AIAA ASSOCIATE FELLOW
NOMINATION FORM
REQUIREMENTS AND CRITERIA

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

This Form is used as a draft.
All Associate Fellow Nominations are to be submitted online
Nomination Deadline: **April 15**
Reference Deadline: **May 15**

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 If a nominee passes during any carryover period, the nomination will be withdrawn and AIAA will notify the nominator. If a nominee passes while the selection process is ongoing, the nomination will be withdrawn and will not be considered.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 evaluates the nomination package on 3 distinct criteria: 1) Technical and/or Leadership (50%); 2) Services to AIAA and other Aerospace Organizations (30%); and 3) Quality of the References' Recommendations (20%). The committee will not review incomplete nomination packages.

- Nomination packages will be reviewed for a total of <u>two consecutive times</u> under the same nomination unless the Associate Fellow Selection Committee determines otherwise. If a nominee is not selected after 2nd review under the same nomination package, a new nomination package must be submitted to be considered again.
    - If a nomination package is withdrawn and a new nomination package is submitted, it will be considered to be a new nomination and in its first year of review.

ADDITIONAL GUIDANCE FOR NOMINATORS

- Nominations should tell a story about the nominees' accomplishments and contributions.
    - Do not use a bulleted list to describe the nominees' accomplishments and contributions.
    - Ensure that the nomination clearly delineates not only the accomplishments and contributions of the nominee, but also the impact of those contributions.
    - Although the nominee may have many accomplishments and contributions, it may help to focus on a select few and provide the details of why, what and how these accomplishments and contributions are significant.

- The nomination package must stand on its own. No additional information will be considered by the Associate Fellow selection committee in the evaluation of the candidates. Clearly state and provide evidence of the following:
    - The nominee's accomplishments and contributions to engineering or scientific work within the aerospace community or their respective organization.
    - The nominee's leadership and/or technical contribution to the overall aerospace community and/or their respective organization.

- References are a key element of the nomination package. Request that the references clearly delineate the accomplishments and contributions of the nominee, as well as the impact of those contributions.
    - References should be very familiar with the nominee and his/her contributions to validate the accuracy of the information contained in the nomination package and to provide independent judgment of the merit of the nominee's selection to become an Associate Fellow. Do not solicit recommendations from references that are not familiar with the nominee's accomplishments.
    - An organizationally diverse set of references provides unique perspectives on the nominee's accomplishments and further establishes the impact of their work across the aerospace community.

- If including a list of publications, be specific about the number of first author and contributing author publications by the nominee, and delineate between peer reviewed journal publications and other publication venues, such as conference papers, presentations, etc. Highlight any particularly significant papers and their impact on the profession.

- If applicable, include any patents awarded to the nominee. List the patent number, title, and briefly describe its significance.

- Describing Service to AIAA and Other Professional Societies
  - For AIAA service, include past and present AIAA participation, including Technical Committees, other standing or program committees, local section participation, joint activities with AIAA and other societies, and other related AIAA activities.
  - For other professional societies, include participation in other professional societies beyond AIAA, including participation dates, roles, and responsibilities.

- To improve future submissions, the nominator may request feedback from AIAA on unsuccessful nomination packages. Contact Tricia Carr, the AIAA Senior Manager for Honors and Awards Programs, at PatriciaC@aiaa.org to request feedback.

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

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!

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. Any fields noted on pages 1 and 2 that are in yellow are manual entry by the nominator.

Nominee Name	Auto-Populated		
Job Title	Auto-Populated		
Organization	Auto-Populated		
Address	Auto-Populated		
City/State/ Zip/Postal Code	Auto-Populated	**Country**	Auto-Populated
Telephone	Auto-Populated	**Email**	

Enter the date when you have ready to submit the nomination.

NOMINEE'S AIAA MEMBER INFORMATION

Nominees must be current AIAA Senior Members in good standing, and have 12 years of professional practice/experience.

Year Joined AIAA: Auto-Populated	**Year Awarded Senior Member:**	**Number of Years of Professional Practice**:
Region/Section: Auto-Populated		
Are you are Currently Working in: *(select one)*	**Government**	**Industry** **Academia**

CITATION

(25 WORDS OR LESS)

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.

The nominator is to click the "Send Request Now" button. This will prompt the system to send an email to the reference with a link back to the awards system for entry.

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.

REFERENCES INFORMATION

Self-nominations are not permitted. References must be an Associate Fellow or higher.
Nominator may be any AIAA Member in good standing; Nominator cannot serve as a Reference

1. Reference Name Organization Email Member Grade	
2. Reference Name Organization Email Member Grade	
3. Reference Name Organization Email Member Grade	

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.*

WORD LIMIT: 500

PAGE 4: PROFESSIONAL RECORD

Indicate any noteworthy positions and achievements. List in reverse chronological order starting with current position.

List in the following format:
Dates of Employment - Organization - Job Title - Short Job Description/ Significant Accomplishment

WORD LIMIT: 500

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.

WORD LIMIT: 500

PAGE 6: EDUCATIONAL BACKGROUND

List in chronological order starting with most recent, in the following format:
Graduation Date - University/College - Degree - Major

WORD LIMIT: 500

PAGE 7: 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.

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

WORD LIMIT: 500

PAGE 8: SERVICES TO AIAA and OTHER PROFESSIONAL SOCIETIES/BOARDS/COMMITTEES

List the service to AIAA and to other aerospace organizations in the following format (in chronological order)

- *Include items such as service to Technical Committees, Local Sections, AIAA Journals including Paper Reviewers, and any other AIAA related service activity.*
- *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.*

List in chronological order starting with most recent, in the following format:
Dates - Organization - Notable Contributions

WORD LIMIT: 500