Fellows Nomination Directions

The information contained in this document is a step by step guide that will walk you through the Fellows nomination process. It is recommended you read each section and use it to guide you as you complete the nomination form.

Nominations are due to SAE by July 1st. A nomination packet is considered complete when the nomination, letters of recommendation and, when applicable, the letter requirement from appendix A are submitted. All materials should be submitted at the same time, otherwise the nomination form will be considered incomplete and returned to the nominator. The nomination packet includes the following:

1. The nomination form, submitted electronically via https://www.sae.org/participate/membership/fellows
2. The letters of recommendation, submitted via PDF attachment to Nicole.iorfido@sae.org with the subject line: letters of recommendation for insert nominee’s name
   Note - more information on this requirement can be found in section 9
3. When applicable, the required letter for appendix A, submitted via PDF attachment to Nicole.iorfido@sae.org with the subject line: Appendix A for insert nominee’s name
   Note – more information on this requirement found in section 10

1. Eligibility
   a. Fellow Nominee Eligibility

      To be eligible for Fellowship, SAE requires ten (10) years of membership service.

      If the nominator can establish active involvement by the nominee in activities that provided outstanding support for SAE for at least ten (10) years, then the committee chair can reduce the membership requirement to two (2) full years, at his/her discretion.

      Note: Individuals wishing to nominate members with only two (2) years of membership service must fill out the supporting documentation found in appendix A on the nomination.

      Individuals can verify membership and volunteer years of service by emailing Nicole.iorfido@sae.org prior to the nomination deadline.

   b. Nominator Eligibility

      Nominators must be an SAE Fellow or SAE Member grade member at time of submission.

      Individuals can verify SAE Member grade by emailing Nicole.iorfido@sae.org prior to the nomination deadline.

2. Completing the nomination form
   a. Nominators must complete the nomination form and returning the form to SAE before the nomination deadline. Incomplete forms or forms submitted with missing information, will cause lower scored nominations.

   b. The deadline for the nomination packet and letters of recommendation is July 1st, The Review Committee will not consider those submitted after the deadline.
3. The Citation
   a. The citation is the primary basis of the nomination by which the SAE Fellow’s Review Committee will judge the submission.
   b. The citation is very important.
      i. Statements, data, and references in your nomination should support the citation.
      ii. The citation has a 50-word count limit so you must keep your thoughts concise.
   c. The SAE Fellow’s Review Committee can award up to 10 points for the citation.

4. Major Technical Achievements
   a. This section should focus on the nominee’s most important achievements.
      Significant Contributions could include:
      • technical innovation with major impact and broad applicability
      • a new engineering or manufacturing processes which drove major improvements in productivity and/or quality
      • work that influenced a new mobility-related standard, government policy or legislation.
   b. The SAE Fellow’s Review Committee can award the nominee up to 25 points for exceptional contributions from this section.

5. Publications, Communications, Leadership, and Patents
   a. This section focuses on the nominee’s papers and patents
      i. It is very important that the nominator answers each question in this section.
      ii. If a question does not apply to your nominee, please note that on the nomination.
      iii. Questions in this section are asking for you to describe the impact the publication had on the industry. Please supply supporting evidence.
      iv. Please make sure you are relating everything back to your nominee’s citation, keeping in mind the reason you are nominating this individual for Fellowship.
   b. This section focuses on the nominee’s keynotes, presentations, panels, and speeches
      i. In this section, highlight nominees top speaking engagements.
      ii. Include nominee’s presentations, panels and speeches.
      iii. Expand on the top five most significant speaking engagements and describe their importance.
This section focuses on the nominee’s leadership accomplishments

i. In this section, focus on the leadership of your nominee if applicable. For individuals, nominating leaders, managers, directors, etc, include as much detail in this section as possible.

ii. You will need to describe the leader’s accomplishments as they affected the mobility industry.

iii. Describe new concepts and innovations, the development or opening of a new division, or a new plant, or formation of a new organization etc. that lead to changes in the way the mobility industry operated.

d. If your nominee acted as organizational Spokesperson, fill out this part of the form by summarize the impact of the nominee’s communications to his/her internal organization and/or to external audiences about the organization’s products and processes.

e. The SAE Fellow’s Review Committee can award the nominee up to 30 points max for contributions listed under section 5 (Publications, Communications, Leadership, And Patents) for exceptional contributions.

