STEPS TO GUIDE YOU THROUGH THIS SUBMITTAL PROCESS
FIVE EASY STEPS ...

1. **Read** the all documentation prior to completing the Fellow Nomination Form.

2. **Contact** references and supervisor/management representative to request letters of support. (Forward these individuals the link to or a copy of the *Nominator & Reference Instructions* to review.)

3. **Collect** background information on your nominee.

4. **Complete** the SAE Fellows Nomination form.

   *Note: If a member has less than 10 years of member service, appendix A must be completed to establish that the candidate has a minimum of 10 years outstanding volunteer contributions to SAE International. Appendix A will be reviewed by a representative(s) of the fellows committee before the nomination is allowed to be considered for approval for Fellowship.*

5. **Collect** the support letters to submit in one complete package.

   An **Fellow Nomination Package** must include: a completed Fellow Nomination on the most up-to-date form plus a total of 5 letters of support.
QUALIFICATIONS FOR NOMINEE, NOMINATOR, & REFERENCES
Nominators must be either an SAE Fellow or Member grade member.

Nominee must be a ten-year SAE member, and be a Member grade member.

At the discretion of the committee chair, the term of SAE Membership can be reduced to two (2) full years, if it can be established the nominee was actively involved in activities that provided outstanding support for SAE activities for at least 10 years. Individuals wishing to nominate members with only two years of service must also fill out the supporting documentation found in appendix A on the nomination form.
• Members from the Affiliates: SAE India and SAE Brazil are permitted to nominate and be nominated, meeting the same criteria.

• All nominations must be submitted in complete form and on time. No exceptions will be made.
ABOUT THE REFERENCES
PURPOSE: REFERENCE LETTERS VERIFY THE NOMINEE’S ACCOMPLISHMENTS AS CITED IN THE NOMINATION FORM

- The completed Fellow Nomination package, when submitted to SAE International, must contain the letters of support.

- Three of the 5 letters of support must be from SAE members (any grade of membership except student). The remaining 2 letters can be from non-members.

- It is strongly encouraged that all nominator secure the recommended five letters of support, including the supervisor/management representative’s letter. At a minimum, three must be provided from those who are SAE members and closely familiar with the nominees professional accomplishments.

- One of the five support letters MUST be from the nominee’s immediate supervisor or a management representative regardless of his/her SAE member status. The supervisor letter does not count toward the minimum three letters required.
REFERENCES

- The nominator is not permitted to be a reference but can be the nominee’s supervisor. *(Refer to the Nominator & Reference Instructions.)*

- Select references who are closely familiar with the nominee’s technical and/or outstanding achievement(s).

- **The organizational diversity of the nomination package does matter.** It is suggested that the nominator select references from a variety of organizations rather than all from the nominee’s organization.
FELLOW NOMINATION FORM SUBMITTAL GUIDELINES
DO NOT submit a bio or curriculum vitae with the completed nomination form. Any pertinent information to be considered should be included within the nomination form.

Provide a complete citation of the nominee’s papers and patents.

When listing Keynote addresses, explain why the keynote was important or impactful and list where the keynote was presented.

- Note: Invited lectures in a technical session do not count as keynotes. Keynotes category is reserved for plenary lectures at major conferences or keynote addresses at major industry events.

When listing committee participation, list the specific role on committee and any major contributions to benefit the industry.
FELLOW NOMINATION FORM TEMPLATE
TIPS FOR USING THE NOMINATION TEMPLATE

- The Fellow Nomination template is in PDF format. If you have trouble with the PDF format, please contact Nicole Iorfido for a Word version of the nomination form.

- Download the template from the web page www.sae.org/membership/fellows and save to your hard drive.
HOW AND WHEN TO SUBMIT A NOMINATION PACKAGE
HOW AND WHEN TO SUBMIT A NOMINATION PACKAGE ...

Submit Nomination Package by e-mail to:
fellows@sae.org
or
Submit Nomination package by mail to:
Nicole Iorfido
SAE International
400 Commonwealth Drive
Warrendale, PA 15096-001
USA

Completed Nomination Packages are due to Nicole Iorfido on or before
July 1, 2018
CONTACT NICOLE IORFIDO FROM SAE INTERNATIONAL AT 724-772-7570 OR NICOLE.IORFIDO@SAE.ORG WITH ANY QUESTIONS ABOUT THE FELLOW NOMINATION PROCESS