities).
- 4.3 Appendix A: Documentation needed when nominee does not have 10 years of required membership service is not counted as part of the 17 page maximum page count.
- 4.3 If you have questions regarding Appendix A or volunteer activities for the nomination process, please email Nicole Iorfido at Nicole.iorfido@sae.org.

4. SUBMITTING THE NOMINATION PACKAGE

- 4.1 The Nomination package should be forwarded to the attention of: Nicole Iorfido.
- 4.2 E-mail Nomination package to: nicole.iorfido@sae.org

Or

Mail the nomination package to: Nicole Iorfido
Membership
SAE International
400 Commonwealth Drive
Warrendale, PA 15096-001 USA

- 4.3 The nomination form and instructions are available on SAE's web site at <http://www.sae.org/membership/fellows/>