ASME FELLOWS REVIEW COMMITTEE OPERATION GUIDE

I. PURPOSE AND SCOPE

The responsibilities and organization of the Fellows Review Committee (FRC) are set forth in Society Policy P-14.16 (See Appendix 1). This document provides the framework within which the FRC operates, and contains pertinent information required by Society Policy P-4.12 (See Appendix 2).

II. RESPONSIBILITIES OF THE FELLOWS REVIEW COMMITTEE

The ASME Fellows Review Committee, under the direction of the Committee of Past Presidents (CPP), is responsible for reviewing Fellow proposals and providing qualification recommendations to the Committee of Past Presidents (CPP) for their final approval.

III. ORGANIZATION OF THE FELLOWS REVIEW COMMITTEE

A. Membership and Terms of Office

The Fellows Review Committee consists of fifteen (15) members as follows:

1. Five (5) CPP members of the FRC are appointed by the Chair of CPP and shall include the immediate past chair (outgoing) of the CPP. The outgoing Chair of the CPP shall become a member of the FRC, serving as a member for two years, followed by a one-year term as Chair, and a one-year term as Advisor in the fourth year of service to the FRC. The other ten (10) members of the FRC, consisting of At-Large members (representing a broad cross-section of ASME) shall serve one-time renewable terms of up to three years. The At-Large members of the FRC shall be recommended by the FRC Nominating Subcommittee (See III B. 1).

2. The terms of membership on the committee are staggered such that approximately one third of the FRC positions are available for renewal or new appointments each year.

B. Subcommittees of the Fellows Review Committee

1. FRC Nominating Subcommittee consists of four (4) out of the fifteen (15) FRC members, with the Chair being the Vice Chair of FRC and the other three (3) members consisting of one CPP member of FRC and two (2) additional members of FRC (Objective: blend of industry and academia). Re-appointment shall be possible after a two-year absence from the FRC. In the case of re-nomination, the FRC candidate's participation and voting record shall be available to the nominating committee. Nominations shall take place in March. Consideration/approval of the nominations by the FRC shall be taken/completed by the end of June. The Vice chair of the FRC shall be nominated by the FRC Chair and selected from the FRC (non-CPP member), for approval by the entire FRC for a one year renewable term – up to but not to exceed three years. The Vice Chair shall run the Nominating Committee and is in charge of the FRC meetings in the absence of the Chair.

2. FRC Recognition Subcommittee consists of four (4) out of the fifteen (15) FRC members. The Fellows Recognition Subcommittee is responsible for promoting the Fellow nomination process throughout the society and for creating a major annual event to honor the Society's newly elected Fellows while also recognizing all the Society's current Fellows.

C. Officers of the Committee

The Chair of FRC will be a member of CPP and is appointed by the Chair of CPP. The Chair of FRC committee shall be the person that nominates the Vice Chair from among the non-CPP members of the FRC, for a one year renewable term (same as Chair), up to three years.

D. Staff Support

One staff member from the ASME Honors and Fellows will serve as the principal staff support to the FRC.

IV. OPERATIONS

A. Meetings

Members meet during the ASME the International Mechanical Engineering Congress and Exposition (IMECE). Additional meetings or teleconferences of the Committee or its Subcommittees may be scheduled as required.

B. Fellows Proposals

Proposals for election to Fellow grade of membership, which are received by ASME, are reviewed by staff to ensure they are complete and comply with all the requirements specified in Article C3.1.4 in the Constitution and in By-Law B3.1.2. Staff notifies the initiator for the initiator to make corrections and complete the proposal. Proposals cannot be processed until the proposals are complete.

> ***C3.1.4****A Fellow, one who has attained a membership grade of distinction, at the time of advancement shall be a corporate member of the Society, shall have been responsible for significant engineering achievements, and shall have not less than 10 years of active practice and shall have 10 years of corporate membership.*
>
> ***B3.1.2*** *A proposal for promotion to Fellow must be initiated by a Fellow or Member of ASME and supported by three additional sponsors, two of whom must be Fellows or Members of ASME. All sponsors must be well acquainted with the nominee's qualifications as they relate to the requirements for promotion to Fellow.*

1. On a quarterly basis, Staff forwards new Fellow proposals, via on-line ballot, to the FRC members for their review. The Committee members review the proposals, and provide an assessment of each candidate's qualifications in accordance with the Committee's evaluation procedures (IV C FELLOW EVALUATION PROCEDURES) and also provide appropriate comments. Staff tabulates the evaluations and comments and submits the qualified nominations via on-line ballot to the Committee of Past Presidents.

