



AIAA CONSTITUTION

Article III, Section 3.2

Fellows shall be persons of distinction in aeronautics or astronautics, and shall have made notable and valuable contributions to the arts, sciences or technology thereof.

AIAA BYLAWS

Section 2.4

Nominees for Fellow must be Associate Fellows of the Institute in good standing. One Fellow for every one hundred twenty-five (125) Associate Fellows determines the number of Fellows per year. The most qualified nominees shall be submitted by the Honors and Awards Committee to the Board of Trustees for final approval. The Fellows nomination and selection process shall be established by the Honors and Awards Committee, specified in the Committee's published policies and procedures.

Important Dates:

Feb 10:	Nomination Forms Accepted online
June 1:	Nomination deadline (online)
July 1:	Reference's endorsements deadline (online)
January/February:	Announcement of Elected Fellows (subsequent to Board of Trustees Approval)
May:	Induction Ceremony at AIAA Fellows Recognition Dinner and AIAA Gala

Consistent with AIAA Bylaw 2.4, election of AIAA Fellows is an extraordinarily competitive process. Consequently, it is vitally important that, not only is a Nominee clearly deserving of selection; but, also, that he/she is supported by a compelling nomination package, which clearly describes the candidate's contributions that merit his/her selection as a Fellow of the AIAA.

Candidates for election to the grade of AIAA Fellow should indeed be PERSONS OF DISTINCTION in Aeronautics or Astronautics.

Nominators should ensure that appropriate care and thoughtful consideration are reflected in the nomination package, to ensure that it clearly describes the Nominee's accomplishments and contributions, and their impact on the aerospace body of knowledge, the aerospace profession, or the development of aerospace systems.

Program Administration

The administration of the Fellow Program resides at AIAA Headquarters, under the auspices of the AIAA Honors and Awards Committee. The staff liaison to this committee is the Senior Manager, Honors and Awards (whereas referred to as “AIAA”).

The AIAA Honors and Awards Committee bears responsibility for oversight and assurance of the integrity of the Fellow selection process.

The guiding principles contained in the AIAA Constitution and AIAA Bylaws shall be used as the foundation for the administrative process to select AIAA Fellows, by the AIAA Fellows Committee. This committee shall execute the program through its defined processes of evaluation and selection of the fellows.

- ❖ “Good standing”, by AIAA definition, is an AIAA member who is current with dues to the Institute, and be compliant with the AIAA Code of Ethics <https://www.aiaa.org/about/Governance/Code-of-Ethics>
- ❖ “Professional voting member in good standing” is a Member, Senior member, Associate Fellow, Fellow or Honorary Fellows with an active AIAA membership and in accordance with our Code of Ethics.

Nominee Eligibility and Requirements

The Nominee must be an AIAA Associate Fellow in good standing, before applying for the Fellow member grade.

Self-nominations are not permitted.

All nominees must be living at the time of the nomination deadline. Posthumous awards will only be made if the nominee passes after AIAA Headquarters formally notifies the person of their selection for the award but prior to presentation of the award. If a nominee passes while the selection process is ongoing, the nomination will be withdrawn and will not be considered. If a nominee passes during any carryover period, the nomination will be withdrawn and will not be considered. AIAA will notify the nominator.

Nominator Eligibility and Requirements

Nominators must be any professional voting member in good standing.

All Nominations must be submitted by the nominator, by the noted deadline.

The nominator cannot act as a Reference.

References Eligibility and Requirements

The Nominator must identify four (4) AIAA members in good standing to act as References for the nomination. References must be able to attest to the qualifications of the Nominee for election to Fellow.

The Nominator is responsible for contacting each Reference to obtain his/her commitment to serve prior to submitting the nomination to AIAA.

References are a key element of the nomination package. The references should clearly delineate the accomplishments and contributions of the nominee, as well as the impact of those contributions.

References should be very familiar with the nominee and his/her contributions to validate the accuracy of the information contained in the nomination package and to provide independent judgment of the merit of the nominee's selection to become a fellow. It is the quality of the endorsement what matters most.

It is best if these references are from a diverse set of organizational backgrounds (academia, government, industry) allowing for different perspectives on the Nominee's accomplishments and impacts. An organizationally and demographically diverse set of references provides unique perspectives on the nominee's accomplishments and further establishes the impact of their work across the aerospace community.

All References must be professional voting members in good standing.

