



Guidelines for ASHRAE Fellow Nominators

Revised November 2021

The deadline for Fellow Nominations is December 1
Email the completed nomination to HonorsandAwards@ashrae.org

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

Fellow Qualifications:

Section 16.2 – Honors & Awards Manual of Procedures

1. Requirements for eligibility for election to the grade of Fellow by the Board of Directors:
 - A. Good standing as a Full Member grade for at least ten (10) years.
 - B. Participation or service to ASHRAE is not a metric to be evaluated.
 - C. Attained distinction and made substantial contribution in HVAC&R and the built environment such as:
 1. Education and/or research
 2. Engineering design/consulting/forensics
 3. Invention/original work
 4. Engineering executive on projects of unusual or important scope.
 5. Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities.
 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
 - D. Distinction is interpreted to mean: seen by their peers in the industry as a person of excellence
 - E. 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 & Awards Committee.

The current Fellow Nomination form and a listing of ASHRAE Fellows is available at www.ashrae.org/honors.

Requirements for Eligibility:

The basic requirements are: good standing at Full Member grade for at least 10 years, and acknowledged distinction and having made substantial contribution(s) in HVAC&R. 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:

Distinction

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:

1. 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
2. Recognitions, awards, citations from other organizations, clients, associations, municipalities, etc.

Substantial Contribution

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 their 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:

1. Special aspects of the main contribution(s)
2. Importance of this contribution(s) in value and/or impact on the industry
3. Aspects of the contribution(s) that are original and attributed exclusively to the candidate
4. Recognition(s) and/or awards, if any, that followed this contribution(s)
5. 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.

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 Process

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:
 - a. Has the nominee been at Full Member grade and in good standing for a minimum of 10 years?
 - b. 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 HonorsandAwards@ashrae.org.
3. Confirm that your nominee's ASHRAE Biographical Record is current. Do not include a CV or Resume.
4. Obtain a digital photograph of the nominee for submission with the nomination package.
5. Identify your ASHRAE Fellow and Professional Reference(s) – instructions included below. 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.
 - a. Professional references should not come from the same employer as the nominee. Past employers, employees, or co-workers are permitted to serve as a reference for a nominee. Those retired from the same employer as the nominee are not permitted to serve as a professional reference. 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 Reference Letters

Fellow Letters

After obtaining a commitment for a letter from at least one ASHRAE Fellow (or two):

1. Send the nominee's ASHRAE Biographical Record and the Fellow Qualifications to the Fellow(s) preparing letters.
2. Request a letter of support identifying the nominee by name. The letter of support must be a testimony of the distinction and professionalism of the nominee.
3. 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.
4. Instruct the Fellow to provide the following information in a one-page letter:
 - a. Relationship of Fellow to the nominee
 - b. Highlights of the nominee's educational and professional background
 - c. Highlights of the nominee's significant contributions
 - d. Explanation of how the nominee has attained distinction
5. Agree to a deadline well in advance of the December 1 Fellow nomination deadline.

Professional Reference Letters

After obtaining a commitment from one or two professional references (who are not from the same employer as the nominee):

1. Send the nominee's ASHRAE Biographical Record, the Fellow Qualifications, and the completed Fellow Nomination Form to the individuals providing Professional Reference letters.
2. Request a letter of support 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
3. Instruct the individual to provide the following information in a one-page letter:
 - a. Their name, contact information, and position in the industry

- b. Their professional background and expertise and relationship to the nominee
 - c. Critical evaluation and demonstration of substantial impact in the advancement of the arts and sciences of HVAC&R of the substantial contribution(s)
 - d. Comments on nominee's distinction
4. Agree to a deadline well in advance of the December 1 Fellow nomination deadline.

Things to Remember

1. Fellow nominations must be submitted to ASHRAE Headquarters by December 1. All nominations should be submitted as a PDF to HonorsandAwards@ashrae.org.
2. It is the responsibility of the nominator to submit the nomination packet to ASHRAE Headquarters by December 1. Sending the packet earlier will enable the Staff to review the packet and let you know if any documentation was omitted.
3. 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.
4. Material that is supplementary to what is required will not be reviewed by the Honors & Awards Committee.

Next Steps

After you submit your Fellow nomination to ASHRAE Headquarters:

1. Receipt is acknowledged in writing to the nominator. If an acknowledgement is not received within five business days, contact the Honors & Award Committee Staff Liaison at HonorsandAwards@ashrae.org.
2. The Staff Liaison will send the nomination to the Honors & Awards Committee for evaluation at the upcoming Winter Conference, which usually occurs in late January.
3. The Honors & Awards Committee reviews the nomination and will vote whether to forward the nomination to the Board of Directors.
4. The Board of Directors will complete their review during the upcoming Annual Conference, and nominators will be provided a status update in July.
5. Those nominees elected to Fellow grade will be presented a lapel pin and a plaque with a medallion at the Plenary Session during the following Winter Conference.

Fellow Nomination Check List

- 1. 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 from a different employer than the nominee?
 - Are names, email addresses, and addresses of the Nominator, Fellow, and Professional Reference(s) included?
- 2. 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?
- 3. 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?
- 4. 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?
- 5. Overall Fellow Nomination Packet**
 - Is the submittal legible and does it conform to the Guidelines?
 - Is a digital photograph of the nominee included?