

GUIDANCE FOR NOMINATIONS FOR SAE FELLOW

Scott Sluder

Oak Ridge National Laboratory

2019 Fellows Committee Chair

Please be cognizant that you are nominating a worthy colleague for one of SAE's highest honors.

Established in 1975, the grade of Fellow is administered by the SAE Fellows Committee. Election to Fellow is an exceptional professional distinction bestowed on around 20 recipients each year. A distinctive Fellow pin is presented to the new Fellow at the annual Fellows dinner.

“This grade shall be composed of persons of exceptional distinction by reason of outstanding and extraordinary qualifications, experience, and sustained accomplishment in mobility or related engineering...”

–SAE International Bylaws

Who is eligible for election to SAE Fellow?

- Any current SAE voting member with at least 10 years of membership is eligible for nomination.
- At the discretion of the Fellows Committee, a current SAE member with at least 2 years of membership and at least 10 years documented service to SAE may also be nominated.
 - Must submit documentation (Appendix A) to Nicole.lorfido@sae.org to determine eligibility before completing nomination package.
- Nominators must be voting members of SAE.

The motivation for this session is to convey the expectations and best practices for completing a nomination for SAE Fellow.

- **Quality nominations require significant effort.**
 - You should start assembling a nomination package and soliciting reference letters well in advance of the deadline for submission.
 - Nomination forms must exhibit a high level of editorial polish; multiple edits and/or engagement of a professional technical editor are needed.
- **Nominator's goal is to provide the committee with ample evidence of the worthiness of the nominee.**
 - Almost always need the nominee's involvement in the development of the nomination package to convey the necessary level of detail.
 - Can't assume committee is aware of the nominee's achievements, except as documented in the nomination form.
- **Do not submit incomplete nomination packages; they will not be considered.**

A guided tour of the nomination form:

Contact Information for Nominee and Nominator

- Important so that the committee can contact each of you.
- Nominee and nominator need to be SAE members.
 - Select pull-down for nominator to select either member or Fellow.
- Need to self-select nominee's SAE sector.
 - (Nomination will be reviewed by committee members from the nominee's sector.)
 - Pull-down allows selection of Aerospace, Commercial Vehicle, or Automotive Sectors.
 - If a nominee has activities in multiple sectors, select the sector that most closely matches the area in which they had their greatest impact.



SAE INTERNATIONAL FELLOW NOMINATION FORM

SAE Fellow Grade of Membership is the highest grade of membership. It recognizes and honors long-term members and volunteers who have made a significant impact on society's mobility technology through leadership, research, and innovation. Election to Fellow is an exceptional professional distinction, administered by the SAE Fellows Committee bestowed on only the most deserving recipients each year.

Nominee's information

Name: Dr. Mr. Mrs.

Member Number:

Grade: Member

Years of SAE Membership (if years of membership is less than 10, Appendix A is required):

Title:

Address:

E-mail:

Please select your PRIMARY Sector from the list: Aerospace

Nominator's Information:

Name: Dr. Mr. Mrs.

Member Number:

Grade:

Company/Organization/University:

Phone Number:

E-mail:

A guided tour of the nomination form:

Citation

- The citation is the thesis of the nomination. All other sections of the nomination should cohesively support this thesis.
- No more than 50 words.
- Citation will be read aloud at the Fellows dinner.
- Be specific—nominee will be considered for specific impacts. What are they?
- Broad statements like “recognized industry expert” and “long successful career” do not convey detail and are not likely to make a strong case for the nominee.



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Nominee's Information

Name: Dr. Mr. Mrs.

Member Number:

Grade:

Years of SAE Membership (if years of membership is less than 10, Appendix A is required):

Title:

Address:

E-mail:

Please select your PRIMARY Sector from the list:

Nominators Information:

Name: Dr. Mr. Mrs.

Member Number:

Grade:

Company/Organization/University:

Phone Number:

E-mail:

CITATION

In 50 words, describe the nominee's specific, verifiable accomplishment(s) relating to his/her technical and/or leadership excellence for which you nominated this individual.

Good Examples of Citations (Not a complete list!)

“Mr. Leone is recognized for his critical role in the development of Variable Camshaft Timing, which is now used in almost all automotive engines to improve fuel economy. He holds 119 US patents for innovation in engine technology, and is a leader in recent research on high-octane fuels.”

