



**Nomination Form Acceptance Period: January 1 - June 15**  
**Reference Form Acceptance Period: January 1 - July 15**

Dear AIAA Member:

Thank you for considering advancing your AIAA Membership to **HONORARY FELLOW**.

**AIAA Constitution 3.2**

*Honorary Fellows are persons of eminence in aeronautics or astronautics, recognized by a long and highly contributive career in the arts, sciences, or technology thereof.*

**AIAA Section 2.2**

*Honorary Fellows may be nominated from the ranks of the Fellows by any Honorary Fellow or Fellow in good standing and shall be elected by the Board. Self-nominations are not permitted. The names of not more than 4 nominees deemed the most worthy of the Honorary Fellow honor shall be recommended to the Board for election each year, although no more than 3 nominees may be from the same country. The manner in which Honorary Fellows are recommended to and selected by the Board shall be established by the Board from time to time and specified in the Board's published policies and procedures and amended from time to time.*

**Important Dates:**

January 1 – June 15:	Open Enrollment Period
June 15	Nomination Form due to <a href="mailto:AIAA-HonoraryFellow@aiaa.org">AIAA-HonoraryFellow@aiaa.org</a>
July 15	5 Reference forms due to <a href="mailto:AIAA-HonoraryFellow@aiaa.org">AIAA-HonoraryFellow@aiaa.org</a>
January:	AIAA Honors and Awards Committee endorsement; Board of Trustees approval
Spring:	Fellows Dinner and Aerospace Spotlight Gala in Washington DC

## **Overview of the Nomination Process**

Records of the nominees shall be carefully reviewed by an Honorary Fellow Selection Board. The names of not more than four deemed most worthy of recognition as an Honorary Fellow shall be recommended to the Board of Directors for election each year.

Please review the following requirements and criteria carefully. Only those completed nomination packages, including the reference forms will be submitted to the Honorary Fellow Selection Board for review. Incomplete packages will not be submitted to the Selection Board for review.

- All Honorary Fellow nominees must be an AIAA Fellow, in good standing.
- Any AIAA Fellow or Honorary Fellow in good standing may submit an Honorary Fellow nomination.
- Self nominations are not permitted.
- The Open Period for Nominations is: January 1 to June 15.
- The 4-page nomination form must be submitted to [AIAA-HonoraryFellow@aiaa.org](mailto:AIAA-HonoraryFellow@aiaa.org) by June 15. All references must submit their completed 1-page confidential reference forms to [AIAA-HonoraryFellow@aiaa.org](mailto:AIAA-HonoraryFellow@aiaa.org) by July 15. Do not submit instruction pages or separate letters.
- The nominator must seek five only (5) current AIAA Fellows or Honorary Fellows to act as references for the nominee and distribute the reference forms to these individuals. No more than 5 references will be permitted.
- The newly elected Honorary Fellows will be announced, upon the AIAA Board of Directors approval. The awards recognition ceremony will take place in the Spring.
- Carryovers:
  - Nominees will be reviewed for a total of three consecutive times unless the Honorary Fellow Selection Committee determines otherwise. If a nominee is not selected after 3<sup>rd</sup> review, a new nomination package must be submitted.
  - If the nominator elects to update the nomination package, it is then considered a new nomination and the “review year” becomes “1.” The entire (new) nomination forms must be completed and submitted. If the same references are the same, the previous reference forms may be attached to the new nomination if the nominator wishes. If only the references are changed, it is not considered a new nomination and will be considered a carryover.

## **Nomination Form**

- All entries must be 10 point font or larger.
- The nomination package must not exceed four pages as described below. Please do not submit this instruction page, resumes or other attachments.
  - Page One – Nominee/Reference Information
    - Use one page to include information about the nominee in the appropriate entry area. The nominator must sign and date the form. All boxes must be completed. Electronic signature is permitted. If an electronic signature is unavailable, you may type “signed by: // *YOUR NAME* //” and then date the document.
  - Page Two - Education, Positions Held, and Accomplishments
    - Use one page to list the candidate’s degrees and major positions held, noting the important accomplishments and contributions attained at each position.
  - Page Three - Selected Publications and Patents
    - Use one page to state the approximate numbers of papers published, and the number of patents held in the fields of aeronautics and astronautics. Cite the most significant publications and patents and give a brief summary to emphasize the magnitude of these accomplishments.
    - If the candidate’s work has been primarily in security classified areas, please give a brief statement of the nature of those contributions.
  - Page Four - Service to AIAA and other professional organizations/Honors and Awards
    - Use one page to list the nominee’s services to AIAA through sections, student branches, national meetings, national committees or boards and journals.
    - Include a list of the nominee’s services to other professional societies and organizations
    - List the Honors and Awards that have been presented to the nominee.
- A citation of 25 words or less summarizing the achievements of the nominee leading to the honor of AIAA Honorary Fellow must be provided on the nomination form.
- All sections must be completed by the nominator prior to submitting the nomination.
- The nominator is urged to carefully review all information prior to submitting the nomination to AIAA. If it is necessary to modify the nomination after it has been submitted, the nominator may do so by contacting AIAA prior to the June 15 deadline.

- The nomination form must be submitted to [AIAA-HonoraryFellow@aiaa.org](mailto:AIAA-HonoraryFellow@aiaa.org) by June 15.
- AIAA will advise the nominator as to status of the nomination. If carried over, nominators may update the nomination by the 15 June deadline, withdraw the nomination, or keep the nomination as is. Changed references must be received no later than 15 July.

### **Reference Form**

- This confidential reference form must not exceed 1 page.
- The quality of the reference input is a key element of the nomination.
- The nominator must seek five only (5) current AIAA Fellows or Honorary Fellows to act as references for the nominee and distribute the reference forms to these individuals. No more than 5 references will be permitted.
- The nominator may not serve as a reference.
- The nominator must contact and confirm the willingness of each reference to serve. It is the nominator's responsibility to provide each reference with appropriate background information on the nominee (i.e., nomination form) and to supply each reference with the reference form, in which the nominator should pre-fill with the nominee's name.
- All five (5) references must submit their signed and completed reference form to [AIAA-HonoraryFellow@aiaa.org](mailto:AIAA-HonoraryFellow@aiaa.org) by July 15. Electronic signature is permitted.

### **Point of Contact and Questions**

Questions are to be directed to Patricia A. Carr, AIAA Honors and Awards Manager, at 703.264.7523 or [triciac@aiaa.org](mailto:triciac@aiaa.org)