

FELLOW SELECTION PROCEDURE

American Society of Thermal and Fluids Engineers

Section 1: Introduction

- 1.1. This Manual has been prepared by the American Society of Thermal and Fluids Engineers (the Society) to provide guidelines and regulations for the selection of ASTFE Fellows.
- 1.2. The Society is the world's primary professional body dedicated to the entire thermal and fluids engineering community and its promoters and supporters. ASTFE was established in 2014 to further the art, science, and engineering in thermal and fluids engineering. Benefits of membership include professional recognition; professional development through lectures, short courses, symposia, and conferences; and professional networking across a broad spectrum of disciplines and sub-disciplines of the field.
- 1.3. There are three membership grades in ASTFE: **Fellow**, **Member**, and **Student Member**.
- 1.4. While the membership and student membership can be obtained by paying the annual or lifetime membership fees to the society, the authority for selection of ASTFE Fellows rests with the ASTFE Board of Directors upon the recommendations of the Fellow Review Council (FRC), an appointed body of the Board.
- 1.5. ASTFE strongly encourages membership of the Society by foreign individuals in all of the above categories.
- 1.6. This manual covers the following topics:
 - a. Requirements and expected qualifications of Fellows (**Section 2**).
 - b. Selection of Fellows (**Section 3**).
 - c. Assessment of Fellow applications (**Section 4**).
 - d. Oversight procedures exercised by the ASTFE Board of Directors (the Board) for the selection of Fellows (**Section 5**).

Section 2: Requirements and Expected Qualifications of Fellows

- 2.1. There are two requirements for Fellows: **Membership** and **Professional**.
- 2.2. **Membership requirement.** Candidates for the Fellow grade must have been members of the Society for at least three consecutive calendar years prior to the year in which the Fellow grade of membership is bestowed. Subject to the recommendation of the FRC, the ASTFE Board of Directors may waive the membership requirement prior to the person being bestowed upon the honor of "Fellow of ASTFE." Otherwise, being a member of the Society is a condition that must be met by all Fellows.
- 2.3. **Professional requirements.** This includes the following:
 - a. Significant and outstanding technical, engineering, or scientific contributions to science and technology of thermal and/or fluids engineering.
 - b. Demonstrated long standing leadership of high responsibility in the thermal and fluids engineering fields.
 - c. Significant contributions in support of the ASTFE activities and/or services to the thermal and/or fluids engineering community.
- 2.4. Examples of the professional requirements include involvement in one of the following activities:

- a. Research and/or technology development resulting in national/international recognitions, successful creation and development of a business of relevance to the aims of the Society, recognized leadership in academia, and outstanding services to the Society and to national and international professional organizations of relevance to the Society.
 - b. Achievements and competence (applied knowledge and skill) with regard to technological contributions in the realm of thermal and fluids engineering means responsibility for supervisory and/or managerial roles; contribution to improvement of the products, processes and systems; and contribution to the aims of the Society and the thermal and fluids engineering community.
- 2.5. Service to the Society will be taken into account when the experience and level of responsibility of applicants are being considered. Such applicants must however meet the above technical and scientific qualification standards of the Fellow grade of membership. Service to the Society means active membership in the Society and its activities at a level of responsibility comparable with the general requirements for the Fellow grade. Significant contribution to the operations of the Society via committee membership and related organizational activities are expected when service to the Society is considered for award of the Fellow grade.

Section 3: Selection of Fellows

- 3.1. Fellows can be selected in two ways:
 - a. Nomination process as described in **Section 3.2** below.
 - b. Honor of Fellow bestowed upon highly-accomplished individuals as in **Section 3.5** below.
- 3.2. Candidates for selection of Fellows must be nominated by members of the Society or by outside individuals of recognized professional standing in the thermal and/or or fluids engineering community. Nominators should first consider whether the candidates have the qualifications, training, and experience expected of the highest grade of membership in the Society.
- 3.3. The nominator must prepare the nomination package on behalf of the nominee and email the completed package with the requisite professional references to the designated email address on the ASTFE website: www.astfe.org
- 3.4. Nominations of candidates for the Fellow grade of membership can be made at any time during the calendar year but the selection will be made only twice a year (March and September). The FRC will act only when a nomination is complete. The documentation required is listed on the ASTFE website.
- 3.5. Every year, the Fellow Review Council may select individuals of very high standing and accomplishments to bestow upon them the honor of Fellow of ASTFE and recommend their names to the Board of Directors for approval.
- 3.6. Once every three years, the Board of Directors will review this category of Fellow selection and its benefits and advantages to the Society and its members at large. The Board may then decide to either continue or discontinue this selection process (see **Section 3.5** above).

Section 4: Assessment of Fellow Applications

- 4.1. **Required Documentations.** The nomination package as in **Section 3.2** above is to be sent to the email address designated for that purpose. This email address is listed on the Society's website www.astfe.org. The nomination package will be composed of a nomination letter, a CV or resume

of the nominee, and three letters of recommendations by recognized experts in thermal and/or fluids engineering.

- 4.2. **Selection Process.** Initial selection of Fellows is made by the FRC when completed nominations are received by the Chair of the FRC. The FRC will vote on each nomination and render one of two decisions: **Approve** or **Reject**. The names of the selected candidates by the FRC are transmitted to the ASTFE Board of Directors for review and final approval.
- 4.3. **Recognition of Fellows.** Successful candidates, after paying the appropriate dues if they are already not continuing members, receive a certificate to confirm the election of Fellow membership and will receive appropriate recognition by the Society.

Section 5: Oversight by the Board

- 5.1. **Periodic Review.** The Fellow review process is subject to periodic review by the Board. The focus of such reviews is procedural adherence and continuous self-assessment for improvement to the selection process. The Board shall monitor the success/failure rate of candidates for Fellow and investigates possible causes of departure from normal trends.
- 5.2. **Appointment Authority.** The Board appoints the members of the FRC. The number of members of the FRC, and their terms of service are determined by the Board.