2. The FRC nomination voting shall be carried out within two weeks of receiving the proposals from staff. The CPP nomination voting shall be carried out within one week of receiving the proposals from staff. An affirmative vote for a candidate will be assumed if a vote is not received from a member of the FRC within two weeks of their receipt of a proposal. An affirmative vote for a candidate will be assumed if a

vote is not received from a member of the CPP within one week of their receipt of a proposal.

Members of the Fellows Review Committee shall not initiate or sponsor a Fellow proposal during their terms.

If a member of the CPP, not a member of the FRC, sponsors or initiates a Fellow proposal – they should recuse themselves from the voting.

See Appendix 3: Fellow Proposal

C. Fellow Evaluation Procedures

The Fellows Review Committee members review every Fellow proposal within their assigned group. A group constitutes a sub-set of all proposals submitted. Each member submits an on-line ballot indicating whether each candidate is *qualified* or *unqualified.* Staff tabulates the Fellows Review Committee evaluations and if any proposed candidate is determined to be unqualified, the members of the Fellows Review Committee are responsible for providing specific details for the unqualified evaluation via Fellow on-line voting ballot.

If any Fellow candidate receives one (1) or more unqualified evaluations from the Committee, the candidate is deferred. If any Fellow nominee receives a deferral, the Chair of the FRC will evaluate for further action. If the rejection stands, the candidate will be deferred. Upon direction of the Chair of the FRC, staff will provide the initiators of deferred Fellow candidates with the specific details provided by the Fellow Review Committee for their decision and options to improve the nomination package. If after revision, the nomination package is resubmitted and the candidate is again determined to be unqualified, Staff will inform the initiator that the candidate does not meet the Fellow qualification requirements.

The list of all new Fellows is distributed quarterly to the Board of Governors (BOG), FRC, CPP, District Leaders, Section Chairs, Technical Division Chairs, and Honors and Awards Chairs for information purposes.

V. ELIGIBILITY FOR PROMOTION TO FELLOW GRADE

Voting members of FRC are not eligible for promotion to Fellow grade of membership during their tenure on FRC.

VI. BUDGETARY CONSIDERATIONS

A. ANNUAL BUDGET

The Staff prepare an annual budget, primarily covering costs associated with Staff time and travel, administrative expenses, Fellow badges, certificates, pins, various meeting expenses, and travel expense contribution for Committee members attending IMECE. The annual budget request for the FRC shall be submitted to the CPP for their consideration to have this request subsumed into the annual CPP budget request.

VII. APPROVAL AND UPDATE OF THIS OPERATION GUIDE

The initial text of this Operation Guide was prepared by the FRC and issued after being approved by CPP. The Operation Guide will be reviewed and updated annually to reflect any changes in responsibilities, organization and operations.

Appendix 1: SOCIETY POLICY: P-14.16 - FELLOW GRADE OF MEMBERSHIP

I. PREFACE

A. Constitution Article C3.1.4 provides:

"A Fellow, one who has attained a membership grade of distinction, at the time of advancement shall be a corporate member of the Society, shall have been responsible for significant engineering achievements, shall have not less than 10 years of active practice, and shall have 10 years of corporate membership."

B. By-Law B3.1.2 provides:

"A proposal for promotion to fellow must be initiated by a Fellow or Member of ASME and supported by three additional sponsors, two of whom must be Fellows or Members of ASME. All sponsors must be well acquainted with the nominee's qualifications as they relate to the requirements for promotion to Fellow."

C. By-Law B3.1.4 provides:

"Advancement to the grade of Fellow shall be by a positive vote of three-quarters of the total Number of ballots received from the Committee of Past Presidents entitled to vote. A past president shall not be entitled to vote on his or her own nomination for Fellow.

D. B5.2.9.16 provides, in part:

"The Committee of Past Presidents, under the direction of the Board of Governors, shall elect Fellows..."

II. PURPOSE

To outline the procedures for nomination and election of members to Fellow membership grade.

III. POLICY

A. Members who meet qualifying criteria as set forth in the Constitution will be elected to the membership grade of Fellow. One of the criteria that a candidate must meet is for significant engineering achievements in at least one of the following categories: (See Appendix 3, page 4)

Design (including invention)
Engineering Product Application
Research and Development (including invention)
Education (including teaching, educational leadership and administration)
Project Management and/or Operations
Industry Leadership/Management
Contribution to the Engineering Profession (including ASME and regulatory/enforcement activities)
Codes and Standards
Engineer/Statesman

B. Definitions for these categories will be maintained in the Committee of Past Presidents' operation guide and will be included in the Fellow proposal package to provide guidance to the initiators. The definitions may be revised from time to time by the Committee of Past Presidents to reflect current practice.

