

# GUIDANCE FOR NOMINATIONS FOR SAE FELLOW

**Please be cognizant that you are nominating a worthy colleague for one of SAE's highest honors.**

**The highest grade of membership, *SAE Fellow* recognizes and honors members who have made a significant impact on society's mobility technology through leadership, research, and innovation.**

**Established in 1975, the grade of Fellow is administered by the SAE Fellows Committee for the Board of Directors. Election to Fellow is an exceptional professional distinction bestowed on around 20 recipients each year. A distinctive Fellow pin is presented to the new Fellow at the annual Fellows dinner.**

# Who is eligible for election to SAE Fellow?

- Any current SAE member with at least 10 years of membership.
- At the discretion of the committee chair, the term of SAE Membership can be reduced to two (2) full years, if it can be established the nominee was actively engaged in activities and provided outstanding contributions for SAE activities for at least 10 years.
  - Must submit documentation (appendix A) to [Nicole.lorfido@sae.org](mailto:Nicole.lorfido@sae.org) to determine eligibility BEFORE submitting nomination packet.

# The motivation for this session is to convey the expectations and best practices for completing a nomination for SAE Fellow.

- **Quality nominations require significant effort.**
  - You should start assembling a nomination package and soliciting reference letters well in advance of the deadline for submission.
  - Nomination forms must exhibit a high level of editorial polish; multiple edits and/or engagement of a professional technical editor are needed.
- **Your goal is to provide the committee with ample evidence of the worthiness of the nominee.**
  - Almost always you will need the nominee's involvement in the development of the nomination package to convey the necessary level of detail.
  - Never assume the committee is aware of the nominee's achievements, except as documented in the nomination form.
- **Do not submit incomplete nomination packages; they will not be considered.**

# A guided tour of the nomination form:

## Contact Information for Nominee and Nominator

- **Leave nothing out: the committee may need contact each of you.**
- **Both the nominee and nominator need to be SAE members.**
  - Select pull-down for nominator to select either member or Fellow.
- **Next, select nominee's SAE sector.**
  - (Nomination will be reviewed by committee members from the nominee's sector.)
  - Pull-down allows selection of Aerospace, Commercial Vehicle, or Automotive Sectors.
  - If a nominee has activities in multiple sectors, select the sector that most closely matches the area in which they had their greatest impact.

**SAE INTERNATIONAL FELLOW**  
NOMINATION FORM

SAE Fellow Grade of Membership is the highest grade of membership. It recognizes and honors long-term members and volunteers who have made a significant impact on society's mobility technology through leadership, research, and innovation. Election to Fellow is an exceptional professional distinction, administered by the SAE Fellows Committee bestowed on only the most deserving recipients each year.

**Nominee's Information**

Name: Dr.  Mr.  Mrs.

Member Number: \_\_\_\_\_

Grade: Member

Years of SAE Membership (If years of membership is less than 10, Appendix A is required): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please select your PRIMARY Sector from the list: Aerospace

Please select the focus of this nomination: Leadership excellence

**Nominators Information:**

Name: Dr.  Mr.  Mrs.

Member Number: \_\_\_\_\_

Grade:

