



(For Staff Use Only)

ASHRAE Fellow Nomination Form

Revised May 2023

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 Fellow Guidelines document before completing this form.

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

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, 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?