# **PROCEDURE FOR GEORGE B. HIGHTOWER TECHNICAL ACHIEVEMENT AWARD**

**1. PURPOSE.**

The purpose of the George B. Hightower Technical Achievement Award is to recognize annually an individual for excellence in volunteer service in the area of TC/TG/TRG technical leadership and contribution, which includes all TC, TG MTG, and TRG activities except for research and standards. The award will serve to heighten general membership awareness of, and interest in, Society activities at the TC/TG/TRG level.

George B. Hightower was an exceptional ASHRAE member. A member since 1938, he regularly attended Society meetings until his health began to fail. No other person has received more Society level awards than George B. Hightower. He received the ASHRAE-Alco Medal for Distinguished Public Service in 1974; became an ASHRAE Fellow in 1977; received the Distinguished Service Award in 1984; the Distinguished 50-Year Member Award in 1988; the Andrew T. Boggs Service Award in 1997; and the Louise and Bill Holladay Distinguished Fellow Award in 2000.

**2. AWARD PRESENTATION.**The George B. Hightower Technical Achievement Award is presented annually but may be omitted if a suitable candidate is not identified. The award will consist of an acrylic trophy with the recipient’s name and the year of the award etched into the face of the trophy. The award will be donated by the Atlanta Chapter, to which Mr. Hightower belonged.

1. **ELIGIBILITY.**

The award is open to ASHRAE TC/TG/TRG voting and corresponding members who meet the minimum point requirement detailed in Section 7. Technical Activities Committee (TAC) and Technology Council members or current TC and TG chairs of the nominating committee(s) are not eligible for receipt of the George B. Hightower Technical Achievement Award during the terms they serve on the respective committees, or positions. Past recipients of the award are not eligible.

MTGs participate in the George B. Hightower award through one or more of the TCs/TGs that comprise the MTG.

**4. NOMINATION.**

A nomination for the George B. Hightower Technical Achievement Award is made by a TC/TG/TRG chair completing a nomination form that confirms the eligibility and outlines the special contribution that the nominee has made to the work of the nominating committee(s) during the most recent four years.

The chair submits the nomination to the lead nominating committee’s TAC Section Head by September 1.

**5. JUDGING**

The TAC Section Head reviews all nominations received from their Section and forwards eligible nominees from that Section to TAC for its consideration at their Fall Meeting. Prior to the ASHRAE Winter Meeting, TAC shall recommend a candidate to the Honors and Awards Committee. The recommended candidate shall be chosen from all nominations that meet eligibility requirements as outlined under Section 7 Criteria for Selecting Recipients and approved by TAC. TAC shall consider award points and the explanation provided by the nominating TC/TG in its deliberations. TAC should also review the candidate’s ASHRAE online bio for verification of points.

Because it is a ‘pass through award’, TAC reports the name of the recipient to Technology Council as an information item and sends the recommendation to H&A who in turn recommends the name to Members Council for approval.

**All** nominators (not just the winning nomination) are to be apprised of the person selected by the TAC chair no later than 60 days after the selection process has been completed.

**6. PRESENTATION**At the ASHRAE Annual Meeting, the George B. Hightower Technical Achievement Award is presented during the recipient’s TC/TG/TRG meeting.

**7. PART I - ELIGIBILITY REQUIREMENTS**

7.1 Nominees must have earned a minimum of 10 points **during their career** on TC/TG/TRG/MTGs as defined below to be eligible for the award.

7.2 If eligible, the award is given **based only on the most recent four years of service** on TC/TG/TRG/MTGs. This service must be detailed in the explanation for it to be considered and is the actual basis for receiving of the award.

Eligibility points are defined as follows:

A “tour” is an appointment for 1 year. Assignment to the same position for multiple years each count as a separate tour.

A. Program Subcommittee

1. Forum Moderator ½ point per forum
2. Seminar Chair 1 point per seminar
3. Conference Chair 2 points per session
4. Technical Chair 3 points per sympos
5. Subcommittee member 1 point per tour
6. Subcommittee Chair 2 points per tour

B. Handbook Subcommittee

1. Chapter contributor/reviewer 1 point per chapter

2. Chapter author 3 points per chapter

3. Subcommittee member 1 point per tour

4. Subcommittee Chair 2 points per tour

C. Technical Inquiries

1. Respond to Question from Headquarters 1/4 point per question

2. Author Frequently Asked Question 1 point per question

D. Accept Special Assignment from Chair Up to 3 points per assignment at Chair’s discretion.

E. TC/TG/MTG/TRG Officers

1. ALI Coordinator 2 points per tour

2. Webmaster 2 points per tour

4. Secretary 2 point per tour

5. Vice-Chair 2 point per tour

1. Chair 3 points per tour

F. MTG member 1 point per tour

G. Inter-Society Liaison Appointed by TAC 1 point per tour

The form (HightowerAwardEligibilityForm\_fillable\_20161121.pdf) can be found on the ASHRAE website at https://www.ashrae.org/standards-research--technology/technical-committees.

1. PART II – TECHNICAL LEADERSHIP AND CONTRIBUTION

**This part determines the actual award winner.**

Provide a one page explanation of the nominee’s outstanding technical leadership and contributions to the committee(s) **during the past four years** including details on why you think this person deserves the award. (Research and standards activities are NOT to be considered even if done as part of a committee assignment.)

SUBMIT NOMINATION FORM TO SECTION HEAD BY SEPTEMBER 1.