

ASCE FELLOW APPLICATION

IMPORTANT: If you are using this PDF application form, you must request reference forms and envelopes from ASCE. You may do so by completing an online request form at www.asce.org/membership/fellowgrade.cfm, calling 1-800-548-2723 or 703-295-6300 (Int'l.), faxing 703-295-6333 or e-mailing memapp@asce.org.

PROFILE			
Last Name	First Name	Middle Name	Suffix
Address		Company Name	
Address		Address	
City	State	Zip	
Residence Phone		City	
		State	
		Zip	
PRIMARY E-MAIL:		BUSINESS PHONE	
SECONDARY E-MAIL:		EXT.	
SECTION/BRANCH		FAX NUMBER	
ASCE INSTITUTES		BIRTH DATE	MEMBER ID

EDUCATION			
1. MATRICULATION	INSTITUTION	DEGREE/MAJOR	YEAR
UNDERGRADUATE	_____	_____	_____
(2nd) UNDERGRADUATE	_____	_____	_____
GRADUATE	_____	_____	_____
(2nd) GRADUATE	_____	_____	_____
POST-GRADUATE	_____	_____	_____
OTHER	_____	_____	_____
2. SCHOLARSHIPS/FELLOWSHIPS AWARDED _____			

<input type="checkbox"/> Regis. <input type="checkbox"/> Resume	<input type="checkbox"/> Refs. <input type="checkbox"/> Nom.
FOR OFFICE USE ONLY	

MARC _____
DATE: _____
FOR OFFICE USE ONLY

PROFESSIONAL

1. **REGISTRATION/LICENSURE** (See Requirement B, Summary of Requirements and Guidelines.)
Please provide a copy of one *CURRENT* certificate of professional registration/licensure.

STATE (TERR.)/COUNTRY	LICENSE NO.	INITIAL DATE OF ISSUANCE	HOW OBTAINED <small>(by exam, experience, etc.)</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your license been suspended or revoked, other than for non-payment of fee?
Yes No

Do you reside in a Country that does not have a formal professional registration license process?
Yes No

If "yes", complete certification information below if applicable

CERTIFICATION (PROFESSIONAL QUALIFICATION OTHER THAN LICENSE)
Please provide a copy of one *CURRENT* certificate by the Grantor.

GRANTOR	CERTIFICATION	INITIAL DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. **SUMMARY OF PROFESSIONAL HISTORY** (*attach resume*)

PERIOD (FROM YR. TO YR.)	COMPANY/ INSTITUTIONS/ AGENCY	POSITIONS HELD
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DIGEST OF ACHIEVEMENTS

A. CIVIL ENGINEERING *(See Requirement E, Summary of Requirements and Guidelines)*

1. DESCRIPTION OF NOTABLE ACHIEVEMENTS

Describe the candidate's notable achievements in civil engineering or a related field.
(see Attachment 2)

2. AWARDS AND HONORS

List significant awards, honors, and recognitions accorded to the candidate which relate to civil engineering or a related field.
(See Attachment 3)

3. PUBLICATIONS AND PRESENTATIONS

List books, articles, and presentations which relate to civil engineering or a related field authored by the candidate.
(See Attachment 4)

B. PROFESSIONAL ACTIVITIES

1. List **ASCE activities** including offices held, committee membership, etc. Indicate whether the activity was at the Section/Branch, National, or International level.
(See Attachment 5)

2. List **non-ASCE** activities including professional society, association, or institution memberships.
(See Attachment 5)

C. CIVIC AND OTHER ACHIEVEMENTS (optional)

List candidate's civic involvement. Include religious, charitable, community, political, and volunteer or other work. Include non-professional society activities. *(See Attachment 5)*

REFERENCES

Three testimonial references are required. Reference forms must be completed by two ASCE Fellows. The third reference must be from an ASCE Member or ASCE Fellow. (See enclosed Reference Forms and Individual Envelopes)

APPLICATION CERTIFICATION

I, the candidate named in this application, certify that to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith.

Signature of Candidate

Date

CHECKLIST OF REQUIRED DOCUMENTS

To help expedite the processing of your application, please be sure that all required/requested documents are included. You may use the checklist below to insure that your Fellow application packet is complete.

