AIAA Associate Fellows Nomination Requirements

Please read carefully the following requirements and criteria for completing the nomination form and reference form.

- "Associate Fellows shall be persons who have accomplished or been in charge of important engineering or scientific work, or who have done work of outstanding merit or have otherwise made outstanding contributions to the arts, sciences, or technology of aeronautics or astronautics." (AIAA Constitution, 3.2)

- "Associate Fellows may be nominated by any member in good standing. Self-nominations are not permitted, and the nominator cannot also act as a reference. A maximum of one Associate Fellow for every 150 voting members may be upgraded annually. Nominees must be senior members of the Institute in good standing, have twelve (12) years minimum of professional experience, and furnish three references, Associate Fellow grade or higher. The President shall appoint an Associate Fellow Grade Committee Chair." (AIAA Bylaws Section 2.5)

IMPORTANT DATES

February 1 -April 15:	Open Enrollment Period
April 15:	Nomination Form due
May 15:	Reference forms due
October 1:	Announcement of selected Associate Fellows
January:	Awards Ceremony at AIAA SciTech Forum

REQUIREMENTS

- The AIAA Associate Fellow nomination form and References are to be submitted via the AIAA Online Awards system.

- Any AIAA Member in good standing may be the nominator.

- Self-nominations are not permitted.

- The nominee must be an AIAA Senior Member in good standing (active membership) before applying for the Associate Fellow member grade.

- The nominee must have at least 12 years of professional experience. Post baccalaureate engineering or science degrees from an educational institution of acceptable standing shall be considered equivalent to professional practice for an equivalent number of years, up to a maximum of 4 years.

- The nominator must seek three (3) AIAA members in good standing (active membership) and who are Associate Fellows or higher who are able to demonstrate the breadth of nominee's qualifications and to act as references for the nominee. The quality of the reference input is a key element of the nomination.

- The reference input is considered confidential.

- The nominator may not serve as a reference.

- The completed nomination form must be submitted to AIAA by **April 15**. The nominator is urged to carefully review all information prior to submitting the nomination to AIAA.

- All nominees must be living at the time of the nomination deadline. Posthumous awards will only be made if the selectee passes after AIAA headquarters formally notified the person of their selection for the award but prior to presentation of the award. If a nominee passes during any carryover period, the nomination will be withdrawn and AIAA will notify the nominator. If a nominee passes while the selection process is ongoing, the nomination will be withdrawn and will not be considered.

- The Committee will not review incomplete nomination packages.

- Nomination packages will be reviewed for a total of three consecutive times under the same nomination unless the Associate Fellow Selection Committee determines otherwise. If a nominee is not selected after 3rd review under the same nomination package, a new nomination package must be submitted to be considered again.
  - If a nomination package is updated, it will be considered to be a new nomination and in its first year of review. The entire nomination package, including reference input, will be withdrawn and a new nomination and new reference input are to be submitted.

ONLINE AWARD SYSTEM

Page 1 – Nominee and Nominator Information
It is the NOMINATOR who is to log into the system in order to begin the nomination. The system will validate the nominator's membership record and will auto-populate all required fields.

The Nominator is to search for his/her Associate Fellow Candidate by entering the email associated with his/her member record.

Once validating this candidate is an AIAA Senior Member with an active membership, the system will auto-populate required fields. Any fields that are greyed out cannot be overridden. If there is a blank field, contact AIAA to update the member record.

Page 2 - Reference Information
Search the reference by his/her email associated with that membership record. The system will validate an active membership and confirm the membership grade is associate fellow or higher. The system will automatically enter the name.

Please note, this reference input is confidential. Only judges will be allowed to review the reference input as part of the nomination package.

Once a reference has submitted his/her reference input, the nominator will receive an email indicating so. Please keep tabs of these emails. If you need to check the status of the application, log into the system and select "Completed Nominations" on the left hand side and click on "View" by your candidate.

PAGE 3 - Qualifications
Describe the notable technical and/or leadership **contributions** the Nominee has made to the arts, sciences or technology of aeronautics or astronautics; and describe the **impact** the Nominee's contributions have had on the aerospace body of knowledge, the aerospace profession or industry, and/or the development, deployment, and operation of aerospace systems.

500 word limit.

PAGE 4 - Professional Record
Indicate any noteworthy positions and achievements. List in reverse chronological order starting with current position. Please list in the following format:

Dates of Employment - Organization - Job Title - Short Job Description/ Significant Accomplishment

500 word limit.

PAGE 5 – Record of Achievement
Describe the Nominee's most significant records of achievements, that bear witness to, or are in addition to, the contributions and impacts described in the Qualifications section.

Examples of such records may include, but are not limited to: leadership of development/review teams or panels; design of engineering hardware or software, mission or operational concepts; authorship/presentation of technical reports, other publications, patents, speeches or testimony; etc.

500 word limit.

PAGE 6 – Educational Background
List in reverse chronological order starting with most recent.

List education background in the following format:
Graduation Date - University/College - Degree - Major

PAGE 7 - Relevant Honors and Awards
Note any honors and/or awards received by the Nominee that bear witness to the significance and impact of the Nominee's professional contributions and achievements.

Please list Honors and Awards in the following format:
Date - Technical Society / Organization - Award Name - Short Description (i.e., scope of the award, citation, etc.)

PAGE 8 - Service to AIAA
Please list the service to AIAA in the following format (in chronological order)
Dates - Organization - Notable Contributions
Include items such as service to Technical Committees, Local Sections, AIAA Journals including Paper Reviewers, and any other AIAA related service activity

PAGE 9 – Services to Other Aerospace-Related Organizations
List and explain the services you've provided to other organizations.
Include items such as service to other professional societies or national or local activities that are aerospace related such as with Scouts or Science Fair judging.

