

## ASME FELLOWS PROGRAM

### FREQUENTLY ASKED QUESTIONS

**Q: What are the requirements to become an ASME Fellow?**

**A:** The candidate must be an ASME corporate member (Student and Affiliate grade members are not eligible), have been responsible for significant engineering achievements, and shall have 10 or more years of active practice and 10 or more years of continuous corporate membership in ASME. There are no educational or professional rank requirements.

**Q: I'd like to nominate a colleague for elevation to ASME Fellow. What do I do?**

**A:** Only ASME members are eligible to nominate an ASME corporate member for elevation to Fellow. If you are an ASME member, please read below to review the requirements:

- Is the candidate currently Member grade?
- Does the candidate have 10 or more years of active practice and 10 years of continuous corporate membership in ASME?

If the answer to any of the above questions is 'no' *and* will be 'no' at the time of submission, STOP! The candidate does not fulfill the grade requirements. If you are unsure, contact Information Central at (800) 843-2763/(973) 882-1170 or e-mail [infocentral.org](mailto:infocentral.org).

Five sponsors (including the initiator) are needed to complete the nomination for Fellow. Three of the five sponsors must be ASME members or Fellows. The two additional sponsors must write letters of support as well, but do not need to be ASME members. All sponsors should be familiar with the candidate's accomplishments.

Please visit: <http://www.asme.org/Governance/Honors/Fellows/Fellows.cfm> for complete details.

**Q: I am an ASME member and I'd like to be elevated to Fellow, what do I need to do?**

**A:** Please ensure that you are an ASME Corporate member for at least 10 continuous years. If you have been a member of ASME and let your membership lapse for two years – you may request that ASME bridge your membership.

You need to have an ASME Member nominate you and have 5 people including your nominator write letters of support. Out of the 5 people, 3 of them must be ASME Members or Fellows. For complete details go to:

<http://www.asme.org/Governance/Honors/Fellows/Fellows.cfm>

**Q: I'm not a member of ASME, but I'd like to nominate someone. What is the procedure?**

**A:** Anyone who wishes to nominate a Fellow must be an ASME Corporate Member. For membership details, please visit our membership webpage: [http://www.asme.org/Membership/Join/Become\\_Member.cfm](http://www.asme.org/Membership/Join/Become_Member.cfm)

**Q: How many and what type of documents do I need to submit with my nomination?**

**A:** The following documents are required to compete a nomination:

1. A completed nomination form
2. The Qualification Category Document: 1-1/2- pages for each category
3. Resume/CV or Professional Record: 2-8 pages (maximum)
4. Publications/Papers summary: 2 pages desired
5. Five (5) Sponsor letters: 5-10 pages (maximum)

Click here <http://www.asme.org/Governance/Honors/Fellows/Fellows.cfm> to access the nomination form.

The nomination steps explained in details by clicking on the link below: [http://www.asme.org/Governance/Honors/Fellows/Nomination\\_Steps.cfm](http://www.asme.org/Governance/Honors/Fellows/Nomination_Steps.cfm)

Click here for the Checklist: [http://www.asme.org/Governance/Honors/Fellows/Check\\_List.cfm](http://www.asme.org/Governance/Honors/Fellows/Check_List.cfm)

**Q: Who is responsible for finding the sponsors?**

**A:** The nominee and the initiator should choose the sponsors, except in the case of a surprise nomination, where the initiator will have the full responsibility of choosing all of the sponsors.

Every nomination for Fellow must have five sponsors. Three must be ASME members and all should be extremely familiar and aware of the candidate's (nominee's) outstanding accomplishments in engineering. Sponsors may be professional colleagues, professors, department chairs, advisors, etc.

**Q: Are there deadlines to submit the Fellow nomination?**

**A:** Yes, there are quarterly deadlines. Nominations are processed by the ASME Fellows department and reviewed and approved by the Fellow Review Committee (FRC) and the Committee of Past Presidents (CPP) 4 times per year based on the following schedule:

March 1	September 1
June 1	December 1

**Q: How long does it take before I am notified that my nominee has been elected to Fellow?**

**A:** The processing, review and approval of the Fellow nominations takes approximately 6-7 weeks.

**Q: What is the FRC?**

**A:** The FRC is the Fellow Review Committee and it comprises fifteen members including a Chair, Vice Chair and five (5) ASME Past Presidents. It is a sub-committee of the CPP (Committee of Past Presidents).

**Q: What is the CPP?**

**A:** The CPP is the Committee of Past Presidents and it comprises 26 ASME Past presidents.

**Q: Where can I find the FRC Operating Guide?**

**A:** The FRC Operating Guide is may be accessed by clicking on the link below:

<http://files.asme.org/asmeorg/Governance/Honors/Fellows/27320.pdf>.

**Q: I need assistance with my nominee's Fellow proposal.**

**A:** Please email [fellows@asme.org](mailto:fellows@asme.org) with all of your questions, or call (212) 591-7071.

**Q: How do I fill out the Fellows proposal online?**

**A:** If you are a member, please click on the following link to create a profile for yourself and for your nominee: <https://fellows.asme.org/>

**Q: My dues aren't current – does this affect my nomination?**

**A:** Yes, your dues must be paid before your nomination can be processed. It will be held until the membership is current.

**Q: My nominee was rejected – why?**

**A:** Although many nominees have outstanding accomplishments, the accomplishments may fall short of the goal of the “significant engineering achievements.” A reason for the rejection will be provided to the nominator.

**Q: Is there a human being I can talk to?**

**A:** Yes. For general questions regarding membership, please call Information central at: 800) 843-2763/(973) 882-1170 or e-mail [infocentral@asme.org](mailto:infocentral@asme.org)

For questions regarding the nomination of Fellows and for assistance with the Fellows proposal, please call: (212) 591-7071 or email: [fellows@asme.org](mailto:fellows@asme.org) .