



## **AIAA ASSOCIATE FELLOW REQUIREMENTS AND CRITERIA HELPFUL HINTS TO A SUCCESSFUL NOMINATION**

### **AIAA CONSTITUTION Article III, Section 3.2**

*Associate Fellows shall be persons who have accomplished or been in charge of important engineering or scientific work, or who have done original work of outstanding merit, or who have otherwise made outstanding contributions to the arts, sciences, or technology of aeronautics or astronautics.*

### **AIAA BYLAWS Article II, Section 2.5**

*Nominees for Associate Fellow are to be Senior Members of the Institute in good standing and have twelve (12) years minimum of professional experience. A maximum of one Associate Fellow for every 150 voting members determines the number of Associate Fellows per year. The most qualified nominees shall be submitted to the Honors and Awards Committee for final approval. The Associate Fellows nomination and selection process shall be established by the Honors and Awards Committee, specified in the Committee's published policies and procedures.*

*(updated November 2023)*

**Online System Opens February 10**  
**Nomination Deadline: April 15**  
**Reference Deadline: May 15**

*Candidates for election to the grade of AIAA Associate Fellow should indeed have accomplished or been in charge of important engineering or scientific work, or who have done original work of outstanding merit, or who have otherwise made outstanding contributions to the arts, sciences, or technology of aeronautics or astronautics 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 Associate Fellow Program resides at AIAA Headquarters, under the auspices of the AIAA Honors and Awards Committee, with the assistance of Regional Engagement and Activities Division (READ).

The AIAA Honors and Awards Committee bears responsibility for oversight and assurance of the integrity of the Associate 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 Associate Fellows, by the AIAA Associate Fellows Committee. This committee shall execute the program through its defined processes of evaluation and selection of the associate 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:

- AIAA Senior Member in good standing, before applying for the Associate Fellow member grade.
- Must have at least 12 years of professional experience, before applying for the Associate Fellow member grade.
  - Post baccalaureate engineering or science degrees from an educational institution of acceptable standing shall be considered equivalent to professional practice for an equivalent number of years, up to a maximum of 4 years.

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.

Self-nominations are not permitted.

## **Nominator Eligibility and Requirements**

Nominators shall 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 three (3) AIAA professional voting 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 Associate 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 Associate Fellow, Fellow or Honorary Fellow, with an active membership.
- ❖ Reference #3 must be an AIAA Associate Fellow, Fellow or Honorary Fellow, with an active membership

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 an associate fellow. It is the quality of the endorsement what matters most.

It is best if these references are from all sets 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.

The nominator cannot act as a Reference.

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 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.*
- ❖ *The references should NOT simply copy and paste information from the nomination form into their endorsement.*

### **Nomination Requirements**

The AIAA Associate 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 consecutive year). The procedure for handling nominations not selected as candidates by the Associate Fellow Committee is outlined below:

- 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 to be in its first year of review.

### **Online Nomination and References' Endorsements**

This nomination 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 Associate Fellow.

*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 Associate 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.*

The nominator must include a citation.

The online nomination includes the following sections:

- Qualifications
  - Distinguish the Nominee's personal contributions from those of his/her organization by listing specific accomplishments and contributions in aeronautics or astronautics meriting election as an Associate Fellow of the AIAA. This is an opportunity to expand on the Nominee's professional accomplishments and achievements.
  - Up to 500 words

***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.*

- Professional Record
  - Indicate any noteworthy positions and achievements.
  - Up to 500 words

***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.*

- Records of Achievement

- 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.
- Up to 500 words

*If including a list of publications, be specific about the number of first author and contributing author publications by the nominee, and delineate between peer reviewed journal publications and other publication venues, such as conference papers, presentations, etc. Highlight any particularly significant papers and their impact on the profession.*

*If applicable, include any patents awarded to the nominee. List the patent number, title, and briefly describe its significance.*

- Education Background
  - List the Nominee's education background by dates, college/university, and degree(s)/major, starting with the Nominee's most recent degree.
  - Up to 500 words
- Services to AIAA and Services to Other Professional Societies
  - To identify the Nominee's most relevant honors and awards by date awarded and name of award.
  - Up to 500 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 Associate Fellows. This section should indicate the character and significance of such contributions.*

*For AIAA service, include past and present AIAA participation, including Technical Committees, other standing or program committees, local section participation, joint activities with AIAA and other societies, and other related AIAA activities.*

*For other professional societies, include participation in other professional societies beyond AIAA, including participation dates, roles, and responsibilities.*

- References
  - All References shall be professional voting members in good standing. Three References are required. The nominator must seek three references who are able to demonstrate the breadth of the nominee's qualifications.
  - ❖ 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 Associate Fellow, Fellow or Honorary Fellow, with an active membership.
  - ❖ Reference #3 must be an AIAA Associate Fellow, Fellow or Honorary Fellow, with an active membership

- The quality of the Reference input is a key element of the nomination.
- The references will be asked 2 questions:

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

- 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.*

**AIAA shall verify all information in the nomination package to ensure all requirements and criteria have been met. AIAA will not forward incomplete or ineligible nomination packages for review and evaluation.**

### **Other Helpful Hints for a well-written Nomination**

- 1. Read and follow the instructions. Complete all sections of the Nomination.***
- 2. Recognize that the nomination package MUST stand on its own. No other information will be considered by the Associate Fellow Selection Committee in the evaluation of Associate 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 Associate Fellow is an extraordinarily competitive process. Consequently, each year, many deserving individuals do not “make the cut.”***

## **Online Evaluation and Selection Process**

A standard evaluation criteria form is to be used by all reviewers to increase the integrity of the program and minimize the chance of biased scoring.

- Technical and/or Leadership Contributions: 50%
- Service to AIAA Service and to the Aerospace Profession: 30%
- Quality of Endorsement by References 20%

## **Notifications, Public Announcement, Formal Induction**

Based upon its evaluation of all nominations, the Committee recommends a slate of Associate Fellow candidates to READ, for review and endorsement, and then to the AIAA Honors and Awards Committee for final review and approval.

AIAA will issue an official congratulations letter to all new Associate Fellows.

All Nominators will be notified of the outcome. For those Nominees not selected for election to Associate Fellow, and who were in their first year of consideration, their nomination will be automatically carried over for consideration in the following selection cycle.

If requested by the Nominator, the AIAA will provide *very general, objective, and constructive* feedback to the Nominator regarding the quality of the nomination package and/or the qualifications of the Nominee to be elected Associate Fellow. Such feedback shall be based solely upon comments provided by Reviewers as a result of their review of the nomination package. This feedback may assist the nominator in improving the nomination package; but should not be considered as any implied assurance that incorporation of the suggested changes might result in subsequent selection of the Nominee to become an Associate Fellow.

After all Nominators have been notified, a press release and public acknowledgement can then be released.

The new class of AIAA Associate Fellows are officially recognized annually at the AIAA Associate Fellows Induction Awards Ceremony at the AIAA SciTech Forum in January.

AIAA is committed to providing engagement opportunities and access to products and services in a manner that is free from discrimination based on any personal factor unrelated to qualifications or performance. Such personal factors include, without limitation, race or color, citizenship, national origin or ethnicity, ancestry, religion or creed, political affiliation or belief, age, sex or sexual orientation, gender identity or expression, physical or mental disability, or any other characteristic protected by law.

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