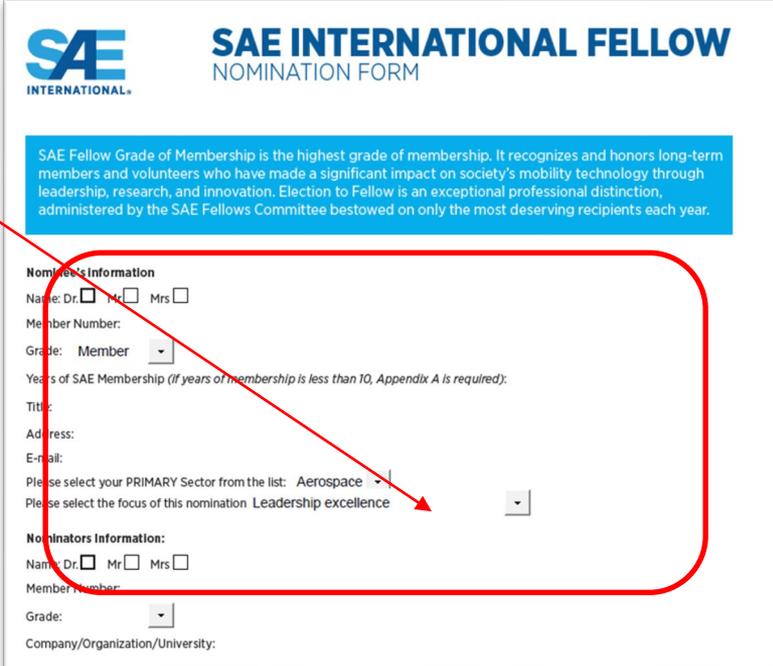
Company/Organization/University: \_\_\_\_\_

Red arrows point from the text in the left column to the 'Grade' dropdowns for both the nominee and nominator, and to the 'Aerospace' dropdown for the nominee's primary sector.

# A guided tour of the nomination form:

## Nomination Focus

- **NEW\*\* You must select the primary professional basis for this nomination.**
  - Individuals can be nominated for excellence in Leadership or Technology achievement, with equal opportunity for selection as an SAE Fellow.
  - Your answer here will guide your responses throughout the nomination process.
    - The evaluation committee will use this response to strongly guide their evaluation of the candidate and the information that you supply.
    - The selected primary basis for nomination must be informed by the impacts, activities, and references that will be provided later in this submission.
    - If the nominee has a combination of both leadership and technology excellence, you may include such details even while concentrating on their primary strength.



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**Nominee's Information**

Name: Dr.  Mr.  Mrs.

Member Number:

Grade: Member

Years of SAE Membership (If years of membership is less than 10, Appendix A is required):

Title:

Address:

E-mail:

Please select your PRIMARY Sector from the list: Aerospace

Please select the focus of this nomination: Leadership excellence

**Nominators Information:**

Name: Dr.  Mr.  Mrs.

Member Number:

Grade:

Company/Organization/University:

# A guided tour of the nomination form:

## Citation

- The citation is the thesis of the nomination and truly sets the stage for the reader. All other sections of the nomination should cohesively support this thesis.
- No more than 50 words
- Citation will be read aloud at the Fellows dinner, and may be used in press releases, etc.
- Be specific – the nominee will be considered for specific impacts. What are they?
- Broad statements like “recognized industry expert” and “long successful career” do not convey detail and are not likely to make a strong case for the nominee.

The image shows a screenshot of the SAE International Fellow Nomination Form. The SAE International logo is in the top left, and the title 'SAE INTERNATIONAL FELLOW NOMINATION FORM' is in the top right. A blue box contains text about the SAE Fellow Grade of Membership. Below this are sections for 'Nominee's Information' and 'Nominators Information', each with fields for Name, Member Number, Grade, and Address. The 'CITATION' section is highlighted with a red border and contains the instruction: 'In 50 words, describe the nominee's specific, verifiable accomplishment(s) relating to his/her technical and/or leadership excellence for which you nominated this individual.'

**SAE INTERNATIONAL** **SAE INTERNATIONAL FELLOW**  
NOMINATION FORM

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**Nominee's Information**  
Name: Dr  Mr  Mrs   
Member Number:  
Grade: Member ▾  
Years of SAE Membership (if years of membership is less than 10, Appendix A is required):  
Title:  
Address:  
E-mail:  
Please select your PRIMARY Sector from the list: Aerospace ▾  
Please select the focus of this nomination: Technical excellence ▾

**Nominators Information:**  
Name: Dr  Mr  Mrs   
Member Number:  
Grade: ▾  
Company/Organization/University:  
Phone Number:  
E-mail:

**CITATION**  
In 50 words, describe the nominee's specific, verifiable accomplishment(s) relating to his/her technical and/or leadership excellence for which you nominated this individual.  
|

# A guided tour of the nomination form: Impact Section

- Describe the nominee's impacts on industry primarily based on the Nomination Focus selected earlier.
- Two pages in 12-point font. (Don't add additional pages or compress font size to include more information.)
- Bullet point lists are an appropriate way to convey some items (such as papers associated with the impacts being discussed) that do not require much explanation.

