

# GRADE OF FELLOW

## Instructions for Submitting Fellow Nominations

(GRADE OF FELLOW Nomination Instructions - Last revised 1/2009)

---

**ASABE: The Society for Engineering in Agricultural, Food and Biological Systems**

---

### Characteristics of a Fellow

“**FELLOW**--- a member of unusual professional distinction, with outstanding and extraordinary qualifications and experience in, or related to, the field of agricultural, food, or biological systems engineering, a minimum of 20 years of active practice in, or related to, the profession of engineering; the teaching of engineering; or the teaching of an engineering-related curriculum and a minimum of 20 years as a Member-Engineer or Member in ASABE.”

### Elements of Nomination

To nominate an ASABE Member-Engineer or Member for the Grade of Fellow, the initiating sponsor shall provide ASABE Headquarters with the information outlined below by **April 15**. Qualifications for Fellow are described in the Bylaws and Rules of ASABE, Article B4, Qualifications for Admission, Paragraph 3 (see <http://www.asabe.org/media/54033/constitution.pdf> or the Constitution, Bylaws and Rules Section of the Member Roster).

Nomination Form is to be completed and converted to a PDF file and submitted to ASABE Headquarters as an e-mail attachment to the attention of the ASABE Awards Administrator, Sarah Cook [cook@asabe.org](mailto:cook@asabe.org) **The maximum length of the completed nomination form is four (4) pages (10 pt. or larger font).**

Please use the Nomination Form for submitting the application. The signed form completed by the nominator, and a minimum of six (6) signed letters of support prepared by members in the grades of Fellow, Member-Engineer or Member of ASABE shall constitute the nomination. The nominator is not allowed to be one of the individuals submitting a letter of support. Please follow the instructions for the letters of support described below. A maximum of eight (8) letters of support may be submitted, but only six (6) must satisfy ASABE membership requirements. The support letters may be sent with the Nomination Form or can be sent separately to the attention of Sarah Cook – [cook@asabe.org](mailto:cook@asabe.org)

Each signed letter of support is also to be submitted to ASABE Headquarters as a PDF file and sent as an e-mail attachment to the attention of the ASABE Awards Administrator, Sarah Cook – [cook@asabe.org](mailto:cook@asabe.org). **The signed letters of support need to include the authors name, work affiliation, address, phone number, e-mail address and ASABE member number and grade (if an ASABE member).**

All e-mailed nomination forms and letters of support sent to ASABE headquarters must have a send time before midnight of **April 15**. **The nomination form must include a signature. All letters of support also need to include a signature, and be on official letterhead if possible.**

## Letters of Support

The letters of support are to be prepared by those who are broadly representative of the profession insofar as technical interest, geographical area, occupation and professional responsibility are concerned. The supporting letters shall relate the writer's personal knowledge and evaluation of the candidate's achievements, recognitions and professional activities. **Please remember that those asked to prepare letters of support are to be selected from diverse locations and multiple organizations as described in the first sentence of this paragraph. Letters are limited to a maximum length of two pages (10 pt. font or larger).** The following guidelines are provided for developing a well-structured letter of support.

### **DO INCLUDE** in the Letter of Support:

- First the author is to briefly state his/her own background, credentials, current employment and the employment most applicable for the relationship with the nominee.
- Summarize personal knowledge about the nominee and the circumstances under which the nominee was known, including the length of time the author has known and/or worked with the nominee.
- Focus on the unique contributions that the nominee has made to the profession.
- Describe the nominee's personality, work ethic and teamwork skills, particularly in relationship to professional contributions made by the nominee.
- Cover each point of support clearly, but as concisely as possible.
- Keep the letter focused and make it no longer than two (2) pages (10 pt. font or larger).
- Each author is to provide complete author contact information, along with a signature and be on official stationary where possible.

### **DO NOT INCLUDE** in the Letter of Support:

- Do not restate information that is already included in the completed nomination form.
- Do not describe participation in religious organizations or political parties.
- Do not exceed the specified maximum length of the letter.
- Do not include information obtained from someone else about the nominee.

## Notification of Election

The nominator of the Fellow nominee shall be notified by ASABE Headquarters after the nominee has been recommended by the M-131 Fellows Screening Committee and elected to the Grade of Fellow by the Board of Trustees. If the nominee is not selected in the first year of consideration, the nominee will be considered by the M-131 Fellows Screening Committee for two additional years. ASABE Headquarters will notify individuals elected to Fellow. News releases and publicity will be issued at the time of the Annual Meeting (approximately one year after the nominees have been selected) at which time the newly-elected Fellows will be accorded special recognition.

## Procedure in Case of Death of Nominee

If a Fellow nominee should die after the nomination is submitted to ASABE Headquarters, that nomination will be considered as if the nominee were still alive with the nominee remaining eligible for election to Fellow for the two year period mentioned above in addition to the first year of consideration. Nominations of deceased ASABE members for Fellow cannot be accepted.