

## **FELLOW SELECTION PROCEDURE**

### **American Society of Thermal and Fluids Engineers (ASTFE)**

#### **Section 1: Introduction**

- 1.1. This document provides the guidelines for the selection of ASTFE Fellows.
- 1.2. ASTFE (the Society) is the world's primary professional body dedicated to the entire thermal and fluids engineering community. 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. The authority for selection of ASTFE Fellows rests with the ASTFE Board of Directors upon the recommendations of the Honors and Awards Council (HAC), an appointed body of the Board.
- 1.5. ASTFE strongly encourages membership of the Society by foreign individuals.

#### **Section 2: Requirements and Expected Qualifications of Fellows**

- 2.1. There are two principal 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.
- 2.3. **Professional requirements:** This includes the following:
  - a. Significant technical, engineering, or scientific contributions to the science and technology of thermal and/or fluids engineering.
  - b. Demonstrated and significant leadership of high responsibility in the thermal and fluids engineering fields.
  - c. Outstanding contributions in support of the ASTFE activities and/or services to the thermal and/or fluids engineering community.

Examples of professional requirements include accomplishments in at least one of the following activities:

- a. Research and/or technology development resulting in international recognition.
- b. Successful creation and development of a substantial business of relevance to the aims of the Society.
- c. Outstanding services to the Society and to professional organizations of relevance to the Society, worldwide.

Achievements and competence in technological contributions in the subjects of thermal and fluids engineering means noteworthy responsibility for supervisory and/or managerial roles; significant

contributions to improvement of the products, processes and systems; and contribution to the aims of the Society and the global thermal and fluids engineering community.

Service to the Society will be taken into account when the experience and level of responsibility of applicants are considered. However, all applicants must meet the above technical and scientific qualification standards of the Fellow grade.

### **Section 3: Selection of Fellows**

- 3.1. Candidates for the selection of Fellows must be nominated by members of the Society or by outside individuals of recognized professional standing in the thermal and/or the 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.
- 3.2. 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 (fellow@astfe.org). At the very least the nomination package must include:
  - A. A comprehensive statement of the qualifications of the nominees, including citations of their work, and the rationale for the selection of the nominee.
  - B. The current curriculum vitae of the nominee.Letter of recommendation from other sources are optional and limited to three.
- 3.3. Nominations for the Fellow grade may be made at any time during the calendar year. For the consideration of a nomination by the Council, the documentation package must be received by the Society before September 30, of the year prior to the year when the award is to be made.
- 3.4. The Council will consider and review all the nominations. The Council will vote on recommending to the ASTFE Board individual nominees for the Fellow grade. Nominees who are not recommended to ASTFE Board may be considered and acted by the Council in the following year.

### **Section 4: Oversight by the Board**

The Board of Directors will periodically review the selection of Fellows as well as its benefits and advantages to the Society and its members at large. The focus of such reviews is procedural adherence and continuous self-assessment for improvement to the selection process.