



## GUIDELINES FOR ASHRAE FELLOW NOMINATORS

Revised October 2019

*The deadline for receipt of Fellow Nominations  
at ASHRAE Headquarters is December 1*

Email the completed nomination in Adobe pdf format to: [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org)

The Fellow Grade of membership recognizes **exceptional** contributions which distinguish the nominee.

### Fellow Qualifications:

Section 15.2, Honors & Awards Manual of Procedures

15.2.1 Requirements for eligibility for election to the Fellow Grade by the Board of Directors:

15.2.1.1 Good standing as a full grade Member for at least ten (10) years

15.2.1.2 Participation or service to ASHRAE is not a metric to be evaluated.

15.2.1.3 Attained distinction and made substantial contribution in HVAC&R and in the built environment such as:

15.2.1.3.1 Education and/or research

15.2.1.3.2 Engineering design/consulting/forensics

15.2.1.3.3 Invention/original work

15.2.1.3.4 Engineering executive on projects of unusual or important scope

15.2.1.3.5 Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities

15.2.1.3.6 Other activities leading to advancement of the arts and sciences of HVAC&R and the built environment including that of contractors, manufacturers and their representatives

15.2.1.4 Distinction is interpreted to mean: seen by his/her peers in the industry as a person of excellence

15.2.1.5 Substantial contribution is interpreted to mean: one or more contributions to the industry which had a notable, unique, and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.

Proposals for Fellow undergo a peer review by the ASHRAE Honors and Awards Committee.

**References:** (Available on the ASHRAE Homepage, <http://www.ashrae.org/honors>)

- COMPLETE LISTING OF ASHRAE FELLOWS
- ASHRAE FELLOW NOMINATION FORM FOR CURRENT YEAR

## **Requirements for Eligibility**

The basic requirements are: good standing as a full member for at least 10 years, and acknowledged distinction and having made substantial contribution(s) in HVAC&R. Hence, these will be the criteria for evaluation. For this particular award, activities and service within ASHRAE are not considered. The DSA and ESA recognize achievement in those areas.

### **Distinction and Substantial Contribution:**

A working definition for distinction is: “seen by his/her peers in the industry as a person of excellence.” Amongst the potential measures for distinction are:

- a) Comments from the referees and presenters of the nomination, and their own standing in the industry and proper perspective to evaluate the quality and eminence of the applicant
- b) Recognitions, awards, citations from other organizations, clients, associations, municipalities, etc.

A working definition for substantial contribution is: “one or more contributions to the industry which had a notable, unique and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.”

That definition acknowledges that a contractor who might have conceived one particular, new, and unique method for installation of equipment, which led to major changes in the cost and efficiency, and was emulated by his/her competitors might be a stronger candidate than a researcher with 200 published papers openly cited by other experts in that area, but never leading to a tangible impact on the industry. Potential measures, or qualifiers of substantial contribution are:

- a) Special aspects of the main contribution(s)
- b) Importance of this contribution(s) in value and/or impact on the industry
- c) Aspects of the contribution(s) that are original and attributed exclusively to the candidate
- d) Recognition(s) and/or awards, if any, that followed this contribution(s)
- e) Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities

In general, reference letters from professionals familiar with the nature of the contribution(s), should provide insight into answers to those questions.

### **Differentiation between advancements in the “arts” and in the “sciences”:**

#### **Contributions in the “sciences”:**

Advancement in the “science” of HVAC&R, via activities such as education and research, should be measured by quality rather than quantity. For example, one single research publication, presenting a new and original computer model which resulted in major impact on the industry might be a “distinctive and substantial” contribution – on the other hand, a series of 40 papers all presenting results using a commercially available model differing in their correspondence boundary or initial conditions, while potentially of interest and impressive would not by itself meet the criteria for advancement to a fellow grade. (Nominations with publications listed are encouraged to attach copies of three publications considered by the candidate to be the major contributions).

Distinctive and substantial contributions through research and related activities should also demonstrate relative broad application in the industry. Five patents resulting from research, with none leading to a product of benefit to society, will never compare with one single patent which was applied to a product and resulting in improved quality of life for the public. (Nominations based on research should include at least one and not more than three examples of research programs and/or patents that led to product advancements, or some other tangible evidence of advancement in HVAC&R).

