



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.

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

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

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?