- Completed Fellow application (please make sure application is signed)
- Resume detailing at least 10 years responsible charge of engineering experience gained while in Member grade.
- Copy of one current Professional Engineer or Professional Land Surveyor license
- Completed Digest of Achievements (Attachments #2 – #5)
- Completed Nomination Form signed by authorized representative of an ASCE Organizational Entity (Attachment #1)
- Three completed testimonial reference forms, sealed in individual envelopes (at least two references must be ASCE Fellows; the third reference may be an ASCE Fellow or Member)
- Completed short bio sheet and, optionally, a color photograph (full face/head shot). Photo may be sent electronically to jperry@asce.org; resolution must be at least 300 dpi.

PLEASE RETURN APPLICATION AND ALL REQUIRED DOCUMENTS TO:

**APPLICATIONS ADMINISTRATOR
ASCE MEMBERSHIP DEPT.
1801 ALEXANDER BELL DRIVE
RESTON, VA 20191 USA**

REVIEW PROCEDURES FOR FELLOW APPLICATIONS

All applications will be thoroughly considered by the Membership Application Review Committee (MARC), which is responsible for review of all Fellow applications, as well as all applications requiring evaluation of responsible charge of engineering experience and other issues. The MARC is composed of 10 ASCE Fellows, and meets once monthly to review scheduled applications.

All applications for advancement to the Fellow grade are handled by the Applications Administrator. The application will be initially reviewed to insure that all documents have been received, at which time the application and accompanying documents will be scheduled for review at the next monthly meeting of the MARC. Advancement to the Fellow grade requires unanimous approval by the MARC. The MARC is authorized to grant waivers of any requirement, upon unanimous assent of all the MARC members. All applicants who are approved for advancement to Fellow grade will be notified by the ASCE Secretary.

Any applicants who are not approved for advancement to Fellow subsequent to MARC review will receive an explanation from the Committee, and the applicant may choose to submit additional documentation for con-

3. PUBLICATIONS AND PRESENTATIONS

List the most significant books, articles, and presentations which relate to civil engineering or a related field authored by the candidate.

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

Author/Co-Author _____

Title _____

Publication/Presentation Name _____

Date _____

TO ALL PROSPECTIVE FELLOW APPLICANTS

NAME _____

To continue to increase the professional recognition of ASCE Fellows, please help us with the following, which will be included in ASCE News upon election to Fellow. Please return this sheet, along with a photo (if desired), with your completed Fellow packet.

- 1. Please indicate, in no more than 5 sentences, what you consider to be your most significant achievement(s):**

- 2. Please include a color photo of yourself (head shot) for publication in ASCE News. If preferable, you may send the photo electronically to Jane Perry at jperry@asce.org. All electronically submitted photos must be at least 300 dpi in resolution.**

SUMMARY OF REQUIREMENTS AND GUIDELINES
FOR ADVANCEMENT TO FELLOW

Requirement A: Hold active Member grade for not less than 10 cumulative years.

Guidelines

An active membership is defined as dues being paid in full for the year of nomination and, in the candidate's case, full dues payment in all ten cumulative years.

Requirement B: Licensed Professional Engineer or Registered Land Surveyor in the United States or in the country in which the Member resides (if such licensure is available). (See Fellow Application, page 2)

Guidelines

*State or Territory, registration number, license type (e.g. P.E., RLS).
(Attach copy of one current license)*

- A U.S. citizen or permanent resident of the United States, if working in the United States, must be licensed in the one of the 50 States or Territories as a legally registered engineer or land surveyor at the time of advancement to the grade of Fellow.
- For non-U.S. citizens residing outside the United States, registration in another country equivalent to registration in the United States or its territories can be regarded as satisfying the registration requirement.
- The sole exception to registration may include otherwise qualified candidates who spend their professional careers in countries without a formal, recognized registration process or where non-governmental grantors certify the candidate's qualifications.
- If the candidate has had a license suspended or revoked due to any reason other than non-payment of fee, the candidate is not eligible for the grade of Fellow, unless the original suspension or revocation has been voided.

Guidelines continued on following page.