## NOMINATION FORM - Impact Section

Complete this section based on the focus area of this nomination. Nominators who chose technical excellence as the reason for nomination should focus on the technical excellence of their candidate; nominators who chose leadership as the reason for nomination should focus on their candidate's leadership excellence in this section.

# A guided tour of the nomination form:

## Impacts need to be based on the Nomination Focus

- For nominees whose primary basis is **Leadership**:
  - Nominators should highlight leadership impacts that the nominee has had on their industry through their work.
  - Include keynote presentations and spokesperson roles closely linked to the leadership impacts.
    - Note that technical paper presentations are not keynote presentations.
  - Details of concurrent technical impact may be included.
- For nominees whose primary basis is **Technical**:
  - Nominators should highlight technical impacts that the nominee has had on their industry through their work.
  - Include papers and patents that are well-connected to the impacts. If papers and patents are included, provide appropriate bibliographic citations and discuss their importance to the relevant technical impact.
  - Details of concurrent leadership impact may be included.

### NOMINATION FORM - Impact Section

Complete this section based on the focus area of this nomination. Nominators who chose technical excellence as the reason for nomination should focus on the technical excellence of their candidate; nominators who chose leadership as the reason for nomination should focus on their candidate's leadership excellence in this section.

# A guided tour of the nomination form: Impact Section

- Describe the nominee's impacts on industry primarily based on the Nomination Focus selected earlier.
- Two pages in 12-point font. (Don't add additional pages or compress font size to include more information.)
- Bullet point lists are an appropriate way to convey some items (such as papers associated with the impacts being discussed) that do not require much explanation.

## NOMINATION FORM - Impact Section

Complete this section based on the focus area of this nomination. Nominators who chose technical excellence as the reason for nomination should focus on the technical excellence of their candidate; nominators who chose leadership as the reason for nomination should focus on their candidate's leadership excellence in this section.

# DOs and DON'Ts of the Impacts Section

## DO:

- provide details and context of each impact.
- For **leaders**:
  - Tell the committee how the nominee's leadership was exemplary and enabled a group to achieve impacts that would not otherwise have been possible.
- For **technical achievement**:
  - Choose a few specific impacts to feature in the nomination, in depth.
  - Discuss the significance of each impact on the nominee's industry.

## DON'T:

- make claims without backing them up with details.
- For **leaders**:
  - It is not enough to simply have led a group, as occupying the leadership position does not necessarily convey excellence.
- For **technical achievement**:
  - Don't include large numbers of publications and/or patents that are not well-connected to impacts being discussed.
  - Large bodies of good work (such as papers, patents, mentoring of graduate students, etc.) without substantial impact on the relevant industry are not likely to achieve election to Fellow.

# A guided tour of the nomination form:

## SAE Activities

- Demonstrating long-term SAE service is important to a successful Fellow nomination.
  - Technical or Leadership Impacts have greater weight than SAE activities in the selection process.
- Bullet-list of SAE service roles is an appropriate means of completing this section.
- Session organization, session chair, paper review, standards development, committee leadership, etc., are good examples.
- Provide the year(s) of service for each item.
- Do not include service to organizations other than SAE. If such service is central to the nominee's impacts, it should be discussed in the relevant impact section.

### NOMINATION FORM

#### SAE ACTIVITIES

Please complete for ALL nominees

List the nominee's SAE participation including administrative committees, boards, councils, elected offices held, technical sessions organized, technical or standards committees served, and/or local section involvement.