- Reference #1 must be an AIAA Member, Senior Member, Associate Fellow, Fellow or Honorary Fellow, with an active membership.
- Reference #2 must be an AIAA Member, Senior Member, Associate Fellow, Fellow or Honorary Fellow, with an active membership.
- Reference #3 must be an AIAA Fellow or Honorary Fellow, with an active membership.
- Reference #4 must be an AIAA Fellow or Honorary Fellow, with an active membership.

All Endorsements are to be submitted by the References, by the noted deadline.

References must submit their confidential endorsements by the noted deadline.

References are a key element of the nomination package. Request that the references clearly delineate the accomplishments and contributions of the nominee, as well as the impact of those contributions.

- ❖ *In the endorsement, please explain the impact of these contributions in advancing the fields of science or engineering, or have outstanding merit and contributions to the arts, sciences or technology of aeronautics and astronautics.*

- ❖ *This endorsement should provide specific knowledge of the nominee's accomplishments in aeronautics, astronautics, or other that support the above evaluation. Specifics are encouraged and provide much more insight than generalities. Please consider the importance of your input as a reference to the candidate's overall case*
- ❖ *References should be very familiar with the nominee and his/her contributions to validate the accuracy of the information contained in the nomination package and to provide independent judgment of the merit of the nominee's selection to become a Fellow. Do not solicit recommendations from references that are not familiar with the nominee's accomplishments.*
- ❖ *An organizationally diverse set of references provides unique perspectives on the nominee's accomplishments and further establishes the impact of their work across the aerospace community.*
- ❖ *The references should NOT simply copy and paste information from the nomination form into their endorsement.*

Nomination Requirements

The AIAA Fellow nomination and endorsements are to be submitted into the AIAA Online Awards System. Nominators cannot submit supplemental information of any kind.

A nomination package may be reviewed for up to two years (original year of submission plus one more consecutive year). The procedure for handling nominations not selected as candidates by the Fellow Committee is dependent on the action of the Committee and/or the year of submission.

- If a Nominee is not selected after the 2nd year of consideration, a new nomination package, complete with new/updated Reference forms, must be submitted.
- If only the nomination form is updated following its initial year of consideration, it will be considered a carryover and in its second year of review. The listing of references must remain the same with no edits.
- If the nominator wishes to update both the nomination form and one or more references, the nomination package is then withdrawn and a new nomination with references is to be submitted. It is then considered in its first year of review.

Online Nomination and References' Endorsements

Nominations should tell a story about the nominees' accomplishments and contributions.

- ❖ *Do not use a bulleted list to describe the nominees' accomplishments and contributions.*
- ❖ *Ensure that the nomination clearly delineates not only the accomplishments and contributions of the nominee, but also the impact of those contributions.*
- ❖ *Although the nominee may have many accomplishments and contributions, it may help to focus on a select few and provide the details of why, what and how these accomplishments and contributions are significant.*

The nomination package must stand on its own. No additional information will be considered by the Fellow selection committee in the evaluation of the candidates. Clearly state and provide evidence of the following:

- ❖ *The nominee's accomplishments and contributions to engineering or scientific work within the aerospace community or their respective organization.*
- ❖ *The nominee's leadership and/or technical contribution to the overall aerospace community and/or their respective organization.*

This Nomination Form is structured to promote uniformity and objectivity in the presentation of the required information; and to highlight the Nominee's specific accomplishments or contributions, and their impacts, which warrant consideration of the Nominee for election as an AIAA Fellow.

The nominator must include a citation.

The online nomination includes the following sections:

Page 1 – Nominee and Nominator Information

It is the NOMINATOR who is to log into the system in order to begin the nomination. The system will validate the nominator's membership record and will auto-populate all required fields.

The Nominator is to search for his/her Fellow Candidate by entering the email associated with his/her member record.

Once validating this candidate is an AIAA Associate Fellow with an active membership, the system will auto-populate required fields. Any fields that are greyed out cannot be overridden. If there is a blank field, contact AIAA to update the member record.

Enter a Citation, under 25 words, in the Citation Box.

Enter the Year when the nominee was awarded AIAA Associate Fellowship.

