

# Fellow Nomination Steps

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January 2024

1. Carefully read all the materials available from the ANS Honors and Awards Committee 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. The following materials are available [online](#):
  - a. Fellow Nomination Steps
  - b. Guide to Nominator Checklist
  - c. Guidelines for Letters of Support of Fellow Nominations
  - d. Guidelines for Most Significant Contribution Qualification for Fellow Candidates
  - e. Fellow Mentor Program
2. 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.
3. Complete the nomination form online via SmarterSelect, a URL will be made available once ANS screens your candidate. Contact [honors@ans.org](mailto:honors@ans.org) to start the nomination process.
4. In consultation with the nominee, determine the potential sponsors of the nomination.
  - The principal sponsor (yourself) and at least four other sponsors must be current members of the Society. At least one must be an ANS Fellow in good standing.
  - 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. *Optional – include one international sponsor with supporting letter.*
  - The sponsors should be able to provide support for all major achievements of the candidate.
  - Each of the sponsors' letters should provide information on those items which the sponsor has personal knowledge of concerning the candidate's achievements.
  - There must be one principal sponsor and no less than four (4) but not more than five (5) other sponsors to be considered a valid nomination.

5. 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.
6. 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.
7. If needed, follow-up on the sponsor's letters. Check everything for completeness.
8. Submit the Fellow Nomination form online via SmarterSelect.

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

- ANS Honors and Awards Staff Liaison 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 and the Honors and Awards Chair are informed of the deficiencies.
- Complete packets are sent to the ANS Honors and Awards Committee for review.
- 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.