For each, list dates of involvement plus give a brief description of nominee's involvement.

# A guided tour of the nomination form:

## Work Experience

- Provide work history for the nominee.
- If the nominee has more than five (5) positions/employers, list the most recent five.
- Year is sufficient for the From and To fields.

**NOMINATION FORM**

**WORK EXPERIENCE**  
Please fill out in its entirety.

1. Company, Organization, or University  
From  
Position

2. Company, Organization, or University  
From  
Position |

3. Company, Organization, or University  
From  
Position

4. Company, Organization, or University  
From  
Position

5. Company, Organization, or University  
From  
Position

# A guided tour of the nomination form:

## Contact Information for References

- Note that this section is spread over two pages.
- Please provide complete contact information for each of the five (5) required references.
- Select the member grade for each reference.
  - Identify four (4) independent references, at least three of which must be SAE Members.
  - The last of the five total references must be from the nominee's supervisor or a management representative.
- If you need assistance with SAE member numbers, please contact Nicole Iorfido ([nicole.iorfido@sae.org](mailto:nicole.iorfido@sae.org)) in advance of the submission deadline. Do not submit nominations without this information and expect that it will be filled in later by SAE staff.

**NOMINATION FORM**

**Reference Letters**  
List four references, three of which must be either an SAE Member or Fellow grade member and also a supervisor letter of support. Please fill out in its entirety.

1. Name:  
Membership Number: \_\_\_\_\_ Membership Grade: Associate   
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company, Organization or University:  
Position:  
Address:

2. Name:  
Membership Number: \_\_\_\_\_ Membership Grade: Associate   
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company, Organization or University:  
Position:  
Address:

3. Name:  
Membership Number: \_\_\_\_\_ Membership Grade: Associate   
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company, Organization or University:  
Position:  
Address:

4. Name:  
Membership Number: \_\_\_\_\_ Membership Grade: Associate   
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company, Organization or University:  
Position:  
Address:  
Phone: |

**Supervisor Letter:**  
Name:  
Membership Number: \_\_\_\_\_ Membership Grade: Associate   
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company, Organization or University:  
Position:  
...

# Requirements for Reference Letters

- **Reference letters must provide independent affirmation of technical or leadership impacts.**
  - Letters must that affirm the impacts discussed in the nomination form.
- **Letters should not be more than two pages, in 12-point font.**
  - No specific format or template for letters is provided. Any format/template/letterhead that is typical for formal business correspondence is acceptable. (No emails.)
- **Each reference must sign their letter.**
- **References letters are to be collected by the nominator and submitted with completed nomination package.**
  - (See instructions for submission later in this presentation.)

# DOs and DON'Ts for Reference Letters

## DO:

- Seek letters from references in a diverse pool of organizations who have first-hand knowledge of the nominee's impacts.
- Ask each reference to focus on specific aspects of the nominee's impacts.
- Ask the reference to BRIEFLY introduce themselves to the committee. (What is their position/function in their organization and so on.) This introduction should take 2-3 sentences at most.
- Include in each letter how and how long the reference has known the nominee and their impacts and the relationship between the reference and the nominee.
- Focus on the nominee's impacts.

## DON'T:

- Use letters to expand on impacts not discussed in the relevant sections of the nomination form.
- Use generic letters that are simply signed by the reference. (Crafting a draft letter that a reference personalizes is acceptable.)
- Include extraneous information about the reference (beyond the introduction mentioned to the left).

# Submission of Completed Nomination Packages

- Nominators forward completed nomination form and all reference letters as a single submission to the Fellows Committee through SAE Staff. ([Nicole.lorfido@sae.org](mailto:Nicole.lorfido@sae.org))
  - Please do not wait until the last day to submit your package. Submitting early allows time to make alternative submission arrangements with SAE staff in the event of difficulty transmitting the package electronically.
- SAE staff must receive the completed package by midnight on the submission deadline.