Select a Professional Interest Activity Group where the nominee made his or her most notable and valuable contributions. This will serve to align the contributions of the Nominee with the appropriate peer group for review and evaluation of the nomination. The Professional Interest Activity Group are:

- AEROSPACE DESIGN & STRUCTURES
- AEROSPACE OUTREACH and BUSINESS & MANAGEMENT
- AEROSPACE SCIENCES
- AIRCRAFT TECHNOLOGY, INTEGRATION AND OPERATIONS
- PROPULSION & ENERGY
- INFORMATION SYSTEMS & SYSTEMS INTEGRATION
- SPACE & MISSILES SCIENCES, SYSTEMS & OPERATIONS

Under each Group, the nominator must select the specific professional interest area the nominee made his or her most notable and valuable contributions.

Appendix A contains descriptions of the breadth of professional activities that are associated with each Professional Interest Activity Group.

Select the Professional Interest Activity Group and area that is most closely aligned with the area in which the Nominee has made his/her most significant contributions.

The Nominator must also select and identify one Work Area of Significant Accomplishments from the list below where the Nominee made his or her most notable and valuable contributions. This will assist the committee in putting the Nominee's contributions in context, and for demographic purposes.

- Academia, including University Affiliated Research Centers (UARC)
- Industry, including Non-Governmental Organizations
- Government, including FFRDCs and National Labs

Select the Work Area of Significant Accomplishments that most closely aligns with the segment of our industry in which the Nominee made his/her most significant contributions, regardless of original or current employment.

When done, click on "Save and Next" to proceed to Page 2.

Page 2 – Qualifications

Describe the notable technical and/or leadership **contributions** the Nominee has made to the arts, sciences or technology of aeronautics or astronautics; and describe the **impact** the Nominee's contributions have had on the aerospace body of knowledge, the aerospace profession or industry, and/or the development, deployment, and operation of aerospace systems.

There is a 700-word limit.

The Qualifications section should describe the Nominee's most VALUABLE CONTRIBUTIONS (technical and/or leadership) and the resulting IMPACT of those contributions. A resume of the Nominee's professional career is not appropriate!

- *The information provided should focus on the Nominee's personal contributions, rather than*

contributions of a group with whom the candidate has worked.

- *The information should not duplicate that which is included in the “Professional Record” or “Records of Achievement” sections of the nomination package.*

When done, click on “Save and Next” to proceed to Page 4.

Page 3 – Records of Achievement

Describe the Nominee’s most significant records of achievement that bear witness to, or are in addition to, the contributions and impacts described in the Qualifications section. Examples of such records may include, but are not limited to: leadership of development/review teams or panels; design of engineering hardware or software, mission or operational concepts; authorship/presentation of technical reports, other publications, patents, speeches or testimony; etc.

There is a 500-word limit.

As noted above, this section should provide information that bears witness to the significance of the Nominee’s achievements and contributions.

- *For contributions that are not documented in technical reports or presentations, succinctly describe the achievement, its significance and impact.*
- *For technical papers and/or other publications, include the full citation, including all authors in appropriate order.*
- *For speeches or testimony, indicate the date and venue.*
- *For patents, include the patent number and complete title, and note the significance of the patent.*

When done, click on “Save and Next” to proceed to Page 5.

Page 4 – Professional Record

Provide a high-level chronology of the Nominee’s professional career and note any significant accomplishments that evolved from the Nominee’s service in those positions.

Up to 10 entries. Each entry is limited to 50 words

The Professional Record section provides for an abbreviated resume, documenting the Nominee’s career employment history. This section provides an opportunity to highlight additional accomplishments that may not have been noted in the “Qualifications” section.

When done, click on “Save and Next” to proceed to Page 6.

Page 5 – Educational Background

List the Nominee’s educational background by dates (in years - e.g., 2003-05), college/university, and degree(s)/major.

Up to 5 entries

When done, click on “Save and Next” to proceed to Page 7.

Page 6 – Honors and Awards

Note any honors and awards received by the Nominee that bear witness to the significance and impact of the Nominee’s professional contributions.

Up to 10 entries. Each entry is limited to 100 words

When done, click on “Save and Next” to proceed to Page 8.

Page 7 – Services to AIAA and Other Aerospace-Related Professional Organizations

Describe the Nominee’s service contributions, and the significance of those contributions, to the AIAA and/or other aerospace-related professional organizations.

Up to 10 entries. Each entry is limited to 100 words

Demonstrated service to the aerospace profession (as opposed to the Nominee’s employer) through active participation in aerospace-related professional organizations (not limited to AIAA) is an important consideration in the selection of AIAA Fellows. This section should indicate the character and significance of such contributions.

When done, click on “Save and Next” to proceed to Page 9.