IV. PROCEDURE

A. The Board of Governors is responsible for establishing the guidelines for the election of Fellows. The details that the Committee of Past Presidents follows in electing Fellows are included in its operation guide.

B. Initiators of unsuccessful candidates for election will be notified in writing of the specific reasons for the decision and options to improve their nomination form/package.

Responsibility:	Board of Governors
Adopted:	June 13, 2002
Revised	June 12, 2005 (editorial changes, 3/08) (editorial changes, 6/12) (editorial changes, 11/12)

Appendix 2: SOCIETY POLICIES P-4.12: OPERATION GUIDES

I. PREFACE

The Board of Governors of ASME has determined that it is beneficial to the operation of ASME for each unit to have an operation guide.

III. PURPOSE

A. To set the minimum requirements for the operation guide and
B. To establish the procedure for maintaining the operation guide.

III. POLICY

Each unit of ASME is to have an operation guide.
A. It may be in the form of an ASME Manual.
B. It may be for a number of similar units, e.g. Districts.

IV. PROCEDURE

A. Contents

1. The guide shall list the responsibilities of the unit, including those assigned by the ASME Constitution and By-Laws, the Society Policies, and any that are assigned by the Board of Governors.

2. The guide shall include an organization section defining the composition of the unit and the terms of the members, and listing the officers and their terms of office.

Where appropriate, the guide shall include procedures for filling a vacancy in the office of vice president in the event the position becomes vacant during an incumbent's term of office.

3. The guide shall include an operations section listing the operating procedures and the meetings.

4. The guide shall include budgeting procedures, fiscal responsibilities and reporting procedures where applicable and in conformity with Fiscal Policies of the society as stated in Society Policy P-2.9.

5. The guide shall include vision and/or mission statements or other statements of purpose or direction of the unit.

B. Review and Maintenance

1. For units reporting to the Board of Governors an up-to-date copy of the operation guide shall be provided to the Committee on Organization and Rules for review and to provide a single location and source for these guides. This review should occur at least every three years, or when significant changes take place.

2. For units reporting to sectors an up-to-date copy of the operation guide shall be provided to and maintained within each sector as determined by each sector.

Responsibility: Committee on Organization

Adopted:	June 11, 1987
Reaffirmed:	November 19, 1998
Revised:	(editorial changes 8/88) (editorial changes 5/89) June 22, 1989 September 13, 1990 September 17, 1992 November 19, 1998 (editorial changes 3/01) June 7, 2001 June 1, 2005

Appendix 3: PROPOSAL FOR FELLOW

PROPOSAL FOR FELLOW

PLEASE PRINT OR TYPE ALL INFORMATION

Qualifications for Fellow Grade as defined by ASME's Constitution & By-Laws

C3.1.4: A Fellow, one who has attained a membership grade of distinction, at the time of advancement shall be a corporate member of the Society, shall have been responsible for significant engineering achievements, shall have not less than 10 years of active practice, and shall have 10 years of corporate membership.

B3.1.2: A proposal for promotion to Fellow must be initiated by a Fellow or Member of ASME and supported by three additional sponsors, two of whom must be Fellows or Members of ASME. All sponsors must be well acquainted with the nominee's qualifications as they relate to the requirements for promotion to Fellow.

Candidate's Name: _____ Date: _____

*Corporate Membership Since: _____ Member Number: _____ Date of Birth: _____

Current Position Title: _____

Company: _____

Address: _____

_____

Email: _____

*The corporate membership includes Life Members, Members, Life Fellows, Fellows and Honorary Members.
Non-corporate membership includes Affiliate Members and Student Members.

Proposals for Fellow undergo a peer review by the ASME Fellow Review Committee.

