

**AIAA ASSOCIATE FELLOW**

**Nomination**

**Requirements and Criteria**

**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.*

**This Form is used as a draft.**

**All Associate Fellow Nominations and Endorsements are to be submitted online**

Nomination Deadline: **April 15**

Reference Deadline: **May 15**

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

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 Associate Fellow Candidate by entering the email associated with his/her member record.**

Once validating this candidate is an AIAA Senior Member 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. Any fields noted on pages 1 and 2 that are in yellow are manual entry by the nominator.

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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** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Enter the date when you ready to submit the nomination.**Nominee’s AIAA Member Information***Nominees must be current AIAA Senior Members in good standing, and have 12 years of professional practice/experience.* |
| **Year Joined** **AIAA:** Auto-Populated | **Year Awarded** **Senior Member:**  | **Number of Years of** **Professional Practice**: |
| **Region/Section:** Auto-Populated |
| **Are you are Currently Working in:** **Government Industry Academia**  *(select one)*  |

**CITATION**

*(25 words or less)*

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**Page 2: Reference Information**

**Search the reference by his/her email associated with that membership record.** The system will validate an active membership and confirm the membership.

Enter the email in the Text Box, wait a few seconds, and the reference’s name will appear. Click on that name. The system will automatically enter the name.

Nominator cannot serve as a Reference

All References shall be professional voting members in good standing. Three References are required:

* + - Two References must be Associate Fellow grade or higher in good standing.
			* To be entered in Boxes #1 and #2
		- One Reference must be a professional voting member in good standing.
			* To be entered in Reference Box #3

The nominator is to click the “Send Request Now” button. This will prompt the system to send an email to the reference with a link back to the awards system for entry.

Please note, this reference input is confidential. Only judges will be allowed to review the reference input as part of the nomination package.

Once a reference has submitted his/her reference input, the nominator will receive an email indicating so. Please keep tabs of these emails. 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.

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| **PAGE 3: 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.*

WORD LIMIT: 500

**PAGE 4: PROFESSIONAL RECORD**

*Indicate any noteworthy positions and achievements. List in reverse chronological order starting with current position.*

List in the following format:

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

WORD LIMIT: 500

**PAGE 5: RECORD 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.*

WORD LIMIT: 500

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| **PAGE 6: EDUCATIONAL BACKGROUND** |

List in chronological order starting with most recent, in the following format:

Graduation Date - University/College - Degree - Major

WORD LIMIT: 500

**PAGE 7: HONORS AND AWARDS**

*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.*

List Honors and Awards, in the following format:

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

WORD LIMIT: 500

**PAGE 8: SERVICES TO AIAA and OTHER PROFESSIONAL SOCIETIES/BOARDS/COMMITTEES**

*List the service to AIAA and to other aerospace organizations in the following format (in chronological order)*

* *Include items such as service to Technical Committees, Local Sections, AIAA Journals including Paper Reviewers, and any other AIAA related service activity.*
* *Include items such as service to other professional societies or national or local activities that are aerospace related such as with Scouts or Science Fair judging.*

List in chronological order starting with most recent, in the following format:

Dates - Organization - Notable Contributions

WORD LIMIT: 500

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

This will officially submit the nomination. 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 8 to submit the nomination!