Tips and Suggestions on How to Write an Excellent and Successful AIAA FELLOW Nomination Package

The sole qualification to be elected AIAA Fellow is stated in the AIAA Constitution Article 3.2:

“An AIAA Fellow shall be a person of distinction in aeronautics or astronautics, and shall have made notable and valuable contributions to the arts, sciences or technology thereof.”

AIAA Bylaws 3.1.3
“Fellows must be nominated by any member in good standing and shall be elected by the Board. Self nominations are not permitted. One Fellow for every one thousand (1000) voting members may be elected annually. Nominees must be members of the AIAA and be an Associate Fellow at the time of the current deadline for Fellow nomination. The designation of Fellow is an honor as recommended by a select group of peers, not merely an elevation in membership grade. A Fellow Selection Committee appointed by the AIAA President and composed of a Chair and Deputy Chair, who are Honorary Fellows or Past Presidents, and five Fellows in good standing representative of the broad interests of the Institute, shall receive all nominations; shall review and evaluate the qualifications of nominees including supporting data; shall obtain from the nominator 5 references who have knowledge of the nominee’s professional accomplishments, of whom 1 shall be a Fellow, Member of the Board, Section Chairperson, or Technical Committee Chairperson and shall recommend to the Board those nominees most qualified for election. In the above, an Honorary Fellow shall be considered to be a Fellow.”

This is a very competitive selection process. In accordance to the AIAA Bylaws, each year “one Fellow for every one thousand (1000) voting members may be elected annually.” This is only about 3% of the AIAA Membership.

Please note that the candidate for Fellow should indeed be a PERSON OF DISTINCTION in Aeronautics or Astronautics. Please take the necessary time and care to describe the accomplishments and contribution of the candidate for Fellow.

Important Dates:

January 1: Nomination Forms Accepted
June 15: Nomination Forms Due to AIAA-Fellow@aiaa.org
July 15: Reference Forms Due to AIAA-Fellow@aiaa.org
January: Announcement of Elected Fellows (Board approval)
April/May: Award Ceremony at AIAA Fellows Recognition Dinner and AIAA Gala
Please read carefully the following requirements and criteria for completing the nomination form and reference form. Some requirements have changed.

- Any AIAA member in good standing may submit a nomination.

- Self nominations are not permitted.

- The Open Period for Nominations is: January 1 to June 15.

- All Fellow Nominees MUST be an AIAA Associate Fellow at the time of the current deadline for Fellow nomination (June 15).

- The nomination package and reference form can be downloaded by logging into www.aiaa.org with your email address and password. When logged in, select MY AIAA at the top of the page, locate Member Advancements Section to the right. You’ll then find “Fellow.” These forms must be submitted via email to AIAA-Fellow@aiaa.org and in a word to the AIAA Honors Program department by the deadline date.

- Only those complete nominations with all references will be submitted to the Committee for review.

- The nomination form must be submitted to AIAA by June 15. All reference forms must submit their completed confidential forms to AIAA by July 15. No extensions will be granted.

- The newly elected Fellows will be announced in January, upon the approval of the AIAA Board of Directors. Both the newly elected Fellows and their nominators will be notified. Only the nominators of those not elected will be notified. Awards ceremony will take place in the Spring (April or May).

- Nominees will be reviewed for a total of three consecutive times unless the Fellow Selection Committee determines otherwise. If a nominee is not selected after 3rd review, a new nomination package must be submitted. If the nomination package is updated, it then begins as Year 1 review.
Nomination Form

- All entries must be in 10-point font or larger. You may delete the instructions and expand the margins if you need more room.

- The nomination package may not exceed four pages as described below. Please do not submit this instruction page. Attachments or enclosures are not allowed and will not be considered in the evaluation.

  o Page One - Nominee/Reference Information
    - Insert information about the nominee directly into the appropriate entry area. The nominator must sign and date the form. All boxes must be completed. Electronic signature is permitted.

  o Page Two – Qualifications
    - Describe the notable and valuable Contributions the nominee has made to the arts, sciences, or technology of aeronautics or astronautics or management of technical resources; AND describe the Impact the nominee’s contributions have had on the aerospace body of knowledge, the aerospace profession, the aerospace industry, or the development, deployment and operation of aerospace products.

      ➤ In this section it is particularly important to write in narrative fashion the VALUABLE CONTRIBUTIONS and the IMPACT they have had on our profession. A listing of a sequence of jobs, such as in a resume, is not adequate!
        o The narrative should focus on personal technical/managerial/leadership contributions rather than contributions of the group with whom the candidate works.
        o The narrative should not duplicate information from the Professional Record or the Contribution Record (Page 3).
        o Positions, Titles, and Awards are to be listed on Pages 3 and 4, not in the narrative.

  o Page Three - Professional Record
    o List the nominee’s professional record in reverse chronological order starting with the current position.