6. Industry/Government/Academic/Public Recognition

a. In this section, you need to describe in 1 or 2 sentences how recognized your nominee is within his/her specific mobility field and cite evidence.

b. The nominator should also include a list of honors, awards, prizes, and honorary degrees awarded to the nominee by his/her organization or external organizations.

c. The SAE Fellow’s Review Committee can award the nominee up to 10 points for exceptional contributions from this section.

7. Technical Societies Activities

a. In this section, list the nominee’s participation inside and outside of SAE including administrative committees, boards, councils, elected offices held, technical sessions organized, technical or standards committees served, and/or local section involvement.

b. The SAE Fellow’s Review Committee gives more weight to SAE activities than non-SAE related activities.

c. The SAE Fellow’s Review Committee can award the nominee up to 20 points for exceptional contributions from this section.

8. Work Experience

The nominator should fill out this section in its entirety, including all dates and contact information, reaching out to the nominee when necessary.

a. General
   i. The nominator must complete this part of the form.
   ii. The nominator should email the letters of recommendation at the time he/she submits the nomination packet to, Nicole.iorfido@sae.org with the subject line: letters of recommendation for insert nominee’s name
   iii. The SAE Fellow’s Review Committee may contact any references listed for follow-up
   iv. If you have questions on the grade or membership status of a potential reference, please contact Nicole.iorfido@sae.org before reaching out for a letter of support
   vi. Reference letters should be less than 2 pages (1000 words) in length.

b. Purpose: The reference letters are to verify the accomplishments stated in the nomination form. If substance is lacking in the support letters, this could impact the nominee’s acceptance for Fellowship.

c. How to select a reference:
   i. The Fellow Nomination form accommodates four (4) reference names plus one (1) supervisor or manager.
   ii. All letters must accompany the Fellow Nomination package. At a minimum, there must be at least three (3) SAE member reference letters plus the supervisory letter submitted.
   iii. If nomination packets do not have the minimum number of required references, the Review Committee will return the nomination and consider it incomplete.
   iv. Member references can be any grade of membership: Fellow, Member, or Associate.
   v. SAE prohibits nominators from acting as references for the Fellows nomination process
   vi. When the nominator is the nominee’s supervisor, SAE recommends reaching out to past supervisors, directors or managers in place of the current supervisor letter of recommendation.
   vii. The nominator is responsible for collecting all reference letters and submitting them, along with the nomination packet on or before the nomination deadline of July 1st.
   vii. It is suggested that the nominator select member references from a variety of organizations rather than all from the nominee’s organization to show how the nominee has had influence across the mobility industry.

d. Reference Letter Content
   i. Letters should have statements that confirm how long they have known the nominee, confirm their professional relationship, and confirm the correctness of the information stated in the nomination.
   ii. It is recommended the nominator sends the nomination, or at a minimum, the citation to the reference, so he/she can cite the reason for consideration for SAE Fellowship.
iii. Support letters should also include specific comments or statements about the nominee’s technical and/or outstanding leadership accomplishments. Comments should be specific as to the nature or type and their significance.

iv. The purpose of being a reference is to confirm or deny what is stated in the nomination. Therefore, statements verifying the information supplied in the nomination form should be included in a reference letter. A further explanation of how the nominee’s accomplishment(s) impacted society, or the mobility industry is to be made. Additionally, statements about how widely the nominee or the nominee’s work is recognized by the industry can be included and are strongly encouraged.

v. In the situation where the nominee has held a management/leadership position(s), statements about business results should be made.

vi It is recommended that each of the four support letters discuss or verify different accomplishments of the nominee to fully support the nomination

vi. The five support letters should not be identical letters duplicated four times and signed by four different members.

e. The SAE Fellow’s Review Committee can award the Nominee up to a total of 5 points for reference letters.


a. Per the SAE Bylaw change in 2016, nominations can now be considered for review by the SAE Fellows Committee if candidates have two (2) full years of membership service completed at the time of application plus at least ten (10) years of significant volunteer contributions to SAE International.

i. Part 1: The nominator should address a letter to the Fellows Committee explaining why the nominee should be considered for Fellowship. The letter should outline a clear history of volunteer and contributor service to SAE that impacted both the Organization and the Mobility Industry for a minimum of 10 years.

The nominator should email the letter at the time he/she submits the nomination packet to, Nicole.iorfido@sae.org with the subject line: appendix A for insert nominee’s name

Part 2: The nominator must list the nominees:

- SAE Volunteer Activity
- Dates of participation
- Role on Committee
- Impact of work

ii. The SAE Fellow’s Review Committee, or representative of the committee, will then determine if the activity was impactful based on the information provided.

b. All volunteer information listed in appendix A must be verifiable, SAE-related, volunteer activities