3 SPONSORS PLUS INITIATOR LETTER (TOTAL OF 4 LETTERS) **ASME Grade/Number**

1. Name: _____ _____
Address: _____

2. Name: _____ _____
Address: _____

3. Name: _____ _____
Address: _____

4. Name: _____
Address: _____

If you don't know the ASME Grade/Number, contact Information Central at (800) 843-2763/(973) or 882-1170 or e-mail infocentral@asme.org

- **Is this nomination a Surprise?** ☐ **Yes** ☐ **No**
- Would you like ASME to send a letter of congratulations to the nominee's employer? ☐ Yes ☐ No
- If yes, please provide the full name and address of employer:
  Name:
  Title:
  Company:
  Address:
  City: State: Zip Code:

Please E-mail Completed Application and Attachments in Microsoft Word or PDFformat To: Fellows@asme.org

Sponsor letters can also be mailed to: ASME Fellows Department
Attn: Leila Persaud
Manager, Governance, Honors & Awards
Two Park Avenue, M/S 7-3A New York, NY 10016

Sponsor letters must clearly show direct knowledge of the candidate's significant achievements and indicate why this individual should be a Fellow.

- Basis of sponsor's knowledge of candidate's qualifications.
- Specific information about the candidate's significant engineering achievements should be clearly defined.
- Sponsor letters should be addressed to the **Committee of Past Presidents**

PROPOSAL FOR FELLOW INITIATED BY:

Name: _____ Telephone: _____ _____
ASME Grade Number

Address: _____

Email: _____

Brief citation of candidate's outstanding accomplishments --- 100 words or less

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QUALIFICATION CATEGORIES: Select and support one of the nine categories listed below to describe your candidate's qualifications/background. One category is sufficient, but more than one category may be utilized if the initiator believes that is necessary to make a credible case for the candidate. **The support document should be a 1 to 2 page summary** that clearly focuses on key accomplishments and more importantly, why these accomplishments are important and worthy of recognition. *Be sure to indicate what category/categories you are supporting*. The summary identifies the most important part of the proposal and should clearly support the category being covered. (**Descriptions of each category are found on Page 4.)**

1.Design ☐
2.Engineering Product Application ☐
3.Research & Development ☐
4.Education ☐
5.Project Management &/or Operations ☐
6.Industry Leadership/Management ☐
7.Leadership in the Engineering Profession ☐
8.Codes & Standards ☐
9.Engineer/Statesman ☐

Education Record of _____

Name

(List relevant degrees in chronological order)

Educational History

School	Degree	Graduation Date	Subject
School	Degree	Graduation Date	Subject
School	Degree	Graduation Date	Subject

Licensed or Registered Engineer :	_____

PROFESSIONAL RECORD – A ***curriculum vitae/resume*** may be substituted (electronic format preferred) in lieu of filling out the form below**. It is important that this form or the curriculum vitae/resume include Work History, Patents, Publications (most recent or significant, no more than ten) and Contributions to the Profession (ASME, etc.) and additional significant engineering achievements.**

Date of Each Position **From**	**To**	List in chronological order various positions held, starting with the latest and indicate briefly the significant engineering achievements for each position. Information regarding each position need not be confined to one space, and a supplementary sheet may be appended if this page is inadequate.
Mo/Yr.	Mo/Yr.	

Allow approximately 8 weeks for notification of Fellow approval. All inquiries regarding membership should be directed to: Information Central at (800) 843-2763 or (973) 882-1170 or e-mail infocentral@asme.org

1) DESIGN

Acknowledged force behind the invention and/or design of products, systems or facilities considered as significant. The significance may derive from one or more of the following: scale of the accomplishment, uniqueness of the accomplishment, degree to which the state of the art is advanced, the quantity and quality of designs produced, utility of the designs produced or the value to society of the product, system or facility. If the work is part of a group effort, it must be shown that the candidate was a driving force, key participant, or recognized leader of the group and that his or her role significantly contributed to the success of the design effort.

2) ENGINEERING PRODUCT APPLICATION

Acknowledged contribution(s) to the areas of operations, design, or research accomplished by identifying technical needs and assisting in translating these needs into a technical product or service meeting the needs. Should be an acknowledged expert in the technical aspects of the product or service and should show a high degree of dedication to educating both clients and the technical work force of his/her own company in application of the product or service.

Individual can be selected on the basis of advancing the state of the art through introduction of the product or service into a new area of application or on the basis of making a major improvement in existing technology by introduction of a new product or service.

3) RESEARCH AND DEVELOPMENT

Generally accepted as having made noteworthy invention, discovery or advancement in the state of the art as evidenced by publication of widely accepted materials, by receipt of major patents, or by having products or processes in the marketplace.

The accomplishment can be a single contribution of extreme importance for an accumulation of smaller contributions that have led to the development of a body of knowledge in a field of engineering practice.