Page 8 – Reference Information

Search the reference by his/her email associated with that membership record. The system will validate an active membership. The system will automatically enter the name.

The references will be asked 2 questions:

*	This judgement is based upon:
	<input type="radio"/> Personal knowledge of the nominee <input type="radio"/> Knowledge of the nominee’s work <input type="radio"/> Both personal knowledge of the nominee and knowledge of the nominee’s work
Value Judgement *	I consider the nominee to be:
	<input type="radio"/> Exceptionally well-qualified for Associate Fellow <input type="radio"/> Well-qualified for Associate Fellow <input type="radio"/> Marginally qualified for Associate Fellow <input type="radio"/> Not qualified for Associate Fellow

- Submit a 500-word limit endorsement into a text box:
Explain the impact of these contributions in advancing the fields of science or engineering, or have outstanding merit and contributions to the arts, sciences or technology of aeronautics and astronautics.

All endorsements are confidential. Only judges will be allowed to review the reference input as part of the nomination package.

The confidential information provided by a Nominee’s References is an extremely important source of information for independent confirmation of the qualifications of the Nominee for election to Fellow. References should have the requisite familiarity with the Nominee and his/her contributions to affirm the veracity of the information contained in the nomination package and provide independent judgment of the merit of the Nominee’s selection to become an AIAA Fellow.

Further, an organizationally diverse (academia, government, industry) set of References, which would view the Nominee’s accomplishments and their impacts from differing perspectives, is recommended. As an example: If, in the Qualifications section of a nomination, it was asserted that the Nominee had contributed which found wide-spread application in industry, one would expect to see a Reference from a person in the Industry sector, who would affirm that assertion.

Once a reference has submitted his/her reference input, the nominator will receive an email indicating so. If you need to check the status of the application, log into the system and select “Completed Nominations” on the left-hand side and click on “View” by your candidate.

When done, click on “Save and Next” to proceed to Page 10.

PAGE 9 – Submit

To submit the nomination, click on “Save and Finalize” Please make sure this is the FINAL version of the nomination. Once you click “Save and Finalize,” the nominator cannot edit the nomination.

At this point, the references will receive an email indicating that they are a reference for your candidate. There is a link back to the online awards system to the reference entry page. This page is confidential, and the nominator will not be able to view these entries.

- Once a reference has submitted his/her reference input, the nominator will receive an email indicating so. If you need to check the status of the application, log into the system and select “Completed Nominations” on the left-hand side and click on “View” by your candidate.
- If you need to resend a reminder email to the references, go to the Reference Page and click on “Send reminder Email.” This will also note which reference input have been received.

If you just want to save the nomination form and return later for additional edits, only click “Save.” Just don’t forget to official submit the nomination (“Save and Finalize”) by June 15th.

Other Helpful Hints for a well-written Nomination:

- 1. Read and follow the instructions. Complete all sections of the Nomination Form.***
- 2. Recognize that the nomination package MUST stand on its own. No other information will be considered by the Fellow Selection Committee in the evaluation of Fellow candidates.***
- 3. Ensure that the nomination clearly delineates not only the Accomplishments and Contributions of the Nominee, but also the Impact of those contributions.***
- 4. Choose References carefully.***

- 5. Election to the rank of AIAA Fellow is an extraordinarily competitive process. Consequently, each year, many deserving individuals do not “make the cut.” Recognize that other Nominees are as deserving of selection to become AIAA Fellow as you believe your candidate to be.***

Evaluation Criteria

The Fellows Selection Committee will evaluate each nomination package based upon the following weighted criteria:

- 60-Percent Technical and/or Leadership Contributions
- 20-Percent Service to AIAA and/or Other Aerospace-related Professional Organizations
- 20-Percent Quality of References

Notifications, Public Announcement, Formal Induction

The newly elected Fellows will be announced late January, upon the endorsement of the AIAA Honors and Award Committee and the Board of Trustees. Personal calls will be made to the new Fellows, with an official congratulatory letter to follow. Only the nominators of those not selected will be notified.

Fellows will be officially inducted during the annual AIAA Fellows Dinner and Ceremony in generally in May. The Fellows will be recognized at the AIAA Awards Gala the following night.

Questions or General Information

Please contact Patricia A. Carr, Manager, AIAA Manager Honors and Award Program, at patriciac@aiaa.org



PROFESSIONAL INTEREST ACTIVITY GROUPS

The nominator must select and identify one Professional Interest Activity Group, as highlighted in yellow, where the nominee made his or her most notable and valuable contributions.

