AIAA Associate Fellows
Nomination Requirements and Criteria

Please read carefully the following requirements and criteria for completing the nomination form and reference form. In 2021, the AIAA Honors and Awards Committee has updated the process and policy.

- “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 due (online only)
- May 15: Reference entries due (online only)
- October: Announcement of selected Associate Fellows
- January: Awards Ceremony at AIAA SciTech Forum

Questions?
Contact: Patricia Carr, AIAA Honors and Awards Program Senior Manager  
Patriciac@aiaa.org
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 and the diversity of the references are key elements of the nomination. References from other organizations are highly encouraged.

• The reference input is considered confidential.

• The nominator may not serve as a reference.

• The completed nomination form must be submitted to AIAA by the deadline. 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 two consecutive times 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.
  o 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.
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.

Nominator is to enter the year the candidate became a senior member, number of years of professional practice (4 years of post-baccalaureate studies can be counted as professional years), what working group they are currently employed (academia, industry, government) and a 25-word citation.

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.

It is highly recommended that a diverse set of references are identified. It is suggested that a reference is from each working group (academia, government, and industry). Having all references from the same affiliation is not recommended!
PAGE 3 – Qualifications
500-word limit.

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.

PAGE 4 - Professional Record
500-word limit.

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

PAGE 5 – Record of Achievement
500-word limit.

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.

PAGE 6 – Educational Background
500-word limit.

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

PAGE 7 - Relevant Honors and Awards
500-word limit.

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.)
Service to AIAA and Other Aerospace-Related Organizations

Please 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
To Submit the nomination, click on “SAVE AND FINALIZE”

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

To Monitor the Status of Reference Entries

- Log into the Online 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 Online 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 Online 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 3 criteria and general comments from their peer review selection group.

Technical and/or Leadership Contributions: 50%
Service to AIAA and other Aerospace Organizations: 30%
References’ Recommendations: 20%

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 Induction Ceremony is held yearly 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 Senior Manager, at patriciac@aiaa.org.