**Requirement C: Provide three (3) references from Society members.
(See testimonial reference forms/envelopes)**

Guidelines

At least two (2) references must be from Society Fellows; the other reference must be from a Society Fellow or Member. References must complete the ASCE testimonial reference form and seal in an envelope to deliver to candidate. All references are confidential.

- No substitutions of references by non-society members is permitted for advancement to the grade of Fellow.

**Requirement D: Be nominated by an Organizational Entity of the Society.
(See Attachment 1)**

Guidelines

A signed nomination statement by the authorized representative of an Organizational Entity.

ASCE Organizational Entities include:

- ASCE Board of Direction
- Standing Board of Direction Committees
- Institute Board of Governors
- Academies
- Sections
- Branches
- Foundations
- Technical Divisions

Requirement E: Demonstrate responsible charge for not less than ten (10) years in the grade of Member, of important work in engineering or land surveying and be qualified to direct, conceive, plan, or design engineering works.

OR

Have had responsible charge for not less than ten (10) years, in the grade of Member, of important industrial, business, construction, educational, editorial, research or engineering society activity, requiring the knowledge and background gained from engineering training and experience.

(See Fellow Application, pages 3-4 and Attachments 2, 3, 4 and 5)

Guidelines

Evidence of eminence and notable achievement in the profession may be demonstrated if it can be reasonably deduced from the information submitted that the achievement is original, creative, or professionally significant.

Guidelines

- Demonstration of professional attainment should be based upon the candidate's contribution to the advancement of the civil engineering profession through valuable service to ASCE. Service may be rendered by participation at the local, national, or international level. Service and achievement in other related professional Societies may also be considered
- The candidate's notable achievements should either benefit society in general or advance the profession, or both.
- Notable achievements should be documented in the Digest of Achievements, the reference testimony, and the supporting documentation.
- The Digest of Achievements should not be simply a biographical sketch or a recitation of general assignments of routine offices or positions held. The candidate's title or organization position alone should not be used as the sole evidence of technical, educational, or leadership contributions.
- A notable achievement in an engineering activity should demonstrate breadth or depth in at least one of the following categories or some breadth in more than one category. These categories reflect the basic ASCE structure of technical, professional, and educational activities:

ENGINEER/SCIENTIST PRACTITIONER

- Design (e.g. scale, uniqueness, or utility)
- Evolution of a scientific or engineering principle to practical application
- Engineering studies (e.g. innovation, utility)
- Invention/Innovation
- Development of Codes and Standards
- Operation after construction
- Advance in state of art

LEADER - (Relative to engineering project, program, or team management)

- Administration (motivation/communication)
- Organization, Planning and Quality Assurance
- Human Resources
- Technology Assessment and Transfer
- Improvement of Employment Conditions
- Professional Guidance

EDUCATOR/ADMINISTRATOR

- Teaching at an engineering school of recognized standing, in the grade of Associate Professor or higher.
- A full teaching and research load
- Formal recognition from students and colleagues as an outstanding teacher

Guidelines continued on following page

- Relevance of course material through industry contacts, short courses, independent study or other means.
 - Testimony from a Section or Branch as an outstanding ASCE Faculty Advisor.
 - Curricula or teaching techniques developed.
 - Authorship of materials widely used in teaching engineering.
 - Leading the development of new and innovative approaches to teaching and research.
 - Developing leadership among department heads, deans and other academic officials.
 - Leading a department, school, college, or university to the point of receiving national recognition for its accomplishments.
- The candidate should cite tangible achievements as evidenced through the following types of accomplishments:
 - Engineering Study Reports
 - Software
 - Engineering Designs
 - Physical Models
 - Plans and Specifications
 - Contract Documents
 - Projects Constructed and Operating
 - Establishment of an Award or Scholarship
 - Patents
 - Continuing Professional Development
 - Organizations Established or Advanced
 - Process /Product Development
 - Publications (may include books; papers in archived Journals; Published Codes and Standards; Trade Periodicals; Editorials)
 - Presentations (may include Keynote presentations; Presentations summarized in conference or archival digests; Documented invited presentations; Significant presentations at internal company meetings)

- **The level of candidate involvement should be specifically presented, such as:**

- Candidate solely responsible
- Candidate largely responsible
- Under the direction of the candidate

The candidate's role should be clearly stated such as primary Author, Editor or Contributor (with some indication of degree)