In like manner, distinctive and substantial contributions in education would not be measured solely by publications, changes in curriculum, dollars of research, administrative roles, but rather by the product – that is

quality and accomplishments of students having entered into the HVAC&R industry and their testimonies of the impact of their professor in their lives.

**Contributions in the “arts”:**

Distinction and substantial contributions in the “arts” (that is, “how to do it,” “applications,” etc.), could be on the part of ASHRAE members serving the public as a) design/consultant engineers, b) contractors, c) OEMs/sales engineers, and/or d) building owners/facility users. (That is the “big four”).

The criteria are harder to define and implement, in part for two reasons: a) quantity might become an important parameter, b) the work is usually made by groups of professionals rather than one unique person. However, two aspects should not be compromised – the impact and uniqueness of the contribution.

The impact of the contribution upon society, rather than the specific nature of the contribution itself, could be addressed by considering questions such as: a) How has this contribution shown a measurable financial benefit? b) How has this contribution shown a documented benefit on the environment /comfort? c) How has this contribution shown a quantifiable societal benefit? Examples for the above could be: a) new motor type applied to elevators in a high rise hotel, reducing the cost of power consumed, with broad potential application in other buildings, b) unique distribution and installation strategies for emergency portable chillers following a major storm, c) development of low-head hydro refrigeration systems in parts of Africa.

**FELLOW NOMINATION REQUIREMENTS**

A nomination for elevation to ASHRAE Fellow must be initiated by an ASHRAE member and supported by at least one Fellow Member of ASHRAE who has knowledge of the nominee’s background. If the nominator is an ASHRAE Fellow, the professional references need not be a Fellow. The nomination must also be accompanied by at least one professional reference (not more than two). The nominator and professional references must be capable of evaluating the nominee’s distinction and contributions with a substantial impact on the advancement of the arts and/or sciences of HVAC&R.

1. Determine the completion date for your nomination and when each of the following tasks will be accomplished. **The deadline for receipt of Fellow nominations at ASHRAE Headquarters is December 1.**
2. Determine the membership status of your nominee:
  - Has the nominee been a full grade Member in good standing for the last ten (10) years?
  - Can you attest that the nominee adheres to the ASHRAE Code of Ethics?

If the answer to either of these is 'no' and will be 'no' at the time of submission, STOP: The nominee does not qualify! If you are unsure of the member grade requirements, contact the Honors & Awards Committee Staff Liaison at (678) 539-1128 or [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).

3. Confirm that your nominee’s ASHRAE Biographical Record is current. **Do not include a personal Curriculum Vitae (CV) or Resume with your nomination.**
4. Obtain a digital photograph of the nominee for submission with the nomination package.
5. Identify your ASHRAE Fellow and Professional Reference(s). See Instructions for **ASHRAE Fellow and Professional Reference Letters**. Solicit references from at least one ASHRAE Fellow and one (and not more than two) professional reference(s) for each individual contribution identified for the nominee. The nominee's ASHRAE Biographical Record will generally give you most of the details you will require in preparing the nomination.

References must currently be from organizations different than that of the nominee. Past employers, employees, or co-workers are permitted to serve as a reference for a nominee. They are not required to be ASHRAE members, but must be capable of describing the impact of the nominee's substantial contribution(s) to the advancement of HVAC&R and to the built environment.

6. Complete the ASHRAE Fellow Nomination Form.
7. Write your nomination letter as the nominator. After all the work and your vast knowledge of the nominee's qualifications, you are in the most supportive position. As appropriate, refer to specific items in the nominee's ASHRAE Biographical Record.
8. Prepare a description of the nominee's substantial contribution(s) and distinction in the advancement of HVAC&R and the built environment. See section IV of the Fellow Nomination Form. This should be 100 words or less in length. **This is a Mandatory requirement.**

## **GUIDELINES FOR ASHRAE FELLOW AND PROFESSIONAL REFERENCE LETTERS**

### **NOMINATOR'S REQUEST FOR FELLOW LETTERS**

Following a phone call, and obtaining a commitment for a letter from at least one ASHRAE Fellow (or two):