“Jeff’s major contributions to aerospace engineering and composite technologies have resulted in his recognition as an industry leader in innovative structural design. Most significantly, his patented overbraided thermoplastic slit tape and induction heating consolidation methods have initiated an industry-wide paradigm shift toward faster, more affordable, and eco-friendly composite structural compounds.”

A guided tour of the nomination form:

Technical Impact

- The committee will consider technical and leadership impacts with equal weight as qualifications for election to Fellow. There is no penalty for focusing on one of these areas to the exclusion of the other.
- Two pages in 12 point font. (Don't add additional pages or compress font size to include more information.)
- Nominators should highlight technical impacts that the nominee has had on their industry through their work.
- Include papers and patents that are well-connected to the impacts. If papers and patents are included, provide appropriate bibliographic citations and discuss their importance to the relevant technical impact.
- Bullet point lists are an appropriate way to convey list-items (such as papers associated with the impacts being discussed) that do not require much explanation.

The image shows a screenshot of the SAE Fellow Nomination form. At the top left is the SAE International logo. To its right is the title "SAE FELLOW NOMINATION". Below this is a blue header bar with the text "TECHNICAL IMPACT" and a smaller instruction: "Complete the information below if you are nominating a candidate for technical excellence or a combination of technical and leadership excellence." The main body of the form is a large, empty light blue rectangular area. At the bottom center of the form, the number "2" is visible.

DO's and DON'TS for the Technical Impacts Section

DO:

- Choose a few specific impacts to feature in the nomination.
- Provide details and context of each impact.
- Discuss the significance of each impact on the nominee's industry.
- It is permissible to focus on either technical or leadership impacts individually, or a mixture of both. If you choose to leave one section or the other blank, please include a statement in the relevant section that you are leaving that section blank intentionally.

DON'T:

- Make claims without backing them up with details.
- Include large numbers of publications and/or patents that are not well-connected to impacts being discussed.
- Large bodies of good work (such as papers, patents, mentoring of graduate students, etc.) without substantial impact on the relevant industry are not likely to achieve election to Fellow.

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DO'S and DON'TS for the Leadership Impacts Section

DO:

- Provide details and context of each impact.
- Discuss the significance of each impact on the nominee's industry.
- Tell the committee how the nominee's leadership was exemplary and enabled a group to achieve impacts that would not otherwise have been possible.
- It is permissible to focus on either technical or leadership impacts individually, or a mixture of both. If you choose to leave one section or the other blank, please include a statement in the relevant section that you are leaving that section blank intentionally.

DON'T:

- Make claims without backing them up with details.
- It is not enough to simply have led a group, as occupying the leadership position does not necessarily convey excellence.

A guided tour of the nomination form:

SAE Activities

- Demonstrating long-term SAE service is important to a successful Fellow nomination.
 - Technical and Leadership Impacts have greater weight than SAE activities in the selection process.
- Bullet-list of SAE service roles is an appropriate means of completing this section.
- Session organization, session chair, paper review, standards development, committee leadership, etc., are good examples.
- Provide the year(s) of service for each item.
- Do not include service to organizations other than SAE. If such service is central to the nominee's impacts, it should be discussed in the relevant impact section.

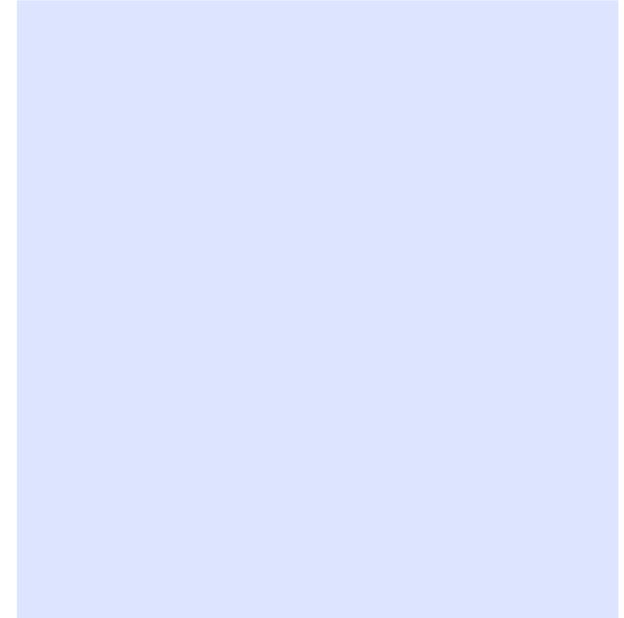
NOMINATION FORM

SAE ACTIVITIES

Please complete for ALL nominees

List the nominee's SAE participation including administrative committees, boards, councils, elected offices held, technical sessions organized, technical or standards committees served, and/or local section involvement.