      ➤ This is the place for an abbreviated resume of employment and activities. Keep it short. No attachments or extra pages.
        o List the Initial and Final Job title for each employment – and the significant achievement in that position, but do not duplicate information from the narrative (Page 2).
        o Be succinct and do not exceed the space allotted for the Professional Record.
Contributions of Record – Estimate the nominee’s total number of contributions in each category. List complete citations for the most significant contributions, including all authors.

- This does not have to be limited to AIAA activities but rather activities that have impacted our profession.
  - For publications, list the full citation (It is helpful to include AIAA publications when appropriate).
  - For speeches, list the occasion/conference, location, and date.
  - For patents include the complete title, patent number, date, and significance.
  - For other contributions of note include the occasion, date, and technical impact.
  - Focus on contributions that have had an impact on our profession.

- Page Four:
  - In this part it is very important to illustrate what the candidate has done for our profession. Remember that you are recommending a person to be a Fellow of AIAA.

  - Education Background – List the nominee’s education background by dates, college/university, and degree(s)/major.
  - Relevant Honors and Awards – Identify the nominee’s most relevant technical, managerial, leadership honors and awards by date awarded, the society/organization that gave the award, and name of award.
  - Services to AIAA and Other Professional Societies – Identify the nominee’s participation in AIAA and other societies/organizations and/or public service. List dates, organization/board/committee, and office/position/leadership responsibility.
    - Paper/Journal reviews should be totaled on one line, not every review.
    - Session Chair/Co-Chair should be totaled on one line, not every occasion.

- The nominator must select and identify one Professional Activity Group (PAG) from the list below where the nominee made his or her most notable and valuable contributions. This will serve to align the nomination package with a PAG subcommittee for review. There are no quotas among the Groups and the nomination may contain descriptions of contributions in other PAGs. See attachment #1 for the PAG Guide.
  - Aerospace Sciences
  - Aeronautics, Aviation Systems and Operations
Be sure to select the appropriate Professional Activity Group that best describes the candidate’s most significant contributions, regardless of his/her original professional specialty or training.

• The nominator must select and identify one Primary Work Area (PWA) from the list below where the nominee made his or her most notable and valuable contributions. This will assist the committee in putting the nominee’s contributions in context and for demographic purposes. There are no quotas among the PWAs and the nomination may contain descriptions of contributions in other PWAs.
  o Academia, including University Affiliated Research Centers (UARC)
  o Industry, including Non-Governmental Organizations
  o Government, including FFRDCs and National Labs

Be sure to select the appropriate Primary Work Area that best describes the candidate’s most significant contributions, regardless of his/her original or current employment.

• A citation of 25 words or less summarizing the achievements of the nominee leading to the honor of AIAA Fellow must be provided on the nomination form.

Be very careful in formulating the citation since that is what will appear on the certificate and will stay with the selectee forever.

• All sections must be completed by the nominator in order to submit the nomination. If there is no information for a section, the nominator should indicate NONE or N/A (Not applicable).

• 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 and all related materials must be submitted to AIAA by June 15.

• AIAA will advise the nominator as to the status of the nomination. If carried over, nominators may update the nomination by the June 15 deadline, withdraw the nomination, or keep the nomination as is. References may be changed no later than 15 July.
References

➢ Make sure that the references you choose are really familiar with the candidate, and are also willing to take the time and care to prepare a meaningful reference statement, paying careful attention to the evaluation criteria enumerated. Please instruct the references to write their evaluations in each of the four sections shown on the form, stressing the candidate’s accomplishments; however, do not exaggerate the ratings in such a way that the recommendation would not be credible.

- This confidential reference form must not exceed 2 pages.
- The quality of the reference input is a key element of the nomination.
- The nominator must seek five (5) AIAA members in good standing who are able to demonstrate the breadth of the nominee’s qualifications and to act as references for the nominee. One (1) reference must be a Fellow, member of the Board, Section Chairperson, or Technical Committee Chairperson. An Honorary Fellow shall be considered to be a Fellow.
- In addition, prior to naming references in the nomination, the nominator must contact and confirm the willingness of each reference to serve. More than 5 references will not be allowed.
- The nominator may not serve as a reference.
- It is highly recommended that the nominator see references from other organizations other than the nominee’s own organization.
- It is the nominator’s responsibility to provide each reference with background information on the nominee and to supply each reference with the reference form, which the nominator should pre-fill with the nominee’s name, professional activities group, and primary work area.
- All five (5) references must submit their signed and completed reference form to AIAA by July 15. Electronic signature is permitted.
Evaluation Score Sheet

The Fellows Section Committee evaluates each nomination package based upon 4 criteria and general comments from their peer review selection group. See Attachment #2 for the Fellows Evaluation Score Sheet.

