



DISTINGUISHED MEMBER NOMINATION PROCESS STEP-BY-STEP GUIDE AND WORKSHEET

This guide and worksheet is designed to help you create a nomination for ASCE Distinguished Membership (*formerly Honorary Membership*). The worksheet is for you alone and is not part of the final nomination package. We suggest that you carefully review the steps outlined here to get a sense of the details before beginning the process of nominating.

STEP 1 – Know the nomination deadline.

Complete nomination packages are due to the Honors and Awards program office no later than October 1st.

STEP 2 – Whom to nominate? The highest recognition the Society may confer, second only to the title ASCE President, is that of Distinguished Member. The Distinguished Membership grade is reserved for members of the Society who have attained the grade of Member or Fellow and who demonstrate acknowledged eminence in some branch of engineering or in its related arts and sciences. The list of honorees is prestigious and includes engineers of world renown. The most important phrase in this definition is ***acknowledged eminence***.

If the person has a career of firsts, such as patents, or has a worldwide reputation for outstanding work in his/her field, this is the person ASCE seeks to recognize through Distinguished Membership.

I have decided to nominate _____
For their _____

STEP 3 – Download a Distinguished Membership nomination form from the Web and review the information, including the list of items that need to be included in the nomination package.

The nomination form is available at www.asce.org/awards.

Nomination form downloaded and reviewed on _____ (*insert date*)

STEPS 4-7 can be worked on simultaneously.

STEP 4 – Request that a one-page summarized biography (see information inserted into the Distinguished Membership nomination form regarding content of the one-page biography)

and a complete biography (or CV) of the nominee be sent to you.

One-page bio received on _____ (*insert date*)

Complete biography received on _____ (*insert date*)

STEP 5 – Identify a nominator. The official nominator signs the Distinguished Membership nomination form, regardless of who actually completes the form or develops the nomination package. The nominator is a chair, president, or other defined leader of an ASCE Organizational Entity. Organizational Entities are defined in the Society’s Constitution as Committees, Institutes, Academies, Geographic Units, Foundations, Affiliated Societies and other Society units as defined by the ASCE Board of Direction.

The official nominator is also required to submit a cover letter in support of the nomination. If you are not the official nominator, you should be prepared to submit a draft letter for the official nominator’s consideration.

I have received permission from _____ (*insert name*) who will act as the official nominator, on behalf of _____ (*insert name of organizational entity*). They are the _____ (*insert role*) of the _____ (*the organizational entity*).

The nominator has requested a draft cover letter and I have sent it to him/her on _____ (*insert date*).

STEP 6 – Develop a list of people you will request letters of recommendation from. You will need a minimum of six letters, one of which is the letter detailed above from the official nominator. The maximum number of recommendation letters is ten. You should direct that the letters be sent to you. They can either be addressed to the official nominator or to the Society Awards Committee; it does not matter.

Because receiving letters of recommendation can cause a delay in finalizing a nomination package, we suggest that you seek the maximum number of letters and use the first six you receive. In requesting that a person write a letter on behalf of your candidate, please be sure to give him/her a deadline for reply.

Successful letters of recommendation are generally one-two pages in length and justify why a candidate should be selected. People who have first-hand knowledge of the candidate and who can include examples that support their justification and demonstrate the candidates “acknowledged eminence” are good resources.

I have identified _____ (*insert date*) as the date on which I must receive letters of recommendation

I have requested letters of recommendation from the following people:

References (<i>insert name</i>)	Date Letter Was Received

NOTE: On occasion, references mistakenly mail their recommendation letters directly to the Honors and Awards program office. To ensure that your letters are re-routed, we suggest that you notify awards@asce.org that you are developing a nomination and provide the name of your nominee.

STEP 7 – Write a 40-word citation and a 200-word rationale statement. The citation is the short justification statement that will appear on the Distinguished Member certificate. Following are three examples of successful citations:

For his exemplary 30-year career as an educator and researcher, most notably the introduction of innovative tools for the simulation and analysis of construction operations and for his mentoring impact on young faculty and for shaping construction engineering research and curricula as a discipline.

X is recognized for his advancement of structural masonry engineering through innovative code development and engineering design and restoration, and the sharing of this knowledge through service and contributions to the public. X has made major contribution to codes, standards and guidelines in the area of masonry design and construction.

His pioneering innovations in the design of skyscrapers, domes, bridges and long-span roofs have transformed engineering theory into practical technological breakthroughs, freeing architects and engineers to construct the stuff of dreams.

The rationale statement, in its 200 words, expands on the citation and justifies why the candidate should be a Distinguished Member. The rationale statement should include patents held, innovative and groundbreaking work or otherwise explain the career of your candidate.

The citation and rationale statement should fit on one page, with the name of the candidate at the top, then the citation and, finally, the rationale.

WORKSHEET: Citation and Rationale Statement

NAME OF CANDIDATE, INCLUDING CREDENTIALS
(example: Robert X. Jennifer, Ph.D., P.E., F.ASCE, NAE)

CITATION (*40 words or less*):

Rationale (*200 words or more, but not more than one page*):

STEP 8 – Assemble the necessary elements of the package. It is especially appreciated if the documents can be presented in the following order:

1. Official nominator's cover letter
2. Nomination form, signed by the official nominator
3. Citation/rationale statement
4. One-page summarized biography
5. Six-10 letters of recommendation
6. Complete biography

I have organized the originals for the nomination package on _____ (*insert date*).

STEP 9 – You will need to submit **eight copies** (*one original and seven copies*) of the completed nomination package by October 1. If you wish to submit your nomination in GBC or similar binding, the **original should be submitted unbound**. It is appreciated if copies are submitted as two-sided copies.

Mail the six nomination packages to arrive by **OCTOBER 1** to:

Honors and Awards Program Office
ASCE
1801 Alexander Bell Drive
Reston, VA 20191-4400

I have submitted one original and five copies of the nomination package on _____ (*insert date*). The original was submitted as single-sided originals unbound. The copies were submitted as two-sided pages, either bound or unbound.

STEP 10 – Upon receipt, the official nominator will receive a letter of receipt. Your nomination will be reviewed for completeness. If documents are found lacking, the official nominator will be advised and the nomination will be held as pending until all documents have been received.

Should you have questions that have not been addressed in this guide, please contact Jane Moran Alspach, Senior Manager, Honors and Awards, at 1-800-548-2723 x 6382 or at jalspach@asce.org.