GUIDANCE FOR NOMINATIONS FOR SAE FELLOW
Please be cognizant that you are nominating a worthy colleague for one of SAE’s highest honors.

The highest grade of membership, SAE Fellow recognizes and honors members who have made a significant impact on society’s mobility technology through leadership, research, and innovation.

Established in 1975, the grade of Fellow is administered by the SAE Fellows Committee for the Board of Directors. 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.
Who is eligible for election to SAE Fellow?

• Any current SAE member with at least 10 years of membership.

• 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 engaged in activities and provided outstanding contributions for SAE activities for at least 10 years.

  – Must submit documentation (appendix A) to Nicole.lorfido@sae.org to determine eligibility BEFORE submitting nomination packet.
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.

- **Your goal is to provide the committee with ample evidence of the worthiness of the nominee.**
  - Almost always you will need the nominee’s involvement in the development of the nomination package to convey the necessary level of detail.
  - Never assume the 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

- Leave nothing out: the committee may need contact each of you.

- Both the nominee and nominator need to be SAE members.
  - Select pull-down for nominator to select either member or Fellow.

- Next, 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.
A guided tour of the nomination form: Nomination Focus

- NEW** You must select the primary professional basis for this nomination.
  - Individuals can be nominated for excellence in Leadership or Technology achievement, with equal opportunity for selection as an SAE Fellow.
  - Your answer here will guide your responses throughout the nomination process.
  - The evaluation committee will use this response to strongly guide their evaluation of the candidate and the information that you supply.
  - The selected primary basis for nomination must be informed by the impacts, activities, and references that will be provided later in this submission.
  - If the nominee has a combination of both leadership and technology excellence, you may include such details even while concentrating on their primary strength.
A guided tour of the nomination form:

Citation

• The citation is the thesis of the nomination and truly sets the stage for the reader. 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, and may be used in press releases, etc.

• Be specific – the 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.
A guided tour of the nomination form: Impact Section

- Describe the nominee’s impacts on industry primarily based on the Nomination Focus selected earlier.
- Two pages in 12-point font. (Don’t add additional pages or compress font size to include more information.)
- Bullet point lists are an appropriate way to convey some items (such as papers associated with the impacts being discussed) that do not require much explanation.
A guided tour of the nomination form:
Impacts need to be based on the Nomination Focus

- For nominees whose primary basis is **Leadership**:
  - Nominators should highlight leadership impacts that the nominee has had on their industry through their work.
  - Include keynote presentations and spokesperson roles closely linked to the leadership impacts.
    - Note that technical paper presentations are not keynote presentations.
  - Details of concurrent technical impact may be included.

- For nominees whose primary basis is **Technical**:
  - 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.
  - Details of concurrent leadership impact may be included.
A guided tour of the nomination form:

Impact Section

- Describe the nominee’s impacts on industry primarily based on the Nomination Focus selected earlier.
- Two pages in 12-point font. (Don’t add additional pages or compress font size to include more information.)
- Bullet point lists are an appropriate way to convey some items (such as papers associated with the impacts being discussed) that do not require much explanation.
DO:
• provide details and context of each impact.

• For leaders:
  – Tell the committee how the nominee’s leadership was exemplary and enabled a group to achieve impacts that would not otherwise have been possible.

• For technical achievement:
  – Choose a few specific impacts to feature in the nomination, in depth.
  – Discuss the significance of each impact on the nominee’s industry.

DON’T:
• make claims without backing them up with details.

• For leaders:
  – It is not enough to simply have led a group, as occupying the leadership position does not necessarily convey excellence.

• For technical achievement:
  – Don’t 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.
A guided tour of the nomination form:

**SAE Activities**

- Demonstrating long-term SAE service is important to a successful Fellow nomination.
  - Technical or 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.
• Provide work history for the nominee.
• If the nominee has more than five (5) positions/employers, list the most recent five.
• Year is sufficient for the From and To fields.
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 five (5) required references.
• Select the member grade for each reference.
  – Identify four (4) independent references, at least three of which must be SAE Fellows.
  – The last of the five total references must be from the nominee’s supervisor or a 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.
Requirements for Reference Letters

• Reference letters must provide independent affirmation of technical or leadership impacts.
  – Letters must affirm the impacts discussed in the nomination form.

• Letters should not be more than two pages, 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.)

• Each reference must sign their letter.

• References letters are to be collected by the nominator and submitted with completed nomination package.
  – (See instructions for submission later in this presentation.)
DOs 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).
• Nominators forward completed nomination form and all reference letters as a single submission to the Fellows Committee through SAE Staff. (Nicole.lorfido@sae.org)

  – 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.