In Summary:

1. Read the instructions.

2. Understand how the nomination will be evaluated using the criteria above by a group of current AIAA Fellows.
   - Nomination package must stand on its own.
   - Must describe the nominee’s personal contributions.
   - Don’t depend on job title, number of employees, or dollars supervised; instead identify accomplishments.
   - Address all categories on the nomination form (specific points are allocated to each category). If an area is left blank, they will not get any points for that area.

3. Choose references carefully.
   - Best to have varied references who really know the nominee—and who will give the nominee a good reference. Better to have solid references who know the nominee than to have all Honorary Fellows or Past Presidents.

4. Indicate the proper PAG for the contributions mentioned in the nomination.

5. Understand that other nominees are also well qualified.

Questions or General Information

Please contact Patricia A. Carr, AIAA Honors Program Manager, AIAA at 703.264.7523 or triciac@aiaa.org if you have any questions or wish to obtain the nomination package and reference forms.

All forms must be submitted via email at AIAA-Fellow@aiaa.org
A confirmation will be sent upon receipt and log the nomination information into the AIAA Fellow Master Listing.
The nominator must select and identify one Professional Activity Group (PAG) from the list below where the nominee made his or her most notable and valuable contributions

**AEROSPACE SCIENCES PAG**
Aeroacoustics  
Aerodynamic Measurement Technology  
Applied Aerodynamics  
Astrodynamics  
Atmospheric and Space Environments  
Atmospheric Flight Mechanics  
Fluid Dynamics  
Plasmadynamics & Lasers  
Thermodynamics  
Thermophysics  
Computational Fluid Dynamics  
Survivability  
Materials  
Structural Dynamics  
Structures  
Adaptive/Smart Structures  
Radar Absorbing Materials and Structures

**Aeronautics, Aviation Systems and Operations PAG**
Ground Testing  
Air Transportation Systems  
Aircraft Design  
Aircraft Operations  
Aircraft Safety  
Balloon Systems  
General Aviation Systems  
Helicopter Design  
Lighter-Than-Air Systems  
Unmanned Systems  
V/STOL Aircraft Systems  
Marine Systems & Technology  
Hypersonic Systems  
Flight Testing  
Electronic Equipment Design  
Ground Support Equipment  
Aircraft Maintenance  
Test and Evaluation  
Aerodynamic Decelerator Systems
Aerospace Power Systems, Aeronautics
Terrestrial Energy Systems, Aeronautics
Nuclear and Future Flight Propulsion, Aeronautics
Energetic Components & Systems, Aeronautics
Gas Turbine Engines
High Speed Air Breathing Propulsion
Air Breathing Propulsion System Integration, Aeronautics

**Aerospace Information and Sensor Systems and Operations PAG**
Computer Aided Enterprise Solutions
Guidance, Navigation, & Control
Modeling & Simulation
Meshing, Visualization & Computational Environments
Aerospace Electronics
Aerospace Maintenance
Intelligent Systems
Information and Command & Control
Communications Systems
Computer Systems
Digital Avionics Systems
Sensor Systems
Software Systems
Support Systems
Systems Effectiveness & Safety
Micro/Nanotechnology
Non-Deterministic Approaches

**Astronautics, Space and Missile Systems and Operations PAG**
Sounding Rockets
Electric Propulsion
Liquid Propulsion
Propellants & Combustion
Solid Rockets
Hybrid Rockets
Life Sciences & Systems
Microgravity and Space Processes
Missile Systems
Space Operations & Support
Space Systems
Space Transportation
Space Sciences & Astronomy
Space Automation & Robotics
Weapon System Effectiveness
Human Factors Engineering
Satellite Design, Integration and Test
Launch Operations
Laser Technology & Applications
Space Tethers
Space Colonization
Space Tourism
Terraforming
Space Resources
Space Architecture
Space Logistics
Gossamer Spacecraft

**Aerospace System Integration, Management and Policy PAG**
Economics
Environmental Assurance Compliance
History
Legal Aspects of Aeronautics & Astronautics
Management
Society & Aerospace Technology
Systems Engineering
Reliability
Standards Engineering
Productibility and Cost Engineering
Production Engineering
Design Engineering
Design Technology
Multidisciplinary Design Optimization
## ATTACHMENT #2