The nominator must then select the specific primary professional interest from the designated Professional Interest Activity Group where the nominee made his or her most notable and valuable contributions.

AEROSPACE DESIGN & STRUCTURES	---	Structures
---	Adaptive Structures	---
---	Advanced/Additive Manufacturing	---
---	Complex Aerospace Systems	---
---	Design Engineering	---
---	Design Technology	---
---	General Aerospace Design & Structures	---
---	Materials	---
---	Multidisciplinary Design Optimization	---
---	Non-Deterministic Approaches	---
---	Spacecraft Structures	---
---	Structural Dynamics	---
		AEROSPACE OUTREACH and BUSINESS & MANAGEMENT

		Economics

		Engineering Sales/Marketing

		History

		Legal Aspects of Aeronautics & Astronautics

		Management

		Society & Aerospace Technology

		AEROSPACE SCIENCES

		Aeroacoustics

--- Aerodynamic Measurement Technology
--- Applied Aerodynamics
--- Astrodynamics & Orbital Mechanics
--- Astrophysics
--- Atmospheric & Space Environment
--- Atmospheric Flight Mechanics
--- Computational Fluid Dynamics
--- Fluid Dynamics
--- General Aerospace Sciences
--- Ground Testing
--- Guidance, Navigation, & Control
--- Meshing, Visualization & Computational Environments
--- Modeling & Simulation
--- Plasmadynamics & Lasers
--- Remote Sensing & Applications
--- Sounding Rockets
--- Thermodynamics
--- Thermophysics

AIRCRAFT TECHNOLOGY, INTEGRATION AND OPERATIONS
--- Aerodynamic Decelerator Systems
--- Air Transportation Systems
--- Aircraft Design
--- Aircraft Maintenance
--- Aircraft Noise & Emissions
--- Aircraft Operations
--- Aircraft Safety
--- Balloon Systems
--- Electronic Equipment Design
--- Flight Testing
--- General Aircraft & Atmospheric Systems
--- General Aviation
--- Helicopter Design
--- Hypersonic Systems
--- Lighter-Than-Air Systems
--- Marine Systems & Technology
--- On Demand Mobility
--- Producibility & Cost Engineering

--- Reliability
--- Test & Evaluation
--- V/STOL Aircraft Systems
INFORMATION SYSTEMS & SYSTEMS INTEGRATION
--- Aerospace Electronics
--- Aerospace Traffic Management
--- CFD Vision 2030
--- Communications Systems
--- Computer Systems
--- Cyber-Security of Aerospace Systems
--- Digital Avionics Systems
--- Digital Engineering
--- Directed Energy Systems
--- Energy Optimized Aircraft
--- General Information Systems
--- Green Engineering
--- Information & Command & Control Systems
--- Intelligent Systems

--- Micro/Nanotechnology
--- Robotics
--- Sensor Systems and Information Fusion
--- Software Systems
--- Sounding Rockets
--- Space Exploration
--- System Effectiveness & Safety
--- Systems Engineering
--- Transformational Flight
--- Unmanned Systems
PROPULSION & ENERGY
--- Aerospace Power Systems
--- Electric Propulsion
--- Energetic Components & Systems
--- Gas Turbine Engines
--- General Propulsion & Energy Systems
--- High Speed Air Breathing Propulsion
--- Hybrid Rockets
--- Liquid Propulsion

--- Nuclear & Future Flight Propulsion
--- Propellants & Combustion
--- Propulsion-Airframe Integration
--- Solid Rockets
--- Terrestrial Energy Systems
SPACE & MISSILES SCIENCES, SYSTEMS & OPERATIONS
--- Directed Energy Systems Weapons
--- General Space & Missiles
--- Human Factors Engineering
--- Laser Technology & Applications
--- Launch Operations
--- Life Sciences & Systems
--- Microgravity & Space Processes
--- Missile Systems
--- Satellite Design, Integration & Test

--- Space Architecture
--- Space Automation & Robotics
--- Space Colonization
--- Space Commercialization
--- Space Logistics
--- Space Operations & Support
--- Space Resources
--- Space Sciences & Astronomy
--- Space Systems
--- Space Tethers
--- Space Tourism
--- Space Traffic Management
--- Space Transportation
--- Terraforming
--- Weapon System Effectiveness

##