



## ASHRAE Fellow Nomination Form

Reviewed December 2025

Fellow nominations are due to ASHRAE Headquarters by May 1.  
All nominations must be submitted as a PDF to [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).

Please review the [‘Guidelines for ASHRAE Fellow Nominators’](#) document before completing this nomination.

<b>I. Nominee</b>  Name: _____ Member #: _____  Company: _____ Title: _____  Email: _____ Phone: _____	<b><u>For Staff Only</u></b>  <b>Date of Full Member grade:</b>
<b>II. Nominator</b> – Nominator attests that to the best of their knowledge the nominee adheres to the ASHRAE Code of Ethics  Name: _____ Member #: _____  Email: _____ Phone: _____	<b><u>For Staff Only</u></b>  <b>ASHRAE grade:</b>
<b>III. Fellow Reference</b> – At least one required, unless the nominator is a Fellow  Name: _____ Member #: _____  Email: _____ Phone: _____	<b><u>For Staff Only</u></b>  <b>ASHRAE grade:</b>
<b>IV. Professional References</b> – Do not need to be ASHRAE members. Must be from a different company than the nominee.  Name: _____ Member #: _____  Email: _____ Phone: _____	<b><u>For Staff Only</u></b>  <b>ASHRAE grade:</b>
Name: _____ Member #: _____  Email: _____ Phone: _____	<b>ASHRAE grade:</b>

**V. Outstanding Accomplishments**

Provide a 100 word or less description of the nominee's substantial contribution(s) and distinction in HVAC&R and the built environment. **This is a mandatory requirement.**

**VI. Significant Work**

List in chronological order three of the nominee's most significant achievements/projects and/or publications. For each item, identify the specific contribution listed in the Fellow Qualifications (as shown in the Fellow Guidelines document) and provide a brief summary.

**Achievements/Projects**

1. Dates:        From: \_\_\_\_\_ To: \_\_\_\_\_

Achievement/Project Name:

Achievement/Project Focus/Description:

Contribution:

2. Dates:        From: \_\_\_\_\_ To: \_\_\_\_\_

Achievement/Project Name:

Achievement/Project Focus/Description:

Contribution:

3. Dates:        From: \_\_\_\_\_ To: \_\_\_\_\_

Achievement/Project Name:

Achievement/Project Focus/Description:

Contribution:

## **Publications**

1. Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

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

Publication: \_\_\_\_\_ Type: \_\_\_\_\_

2. Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

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

Publication: \_\_\_\_\_ Type: \_\_\_\_\_

3. Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

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

Publication: \_\_\_\_\_ Type: \_\_\_\_\_

## **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 and email addresses included for the Nominator, Fellow, and Professional Reference(s)?

### **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?
- ☐ Has the nominee been a Full Member in ASHRAE for at least ten years by the May 1 nomination deadline?
- ☐ 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?