



NSPE Fellow Membership Grade
Instructions and Guidance
Nomination Deadline: March 1, 2024

Overview

The NSPE Fellow Program is a national program intended to recognize deserving professional engineers who have demonstrated long term professional service at the chapter, state, and national levels of NSPE. The NSPE Board of Directors established the Fellow Recognition Program to honor those licensed members who have demonstrated exemplary service to the profession, the Society, and the community.

Fellow nominations may be submitted to the NSPE Council of Fellows Executive Committee (COFEC) by a state society of NSPE, House of Delegate Representative (for members in a non-integrated state), NSPE Interest Group, a NSPE Chartered Affinity Group or, a member of the NSPE Board of Directors with the NSPE Board's endorsement. NSPE Interest Groups are defined as the five Legacy Interest Groups defined in Bylaw 21 and Chartered Affinity Groups are defined as organizations with which NSPE has a written affinity group agreement (currently the National Academy of Forensic Engineers and the National Academy of Building Inspection Engineers. These definitions may be expanded over time if interest groups and chartered affinity groups are added.

Each NSPE Affiliated State Society is allowed at least one nomination per year or one nomination for each 500 voting members on its rolls rounded to the next higher number of nominations. Interest Groups and Chartered Affinity Groups are allowed one nomination per year. Nominations may only be considered in the year submitted. Persons not selected for Fellow status in a particular year may be re-nominated in subsequent years. Each subsequent nomination will count as a new nomination. Nominations by a NSPE Interest Group, a NSPE Chartered Affinity Group or the NSPE Board of Directors do not count against a state society's quota. The NSPE Board of Directors has no limitations on the number of nominations they can submit in a given year.

The NSPE Board of Directors grants final approval of nominees recommended by the COFEC for the Fellow Membership Grade.

Qualifications

To be recommended by COFEC, involvement in NSPE must include holding at least one elected office at the chapter, state, or national level. Service at the national level of NSPE is **absolutely required** for nominees to be considered. National level service can include a number of activities such as regional service, committee/task force chair or member. While it is desirable to have held an office at the national level, importance is placed on long-term active involvement. The (COFEC) endeavors to treat each nomination on its own merit and tries not to restrict itself by generating a list of activities that would qualify. However, it is recommended that the nominee have a total of ten (10) years or more of active service and involvement at all levels, i.e., national, state chapter/local, including two (2) years or more of active service at the national level.

It is desirable that nominees exhibit a consistent history of volunteer involvement in NSPE over the years.

The Nomination Process

The **deadline** for receipt of a nominee's complete nomination packet at NSPE headquarters is **March 1**. Any nomination packets received after the deadline will be returned to the nominating party. Incomplete packets will NOT be included in the COFEC's review materials. There will be no exceptions to the deadline requirement. However, if March 1st falls on a Saturday or Sunday, the deadline will be extended to the following Monday.

Complete nomination packets cannot exceed fourteen (14) pages in length including the letters of recommendation.

Nominations should be [submitted online](#).

A complete nomination packet includes:

1. Letters of recommendation: It is requested that the nomination letter be the first document in the compiled packet.
 - a. State society, interest group, and chartered affinity group nominations must be accompanied by at least three (3) and no more than four (4) **signed letters of recommendation from NSPE members** familiar with the nominee's qualifications.
 - b. Nominations of NSPE members from non-integrated states requires a letter of nomination from their state's House of Delegate Representative **or** two letters from other NSPE Fellows within their state. In addition, the nominations must be accompanied by at least three (3) and no more than four (4) **signed letters of recommendation from NSPE members** familiar with the nominee's qualifications.
 - c. All nominations must include **one letter of recommendation from a current NSPE Fellow**. Each letter of recommendation should not exceed one (1) page in length and must include the signature of the writer and the writer's NSPE membership number.
 - d. Nomination letters must be typewritten utilizing a minimum font size of at least ten (10).
 - i. For State society nominations, one of the letters of recommendation *must* be from the nominee's state society president or other appropriate officer or state society executive stating that the recommendation has been approved by the state society's board of directors.
 - ii. For nominations from Interest Groups and Chartered Affinity Groups, one of the letters of recommendation must be from the president/chair or other appropriate officer or executive director of the nominating group, stating that the recommendation has been approved by the nominating group's board of directors (or presiding body). Nominees may not submit a letter of recommendation on their own behalf.
 - iii. For nominations from non-integrated State, a letter of recommendation must be from the state's House of Delegate Representative, stating that the recommendation has been presented from a non-integrated state and the House of

Delegate Representative is submitting based on discussions within the state. **OR** two letters must be provided from other NSPE Fellows within their state by NSPE Fellows that are familiar with the nominee's qualifications.

Members of the Council of Fellows Executive Committee (COFEC) may not submit letters of recommendation on behalf of a Fellow nominee.

2. A completed NSPE Fellow Membership Grade Nomination Form (attached).
 - a. **NOTE:** This information is the most needed materials about the nominee. The COFEC looks for service at all levels (chapter/state/national) and this service needs to be clearly detailed on the nomination form. To this end, Part 1 of the nomination form must include a detailed list of the nominee's service at the chapter, state and national levels, including dates of service. Remember that the Council of Fellows Executive Committee does not generally know the nominee. The Committee can judge the nominee only by the strength and completeness of the application.
 - b. The key to providing a successful application is for the submitting state society, interest group or chartered affinity group to take ownership and "add value" in presenting the accomplishments of its nominee. Merely listing activities without showing the significance of the accomplishments may leave the Council of Fellows Executive Committee with insufficient information for a positive response.
 - c. Nominees must show prominent accomplishment in all three of the criteria established by the Board: the engineering profession, the Society, and the community. A lack in one or another area can lessen a nominee's chance for selection.
 - d. Since Fellow status may recognize more than NSPE activities, consideration of national engineering accomplishments and activities are important (i.e., either with NSPE or with other engineering societies).

While not absolutely necessary, it is desirable that nominees have achievements in all six (6) areas identified in the nomination form.