- Send the nominee's ASHRAE Biographical Record and the **Fellow Qualifications** to the Fellow(s) preparing letters
- Request a letter of support in pdf format identifying the nominee by name. The letter of support must be a testimony of the distinction and professionalism of the nominee
- Advise the Fellow that ASHRAE service should not be the focus of the letter. The letter should refer to the professionalism and ethics of the candidate.
- Instruct the Fellow to provide the following information in a one-page letter:
  - Relationship of Fellow to the nominee
  - Highlights of the nominee's educational and professional background
  - Highlights of the nominee's significant contributions
  - Explanation of how the nominee has attained distinction
- Agree to a deadline well in advance of December 1 and provide your email address for the response

### **NOMINATOR'S REQUEST FOR PROFESSIONAL REFERENCE LETTERS**

Following a phone call (or email exchange), and obtaining a commitment from one or two professional references.

- Send the nominee's ASHRAE Biographical Record, the **Fellow Qualifications**, and the completed Fellow Nomination Form to the individuals providing Professional Reference letters

- Request a letter of support in pdf format identifying the nominee by name. The letter of support must be a testimony of the distinction of the contributions and technical accomplishments of the nominee
- Instruct the individual to provide the following information in a one page letter:
  - His/her name, contact information, and position in the industry
  - His/her professional background and expertise and relationship to the nominee
  - Critical evaluation and demonstration of substantial impact in the advancement of the arts and sciences of HVAC&R of the substantial contribution(s)
  - Comments on nominee's distinction
- Agree to a deadline well in advance of December 1 and provide your email address for the response

### **THINGS TO REMEMBER**

**The deadline for receipt of your Fellow nomination at Society Headquarters is December 1.**

**Email the completed nomination package in Adobe pdf electronic format to [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org)**

It is the responsibility of the nominator to submit the nomination packet to Society Headquarters by the **December 1** due date. Sending the packet earlier will enable the Staff to review the packet and let you know if you omitted an important document.

Make sure the nomination is in order by using the "Check List" provided at the end of this document. Avoid having the nomination returned or delayed by not providing all required information.

### **WHAT TO EXPECT**

What Happens? What should you expect once you send your hard work to ASHRAE? How long does it take?

- Receipt is acknowledged by the Honors and Awards Staff Liaison in writing to the nominator. If an acknowledgement is not received within five (5) business days, contact the Honors and Award Committee/Staff Liaison at [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).
- The Staff Liaison will send the nomination to the Honors and Awards Committee for evaluation at the next Winter Conference, which usually occurs in late January.
- The Honors and Awards Committee reviews the nomination and will vote whether to forward the nomination to the Board of Directors for election of the nominee to Fellow grade.
- Those nominees elected to Fellow grade by the Board of Directors will be presented a lapel pin and a plaque with a medallion at the Plenary Session during the following the next Winter Conference.

## **ASHRAE FELLOW NOMINATION CHECK LIST**

**An incomplete nomination will be returned without review by the Honors and Awards Committee.  
Material that is supplementary to that required is not evaluated by the Committee.**

### **A. Nominator, Fellow, and Professional References**

- Is the Nominator an ASHRAE Member?
- Have you included your own letter as nominator?
- Is there at least one supporting letter from an ASHRAE Fellow?
- Are there one or two Professional Reference letters?
- Are names, email addresses, and addresses of the Nominator, Fellow, and Professional Reference(s) included?

### **B. Letters of Support from Fellow and Professional References**

- Do the letters support the distinction of the nominee?
- Do the letters from the Professional Reference(s) clearly evaluate the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

### **C. Professional Record**

- Does the significant work and/or publications listed on the Fellow Nomination Form emphasize the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R?
- Is a current ASHRAE Biographical Record attached?
- Are there contributions to ASHRAE Technology that distinguish the nominee from his/her peers adequately identified as such?

### **D. Brief Description of Nominee's Accomplishments**

- Have you provided the **MANDATORY** 100-words-or-less description of the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

### **E. Overall Fellow Nomination Packet**

- Is the submittal legible and does it conform to the Guidelines?
- Is a digital photograph of the nominee included?
- Have you included all of the required materials?