

**AIAA HONORARY FELLOW**

**RequirEments \* NOMINATION \* Reference**

**AIAA Constitution 3.2**

*“Honorary Fellows are persons of eminence in aeronautics or astronautics, recognized by a long and highly contributive career in the arts, sciences, or technology thereof.”*

**AIAA Bylaws, Section 2.2**

*“Nominees for Honorary Fellow are to be Fellows of the Institute in good standing. The maximum number of Honorary Fellows that may be elected per year is 4, with no more than 3 from the same country. The most qualified nominees shall be submitted by the Honors and Awards Committee to the Board of Trustees for final approval. The Honorary 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 begins to accept new 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 Induction Dinner and AIAA Awards Gala

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

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

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

**Requirements**

* The AIAA Honorary Fellow Nomination and References are to be submitted in the AIAA Online Awards System.
* Any AIAA Fellow or Honorary Fellow in good standing may submit an Honorary Fellow nomination.
* Only members who are active AIAA Fellows at the time of the nomination deadline (June 1) are eligible to be considered for selection as an AIAA Honorary Fellow. Self-nominations are **not** permitted.
* The nominator must seek five only (5) current AIAA Fellows or Honorary Fellows to act as references for the nominee and distribute the reference forms to these individuals. No more than 5 references will be permitted. The Nominator may not also serve as a Reference.
* An organizationally diverse set of References is highly recommended.
* The References’ endorsements, which serve to endorse the nomination of a Honorary Fellow candidate, are confidential to the nominator and nominee.
* The Committee will not review incomplete or ineligible nomination packages.
* Nominees not selected for election to Honorary Fellow in the year of their initial nomination will be considered again in the subsequent selection cycle. If a Nominee is not selected after the second review, a new nomination package **must** be submitted.
* All nominees must be living at the time of the nomination deadline.  Posthumous awards will only be made if the selectee passes after AIAA headquarters formally notified the person of their selection for the award but prior to presentation of the award.  If a nominee passes during any carryover period, the nomination will be withdrawn and AIAA will notify the nominator.  If a nominee passes while the selection process is ongoing, the nomination will be withdrawn and will not be considered.

**Point of Contact and Questions**

Questions are to be directed to Patricia A. Carr, AIAA Honors and Awards Director, at [patriciac@aiaa.org](mailto:patriciac@aiaa.org)

**Page 1 – Nominee and Nominator Information**

It is the NOMINATOR who is to log into the system in order to begin and submit 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 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 Fellow:** |

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| **Citation**  ***(25 words or less)*** |  |

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

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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/or 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 quality of the reference input is a key element of the nomination.
* The nominator must seek five only (5) current AIAA Fellows or Honorary Fellows to act as references for the nominee and distribute the reference forms to these individuals. No more than 5 references will be permitted.
* The nominator may not serve as a reference.
* The nominator must contact and confirm the willingness of each reference to serve. It is the nominator’s responsibility to provide each reference with appropriate background information on the nominee (i.e., nomination form) and to supply each reference with the reference form, in which the nominator should pre-fill with the nominee’s name.
* All five (5) references must submit their entries into the online system. There will be an email with a link back to the nominee’s nomimation file. Deadline is by July 1.
* All endorsements are considered confidential.

Upon submitting the nomination, an email will be generated and sent to each of the references. There will be a link in this email which feeds back to the nominee’s nomination file.

Each reference is to answer the following questions and submit an endorsement:

**Evaluate 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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**In answering the following question, please draw upon your specific and/or personal knowledge of the nominee.**

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.  What do you feel is most important or most significant?  Also include specific impacts of the nominees contributions/service to AIAA or other aerospace-related professional organizations in your description.  If you have knowledge of something significant that is not in the nomination, please add it here.

**Be specific, use narrative or bullet format.**

500 word limit