For each, list dates of involvement plus give a brief description of nominee's involvement.



A guided tour of the nomination form:

Work Experience

- Provide work history for the nominee.
- If the nominee has more than 5 positions/employers, list the most recent 5.
- Year is sufficient for the From and To fields.

NOMINATION FORM

WORK EXPERIENCE

Please fill out in its entirety.

1. Company, Organization, or University	
From	
Position	
2. Company, Organization, or University	
From	
Position	
3. Company, Organization, or University	
From	
Position	
4. Company, Organization, or University	
From	
Position	
5. Company, Organization, or University	
From	
Position	

A guided tour of the nomination form:

Contact Information for References

- Note that this section is spread over two pages.
- Please provide complete contact information for each of the 5 required references.
- Select the member grade for each reference.
 - Identify 4 independent references, at least 3 of which must be SAE Fellows.
 - The last of the 5 total references must be from the nominee's supervisor or management representative.
- If you need assistance with SAE member numbers, please contact Nicole Iorfido (nicole.iorfido@sae.org) in advance of the submission deadline. Do not submit nominations without this information and expect that it will be filled in later by SAE staff.

NOMINATION FORM

Reference Letters

List four references, three of which must be either an SAE Member or Fellow grade member and also a supervisor letter of support. Please fill out in its entirety.

1. Name:	<input type="text"/>	Membership Grade:	<input type="text" value="Associate"/>
Membership Number:	<input type="text"/>	E-mail:	<input type="text"/>
Company, Organization or University:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>	E-mail:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>
2. Name:			
Membership Number:	<input type="text"/>	Membership Grade:	<input type="text" value="Associate"/>
E-mail:	<input type="text"/>	Company, Organization or University:	<input type="text"/>
Position:	<input type="text"/>	Address:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>
3. Name:			
Membership Number:	<input type="text"/>	Membership Grade:	<input type="text" value="Associate"/>
E-mail:	<input type="text"/>	Company, Organization or University:	<input type="text"/>
Position:	<input type="text"/>	Address:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>
4. Name:			
Membership Number:	<input type="text"/>	Membership Grade:	<input type="text" value="Associate"/>
E-mail:	<input type="text"/>	Company, Organization or University:	<input type="text"/>
Position:	<input type="text"/>	Address:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>
Supervisor Letter:			
Name:	<input type="text"/>	Membership Grade:	<input type="text" value="Associate"/>
Membership Number:	<input type="text"/>	E-mail:	<input type="text"/>
Company, Organization or University:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>	E-mail:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Requirements for Reference Letters

- **Purpose of reference letters is to provide independent affirmation of technical and leadership impacts.**
 - Important to have a letter that affirms each impact discussed in the nomination form.
- **Letters should not be more than 1 page, front and back, in 12 point font.**
 - No specific format or template for letters is provided. Any format/template/letterhead that is typical for formal business correspondence is acceptable. (No emails.)
- **Reference must sign their letter.**
- **References return letters to the nominator, who submits the entire completed nomination package (including reference letters).**
 - See instructions for submission later in this presentation.

DO'S and DON'TS for Reference Letters

DO:

- Seek letters from references in a diverse pool of organizations who have first-hand knowledge of the nominee's impacts.
- Ask each reference to focus on specific aspects of the nominee's impacts.
- Ask the reference to BRIEFLY introduce themselves to the committee. (What is their position/function in their organization and so on.) This introduction should take 2-3 sentences at most.
- Include in each letter how and how long the reference has known the nominee and their impacts and the relationship between the reference and the nominee.
- Focus on the nominee's impacts.

DON'T:

- Use letters to expand on impacts not discussed in the relevant sections of the nomination form.
- Use generic letters that are simply signed by the reference. (Crafting a draft letter that a reference personalizes is acceptable.)
- Include extraneous information about the reference (beyond the introduction mentioned to the left).

Submission of Completed Nomination Packages

- Nominators forward completed nomination forms and all reference letters as a group to the Fellows Committee through SAE Staff. (Nicole.lorfido@sae.org)
 - If possible, please do not wait until the last day to submit your package. Submitting early allows time to make alternative submission arrangements with SAE staff in the event of difficulty transmitting the package electronically.
- SAE staff must receive the completed package by midnight on the submission deadline.