Please list the service in the following format (in chronological order)
Dates - Organization - Notable Contributions

To Submit the nomination, click on "SAVE AND FINALIZE"

Once clicking on this button, you have officially submitted the nomination. Also, each of the reference will then receive an email requesting to submit their reference.

To Monitor the Status of Reference Entries

- Log into the Awards System
- On the left-hand side under "My Applications", click on "Pending Letters of Recommendation"
- Select the nomination and select "View"
- You will see who has and who has not submitted their reference. For those who have not, you may click on "Send Reminder Email"

To View and Print a Nomination that has been submitted

- Log into the Awards System
- On the left-hand side under "My Applications", click on "Complete"
- Select your candidate and under the "Action" header, select "Print." This will generate a pdf file

To View and Print a Nomination that has not been submitted

- Log into the Awards System
- On the left-hand side under "My Applications", click on "In Progress"
- Select your candidate and under the "Action" header, select "Print." This will generate a pdf file.
- You may continue to edit this nomination.
- Just don't forget to click on "Save and Finalize" on page 8 to submit the nomination!

Review Process and Evaluation Score Sheet

The Associate Fellows Section Committee reviews each nomination package based upon 5 criteria and general comments from their peer review selection group. Please see the following scoring grid below.

updated 11/16	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
TECHNICAL	**Grading Scale: 25-24**	**Grading Scale: 23-18**	**Grading Scale: 17-10**	**Grading Scale: 9-1**	**Grading Scale: 0**
examples include	International/National/Industry/Government Authority, Widely Published, Many Honors and Awards, Many Patents, Journal or Progress Series Editor, Major Contributor to National Technology and/or Production Programs	National/Industry/Government Authority, Several Publications, Technical Authority, Several Honors and Awards, Some Patents, Associate Editor	Local Standout Technical Performance, Some Publications; Some Honors and Awards, Paper Reviewer	Competently Performs Technical Tasks	Questionable Technical Competence
	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
LEADERSHIP & MANAGEMENT	**Grading Scale: 25-24**	**Grading Scale: 23-18**	**Grading Scale: 17-10**	**Grading Scale: 9-1**	**Grading Scale: 0**
examples include	International/National/Industry/Government Leader, Dean of College/Provost, Member Of National Committees/Boards, Many Leadership/Honors & Awards	National/Industry/Government Manager or Leader, Full Professor, Member of Professional, Committees/Boards, Several Leadership/Honors & Awards	Program Manager, Significant Supervisory Responsibility, Demonstrated some technical leadership, Some Leadership/Honors & Awards (mostly at the local company, university, center, etc), Associate Professor	Task Leader Experience, Some Supervision, Assistant Professor	Does not hold and/or demonstrate Management and/or Leadership Activities
	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
SERVICE TO AIAA	**Grading Scale: 20-19**	**Grading Scale: 18-12**	**Grading Scale: 11-7**	**Grading Scale: 6-2**	**Grading Scale: 1**
examples include	Elected Member of AIAA TAC, RSAC, or Board, Journal or Progress Series Editor	Active Member of National Committee, Section Chair, Technical Committee Chair, Associate Editor, Forum Organizing Committee, Editorial Advisory Board	Section Officer Positions, Active Member of Section Council, Technical Committee or Subcommittee, Paper Reviewer	Attends Various Organization's Meetings, Assists with Meetings and other Functions of Organizations	Infrequent Meeting Attendance at various organizations and meetings, Passive Organization Member
	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
QUALITY OF ENDORSEMENTS BY REFERENCES	**Grading Scale: 20-19**	**Grading Scale: 18-12**	**Grading Scale: 11-6**	**Grading Scale: 5-1**	**Grading Scale: 0**
	All Endorsements Exceptional	Most Endorsements Exceptional	Some Endorsements Exceptional	Acceptable Endorsements	Missing Reference
	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
SERVICE TO THE PROFESSION	**Grading Scale: 10**	**Grading Scale: 9-6**	**Grading Scale: 5-3**	**Grading Scale: 2**	**Grading Scale: 1**
examples include	Elected Member of Board Positions, Journal or Progress Series Editor or Equivalent in other US/non-US Professional Aerospace Societies	Member of National Committee, Section Chair, TC Positions, Associate Editor in other US/non-US Professional Aerospace Societies	Member of Section Council, Section Officer Positions, Paper Reviewer in other US/non-US Professional Aerospace Societies	Attends Various Organization's Meetings, Assists with Meetings and other Functions of Organizations in other US/non-US Professional Aerospace Societies	Infrequent Meeting Attendance at various organizations and meetings, Passive Organization Member in other US/non-US Professional Aerospace Societies

Announcements

The newly elected Associate Fellows will be announced in October, upon the AIAA Honors and Award Committee Chair and the Regional Engagement Activities Division Chief. Services and Membership Committee approval and their nominators will be notified. Only the nominators of those not selected will be notified.

The Associate Fellows Awards Ceremony and Dinner are held in January, in conjunction with the AIAA SciTech Forum. It is encouraged that the newly elected Associate Fellows attend this event.

Correspondence and Questions:

Automatic confirmation emails will be sent to the nominator and reference upon receipt of the nomination form and reference form.

If you have any questions, please contact Patricia A. Carr, AIAA Honors and Awards Manager at patriciac@aiaa.org.