4) EDUCATION

Recognized contributions to the development and implementation of new and innovative academic programs. Clearly demonstrated leadership roles in curriculum development, teaching, research and/or administration. Has received documented formal recognition from students and colleagues as an outstanding teacher. Established international reputation and publication record in teaching and research. Has led or played a significant role in the development of academic excellence within a department, school, college or university that has been recognized nationally for its accomplishments. Has demonstrated leadership roles among department heads, deans and academic vice presidents at the national and/or international level.

5) PROJECT MANAGEMENT

Leader of a technical group or project team typically employing 5 or more engineers and/or scientists engaged in multidisciplinary projects or programs. These projects or programs may include major construction projects, new product development, industry and/or government sponsored research programs, or startup and operation of major industrial facilities or processes. The group must have produced results that are professionally recognized as important in that field of endeavor, or must have produced results leading to rapid growth in a new field or in growth of the parent organization. The group must have operated at a high level of professionalism.

The leader must be recognized for innovative approaches and the ability to accomplish difficult tasks, or for groundbreaking work in organizational development or motivation.

6) INDUSTRIAL LEADERSHIP/MANAGEMENT

An executive or top-level manager, who has achieved national or international prominence as a leader, innovator, and spokesman for his or her particular industry. Must have a documented history of successful major accomplishments in management that have contributed to the growth and success of the company, products, or services he or she managed. Should have received recognition for significant engineering achievement.

7) LEADERSHIP IN THE ENGINEERING PROFESSION

Significant and sustained contributions to the engineering profession, including leadership in professional society activities, receiving peer distinction, including honors and awards or other recognition regarding specific contributions to the individual's profession.

8) CODES & STANDARDS

Recognized by peers as having extraordinary technical knowledge in the activity of the code committees and as having utilized this knowledge to further the activity of the committee in developing a new code or standard, in making a major revision to an existing one, in initiating an important procedural change in applying new or existing codes or standards; or is recognized by peers as a forward-thinking individual who has identified and promoted the development of codes or standards for emerging technologies. Minimum of 10 years of active service on Codes and Standards committees. In all committee work has demonstrated exemplary dedication to protection of the public safety and to the convenience of consumers.

9) ENGINEER/STATESMAN

Individuals selected must be nationally or internationally recognized leaders with a record of letters, speeches, articles, testimony, and/or sponsored legislation, promoting the art and science of engineering and the benefits of technology. Accomplishments should show evidence of dedication to the furtherance of the engineering profession by positively influencing governmental legislation, regulations or policies that are technology related or affect the practice of engineering. Promoting public service in the engineering community, as well as a public awareness of the importance of engineering in meeting societal needs, are also important considerations.

CHECK LIST
GUIDE TO THE INITIATOR IN COMPLETION OF THE FELLOW PROPOSAL PACKET

A. Sponsors (page 1 & 2 of Form)

- 3 sponsor letters, plus the nominator's letter, are required. (A total of 4 letters will be accepted).
- 2 of the three 3 sponsors, plus the nominator, must be ASME members or Fellows. (Contact Customer Care at (800) 843-2763/(973) 882-1170 or e-mail CustomerCare@asme.org for membership inquiries.) Have sponsors been selected because they are truly aware of the candidate's engineering achievements?
- Do letters give specific, tangible, and verifiable evidence to support significant engineering contributions for each of the selected Qualification Categories?
- Have sponsor letters been addressed to the **Committee of Past Presidents?**

B. Qualification Categories (page 2 of Form)

- Did you include a written 1-2 page separate document outlining the Qualification Categories? You must choose at least one of the nine listed on the application form.

C. Professional Record or Resume (page 3 of Form)

- Does the Professional Record/Resume specifically address significant engineering accomplishments rather than merely list positions and titles held?
- Is a supplementary Professional Record/Resume needed to assure that the candidate's accomplishments are thoroughly presented?
- Does the Professional Record/Resume cover accomplishments up to the present date?
- Is the extent of the candidate's involvement specifically presented: e.g., in conception, execution, management, development, etc.?
- Have all requests for information been either fully supplied, or if not applicable, reasonable explanation given?
- If any publications or books written by the nominee are instrumental in the advancement of technology, has the importance of the publication(s) been declared? There is a **maximum of ten publications!**
- It is not necessary to attach complete individual patent presentations, but is a complete listing of titles (subjects), serial numbers and dates included?
- Are the contributions to the Engineering Profession (including ASME) and public service activities listed?