

## **Fellow Nomination Steps**

### ***First Step***

Carefully read all the materials currently available from the ANS on Fellow nomination and determine whether the candidate and the nominators qualify (Members of the Board of Directors and the Honors and Awards Committee are not eligible for nomination as Fellows during their term of service). During the preparation of this nomination packet, you should assume that the selection committees of ANS are not familiar with your nominee.

### ***Second Step***

Obtain a copy of your candidate's resume; The resume will generally give you most of the details you need to prepare the proposal and will also be a valuable tool to the other sponsors.

### ***Third Step***

Complete the nomination form, which is available on the ANS website in Acrobat or through ANS Headquarters. The online form is interactive. Remember to carefully read the "Guide to the Nominator - Checklist." Reading now may save rewriting later!

### ***Fourth Step***

In consultation with the nominee, determine the potential sponsors of the nomination.

- All sponsors (including yourself) must hold ANS Fellow or member grade.
- All sponsors must have an acceptable understanding of the Society's criteria, the candidate's qualifications, and a sound basis for judgment. This necessary understanding can be achieved by referring sponsors to the candidate's completed nomination form and/or the candidate's resume.
- Be sure that the sponsors are from a diverse background and from different institutions. The sponsors should be able to provide support for all major achievements of the candidate. Optional – include one international sponsor with supporting letter.
- Each of the sponsor's letters should provide information on those items which the sponsor has personal knowledge of concerning the candidate's achievements.

### ***Fifth Step***

Contact the sponsors you and the candidate selected. Explain your mission, brief them on the kind of letter desired, gain their confidence and approval. Set a date for receipt of the letters of recommendation. Remind them that their letters should be succinct and to the point, identifying specifics qualifying the candidate, not generalities. If necessary, provide them with copies of the candidate's completed Fellow nomination form. Also, sponsors must sign page two of the nomination form.

### ***Sixth Step***

Write your own sponsor letter. After all that work and your vast knowledge of the candidate's qualifications, you are in the best supportive position.

### ***Seventh Step***

If needed, follow-up on the sponsor's letters. Check everything for completeness. (Reread the "Guide to the Nominator - Checklist.") Carefully confirm positive answers to each question asked in the checklist.

### ***Eighth Step***

Please send the complete Fellow Nomination packet to:

Honors and Awards  
American Nuclear Society  
555 North Kensington Avenue  
LaGrange Park, Illinois 60526

### ***What Happens Next?***

- ANS Honors and Awards Staff acknowledges the receipt of the package to the principal sponsor.
- ANS Staff reviews the nomination package for completeness. If there are shortcomings, the principal sponsor is informed of the deficiencies.
- Copies of Fellow nominations received are sent to the ANS Honors and Awards Committee. Balloting on Fellow nominations takes place twice during a year. Those receiving sufficient support from the Honors and Awards Committee are recommended to the ANS Board of Directors for advancement to Fellow status. Candidate nominations receiving sufficient support from the Board are elected as Fellows.
- The Chair of the Honors and Awards Committee informs the principal sponsor of the results of balloting.

### **Guide to Nominator - Checklist**

#### **A. Membership Status**

- Has the candidate been a member of ANS for at least five continuous years immediately prior to nomination?
- Is the candidate 35 years of age or older?
- Are all the sponsors currently members of ANS? (Current members of the Honors and Awards Committee are ineligible to sponsor Fellow candidates.)
- Is at least one of the members nominating the candidate a Fellow of ANS?
- Is the candidate on the Board of Directors, or a member of the Honors and Awards Committee? If so, the candidate is ineligible.

If the answer to questions 1-4 is no, and will be no at the time of nomination, or if you are uncertain of the answers to these questions, stop! Contact ANS Honors and Awards Staff for further guidance.

Nominations not meeting membership requirements will not be forwarded for Committee review.

#### **B. Professional Record**

- Does the professional record of the candidate emphasize outstanding accomplishment in one of the areas of nuclear science or engineering, rather than a listing of positions held?
- Does the professional record cover achievements to the present date?
- Is the extent of the candidate's involvement specifically presented (e.g., in conception, execution, management, development, and dissemination of knowledge)?
- Has proper emphasis been given to those publications for which the candidate holds sole or primary credit?
- If any of the publications or books were instrumental in the advancement of technology, has the publication's importance been declared?
- If the candidate holds patents, have they been listed with titles and serial numbers?

### **C. Letters of Support from Sponsors**

- Do letters specifically support information given and/or appended to the Fellow Nomination Form?
- Have sponsors been selected because they are truly aware of the candidate's technical achievements or primarily because they lend an impressive title or name to the nomination?
- Although personal life and non-technical professional accomplishments of the candidate are not discounted, has care been taken that the letters primarily address outstanding technical achievements of the candidate?
- Do the letters reflect the candidate's unique accomplishments, rather than generalities and oratorical comments which imply much but prove little?
- Have you included your own sponsor letter?

### **D. Check List to the Nominator**

- Have you read and considered all categories in the listed criteria as they relate to the attainments of the candidate?
- In categories where the candidate has rendered exceptional attainments and contributions, have both the Fellow Nomination Form and the sponsor's letters corroborated this with full and factual support?
- Have all sponsors signed page two of the Fellow Nomination Form?

### **E. Confidentiality**

- Do you know that the Honors and Awards Committee of ANS has procedures to hold nominations and evaluations in strict confidence?
- Recognizing that all candidates nominated are not likely to be elected as ANS Fellows, have you taken steps to confine knowledge of this nomination to only those who need to know?

### **F. Overall Fellow Nomination Packet**

- During the preparation of this nomination, did you consider that a majority of the members of the selection committee of ANS might be unfamiliar with your nominee's professional achievements?
- Deleting well-known names and implied prestigious institutions, does the nomination stand on its own?

**Note:** If you, as the principal sponsor, cannot confirm positive answers to questions asked in this checklist, you may want to reconsider submitting the nomination in its present form.

Please remember that since the nominations for Fellows go through two separate ballotings (the Honors and Awards Committee and the ANS Board of Directors), it is important that everyone stay consistent in the order of the items.

Also, please keep in mind that all supporting information for the Fellow package to be concise, and should be confined to the eight (8) pages only. Added lists of publications, accomplishments, resumes and other such material will not be included with the committee ballots.

Since Fellow Certificates are awarded at both the Annual Meeting and the Winter Meeting, you might also want to check with the nominee to see if they have a preference (or will or will not be available for one or the other). Deadlines are February 1 for the Annual Meeting and July 1 for the Winter Meeting.