### AIAA FELLOW EVALUATION SCORE SHEET (4 Criteria)

<table>
<thead>
<tr>
<th></th>
<th>Top 1%</th>
<th>Top 10%</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TECHNICAL</strong></td>
<td>30-29 POINTS</td>
<td>28-22 POINTS</td>
<td>21-16 POINTS</td>
<td>15-1 POINTS</td>
<td>0 POINT</td>
</tr>
<tr>
<td>Industry/Government/Academia Authority</td>
<td>Conceived New Systems</td>
<td>Consistent Standout Achievements</td>
<td>Very Competent and Reliable</td>
<td>Some Publications and Other Public Contributions</td>
<td></td>
</tr>
<tr>
<td>Publications and other public contributions with National and International Significance</td>
<td>Major Productivity Enhancements</td>
<td>Known For Innovations</td>
<td>Some Patents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expanded Knowledge Base</td>
<td>Widely Recognized Technical Authority</td>
<td>Developed Analysis/Design Tools</td>
<td>Numerous Publications and other Public Contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced State-of-the-Art</td>
<td>Some Honors and Awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Many Honors and Awards</td>
<td>Significant Patents</td>
<td>Numerous Patents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEADERSHIP/ MANAGEMENT</td>
<td><strong>Top 1%</strong></td>
<td><strong>Top 10%</strong></td>
<td><strong>Above Average</strong></td>
<td><strong>Average</strong></td>
<td><strong>Below Average</strong></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>National/Industry/Government/Academia Leader</td>
<td>30-29 POINTS</td>
<td>28-22 POINTS</td>
<td>21-16 POINTS</td>
<td>15-1 POINTS</td>
<td>0 POINT</td>
</tr>
<tr>
<td>Led One or More Major National Programs</td>
<td>National/Industry/Government/Academia Functional Leaders</td>
<td>Program Manager</td>
<td>Well Known for Cost Effective Management</td>
<td>Extensive Supervision</td>
<td>No Leadership Experience</td>
</tr>
<tr>
<td>President of University</td>
<td>Major Program Manager</td>
<td>Department Chair/Scholar</td>
<td>Developed New Management Tool</td>
<td>Associate Professor</td>
<td>No Management Experience</td>
</tr>
<tr>
<td>Dean of College</td>
<td>Chief Engineer or Equivalent</td>
<td>Full Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Led Formation of Science &amp; Technology Policy</td>
<td>Productivity Innovations</td>
<td>Led Community Committee or Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Led National Committee or Board</td>
<td>Commercialization Successes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td>Participated in Formation of Science &amp; Technology Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member of National Committee or Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUALITY OF ENDORSEMENTS BY REFERENCES</td>
<td>Top 1%</td>
<td>Top 10%</td>
<td>Above Average</td>
<td>Average</td>
<td>Below Average</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------</td>
<td>---------</td>
<td>---------------</td>
<td>---------</td>
<td>--------------</td>
</tr>
<tr>
<td>All Endorsements Exceptional</td>
<td>20-19 POINTS</td>
<td>18-13 POINTS</td>
<td>12-8 POINTS</td>
<td>7-1 POINTS</td>
<td>0 POINT</td>
</tr>
<tr>
<td>Most Endorsements Exceptional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some Endorsements Exceptional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptable Endorsements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing Reference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highly Diverse Set of References</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Top 1%</td>
<td>Top 10%</td>
<td>Above Average</td>
<td>Average</td>
<td>Below Average</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>------------</td>
<td>---------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>SERVICE TO AIAA AND</td>
<td>20-19 POINTS</td>
<td>18-13 POINTS</td>
<td>12-8 POINTS</td>
<td>7-1 POINTS</td>
<td>0 POINT</td>
</tr>
<tr>
<td>TO THE PROFESSION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elected Member of AIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIAA TAC, RSAC, Board, or Equivalent Positions in US/ non-US National/International Professional Aerospace Societies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal or Progress Series Editor or Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member of National Committee, Section Chair, TC/PC or the Equivalent Positions in US/non-US National/International Professional Aerospace Societies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member of Section Council, Section Officer or the Equivalent Positions in US/non-US National/International Professional Aerospace Societies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attends Various Organization's Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrequent Meeting Attendance at various organizations meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications and Other Public Contributions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Reviewer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some Publications and Other Public Contributions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assists with Meetings and Other Functions of Organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passive Organization Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>