

**AIAA FELLOW**

**NOMINATION FORM**

**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: AIAA will begn to accept nomination online

June 1: Nomination deadline (online)

July 1: Reference’s endorsements deadline (online)

January: Announcement of Elected Fellows (subsequent to Board of Trustees Approval)

April/May: Induction Ceremony at AIAA Fellows Recognition Dinner and AIAA Gala

**This Form is used as a draft purposes only**

**All Fellow Nominations and References are to be submitted online**

**To access the online system, click on the Online Button on this page:** [Fellows Nominations | AIAA](https://www.aiaa.org/get-involved/honors-awards/honors/Fellows-Nominations)

To begin a nomination, enter the email address of the candidate. This email address must be the same as the email in the member record. The system will validate the candidate and will populate much of the candiate’s membership information.

RECOMMENDATION: Draft your nomination first on this word document and when ready, copy into the online nomination pages. Once you click on the “Save and Finalize” button, it will officially submit the nomination and no further changes can be made.

**Page 1 – Nominee and Nominator Information**

Nominators must be any professional voting member in good standing.

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.

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| **Nominee Name** | *Auto-Populated* |
| **Job Title** | *Auto-Populated* |
| **Organization** | *Auto-Populated* |
| **Address** | *Auto-Populated* |
| **City/State/****Zip/Postal Code** | *Auto-Populated* | **Country** | *Auto-Populated* |
| **Telephone** | *Auto-Populated* | **Email** |  |
| **Nominee’s AIAA Member Information** |
| **AIAA Member Number:***Auto-Populated* | **AIAA Region & Section:***Auto-Populated* | **Year Joined AIAA:***Auto-Populated* | **Year Awarded Associate Fellow:** |
| **Professional Interest Activity Group and interest area:**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.  |
| **Work Area of Significant Accomplishments:** 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. * Academia, including University Affiliated Research Centers (UARC)
* Industry, including Non-Governmental Organizations
* Government, including FFRDCs and National Labs
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| **Citation*****(25 words or less)*** |  |

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| **PAGE 2 - QUALIFICATIONS** |

700 word limit

*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*.

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| **PAGE 3 - RECORDS OF ACHIEVEMENT**  |

500 word limit

*Describe the Nominee’s most significant records of achievements, 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.*

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| **PAGE 4 - PROFESSIONAL RECORD** |

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

*Provide a high-level chronology of the Nominee’s professional career, noting the most significant positions or roles in which the Nominee has served.*

*List in reverse chronological order starting with current position)*

*Please submit in this format:*

Dates of Employment - Organization - Job Title - Short Job Description/Significant Accomplishment

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| **PAGE 5 - EDUCATIONAL BACKGROUND** |

Up to 5 entries

*List the nominee’s educational background by dates, college/university, and degree(s)/major.*

*Please submit in this format:*

Graduation Year - College/University - Degree(s) and Major

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| **PAGE 6 - HONORS AND AWARDS** |

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

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

*Please submit in this format:*

Date - Technical Society/Organization - Award Name - Short Description *(i.e., scope of the award, citation, etc.)*

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| **PAGE 7 - SERVICES TO AIAA AND OTHER AEROSPACE-RELATED PROFESSIONAL ORGANIZATIONS** |

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

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

Dates – Organization - Notable Contributions

**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 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.

* **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 References must be professional voting members in good standing.

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.

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 an Associate 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.

**Ready to Submit? click on “SAVE AND FINALIZE”**

This will officially submit the nomination. No further changes can be done.

At that time, an email will be sent to all references requesting them to submit their endorsement. There is a unique link for them to direct them back to the online nomination.

**To View and Print a Nomination that has been submitted,**

* Log into the Awards System
* On the left-hand side under “My Applications”, click on “Complete”
* Select your candidate and under the “Action” header, select “Print.” This will generate a pdf file

**To View and Print a Nomination that has not been submitted,**

* Log into the Awards System
* On the left-hand side under “My Applications”, click on “In Progress”
* Select your candidate and under the “Action” header, select “Print.” This will generate a pdf file
* You may continue to edit this nomination
* Just don’t forget to click on “Save and Finalize” on page 9 to submit the nomination!