



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

This guide and worksheet is designed to help create a nomination for ASCE Distinguished Membership. The worksheet is not part of the final nomination package. Please carefully review the steps outlined to get a sense of the details of submission before beginning the process of nominating.

It is the intent of the Society that the nomination for a Distinguished Member remains confidential and is to be known only to the nominator, the endorser, the reference letter authors and the Society Awards Committee. Self-nominations are not permitted.

STEP 1 – Understand the benefits of being identified as an ASCE Distinguished Member.

In addition to being recognized as a Civil Engineer of eminence, the Distinguished Members are excused from the requirement to pay Society dues and receive one free institute membership.

STEP 2 – Understand who may nominate.

The nominator must be a Society member in good standing.

I will be the nominator. I am an ASCE member in good standing.

My ASCE member number is _____

STEP 3 – Know the nomination deadline.

Complete nomination packages are due to the Honors and Awards Program office no later than midnight October 1st. Submissions must be received electronically at awards@asce.org.

STEP 4 – Whom to nominate? The highest recognition the Society may confer, second only to the title ASCE President and President Emeritus, is that of Distinguished Member. The Distinguished Membership grade is reserved for members of the Society who have achieved the rank of Member or Fellow and who demonstrate **eminence** in some branch of civil engineering. The list of honorees is prestigious and includes civil engineers of regional and world renown, both practitioners and academics. The most important word in this definition is **eminence**.

The person the Society seeks to recognize is one who demonstrates a career of “firsts”, such as patents, innovation, or a reputation for outstanding work in his/her field.

Past Presidents and the President Elect-Elect of the Society are not eligible for Distinguished Member status (unless achieved prior to serving as a Presidential Officer).

I have decided to nominate _____

For their _____

STEP 5 – 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)

Important details: (a) the total page count of a complete nomination package cannot exceed thirty (30) pages, including reference letters; (b) please submit all documents in 12pt font size.

STEPS 6-9 can be worked on simultaneously.

STEP 6 – Locate the candidate's one-page summary biography distinct from the citation and a resume or CV not to exceed 15 pages.

One-page bio received on _____ (insert date)

Resume or CV received on _____ (insert date)

STEP 7 – Identify an endorsement from an officer of an appropriate an ASCE Institute, Section, Chapter, Branch, or Society Committee. The nomination form must be signed by an officer.

The nominator has requested the endorsement of the nominee from (insert name) _____, who is the (insert role) _____ of the _____ (insert organizational entity).

STEP 8 – Develop a list of people from whom you will request letters of recommendation. A complete package will need six letters. Due to the confidentiality of the nomination, please have letters addressed to: Honors and Awards, ASCE, 1801 Alexander Bell Drive, Reston, VA 20191-4400 and sent electronically to awards@asce.org

- Electronic submission of recommendation letters is required. Reference letters cannot exceed two pages in length and should be in 12pt font size.

The responsibility of making sure letters of recommendation are sent to ASCE on time lies with the nominator.

When a nomination package is considered complete, the nominator will receive an email advising same. Recommendation letters received after the deadline will not be added to the nomination package.

In requesting that a person write a letter on behalf of the nominee, please be sure to give him/her a deadline to submit. Successful letters of recommendation justify why a candidate should be selected and **do not** repeat the candidate's CV. It is recommended that sources of letters of recommendation come from people who have first-hand knowledge of the nominee and can provide justification of the candidate's "eminence". The diversity and originality of content of the letters of recommendation are of strong interest to the Society Awards Committee.

I have identified _____(insert date) as the date on which the letter must be sent to the Honors and Awards Program Office.

I requested letters of recommendation and completed the list of recommender form on _____.

STEP 9 – Helpful note on writing citation. The citation you create in item 2 of the nomination form will appear on the honoree's framed certificate. Three examples of successful citations are provided below.

"For her 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."

STEP 10 – Assemble the necessary elements of the package in the following order:

Important details: (a) the total page count of a complete nomination package cannot exceed thirty (30)

pages, including reference letters; (b) please submit all documents in 12pt font size.

1. Completed Nomination form
2. One-page summarized biography distinct from the citation
3. A resume or CV not to exceed 15 pages
4. List of Recommenders form

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

STEP 11 – Nomination packages must be complete by October 1.

Email the nomination package to: awards@asce.org.

I have emailed the nomination package on _____(insert date), and I have retained a copy for my file.

STEP 12 – Upon receipt, the nomination package will be reviewed for completeness and an email acknowledgement will be sent to the nominator. The nominator will also receive notice when the letters of recommendation has been received.

Only nominations completed by October 1 will be considered in that year's selection cycle. Nominations which miss the October 1 deadline have until the following October 1 to be completed for the following year.

Should you have questions that have not been addressed in this guide, please contact the Honors and Awards Program office at awards@asce.org.

Nominees for Distinguished Member will be eligible for a total of three years. If not selected in the first year, the nomination will automatically be considered for two additional years with no action required by the nominator.

After the first year of consideration, the nominator may update the nomination package without changing the eligibility period. Any part of the package may be updated, except letters of recommendation. Letters of recommendation are held in strict confidence and are shared with only members of the Society Awards Committee.

If you are planning to update the nomination package, please notify the Society Awards Committee (awards@asce.org) by August 1. Updated material cannot be accepted after October 1.

**SAMPLE ENDORSEMENT LETTER FOR
DISTINGUISHED MEMBERSHIP**

Please use 12pt font for reference letters. Reference letters cannot exceed two pages in length.

On your letterhead, if available for this purpose.

INSERT DATE HERE

Distinguished Member Selection Committee
Honors and Awards Program Office
ASCE
1801 Alexander Bell Drive Reston,
VA 20191-4400
awards@asce.org

RE: INSERT CANDIDATE'S NAME AND CREDENTIALS HERE (e.g. Robert A.L. Fishhook, Ph.D., P.E., F.ASCE)

Dear Selection Committee:

INSERT INTRODUCTORY PARAGRAPH HERE (e.g.: I am pleased to recommend for Distinguished Membership INSERT CANDIDATE'S NAME HERE.) STATE YOUR RELATIONSHIP TO THE CANDIDATE (e.g.: I have known Professor Fishhook as a colleague on the civil engineering faculty at Indiana University for 15 years.)

INSERT 2-6 PARAGRAPHS HERE THAT JUSTIFY WHY YOUR CANDIDATE WARRANTS SELECTION AS A DISTINGUISHED MEMBER. PROVIDE EXAMPLES OF HOW HE/SHE FULFILLS THE REQUIREMENT FOR ACKNOWLEDGED EMINENCE.

INSERT CLOSING PARAGRAPH HERE (e.g.: I recommend without reservation Robert A.L. Fishhook for ASCE Distinguished Membership.)

Sincerely,
signature
NAME AND CREDENTIALS HERE (e.g. Thelma Joyful, P.E., F.ASCE)



LIST OF RECOMMENDERS FOR DISTINGUISHED MEMBER CANDIDATE

Send this completed form to the Honors and Awards Program office (awards@asce.org) with your nomination package. The List of Recommenders form advises the Honors and Awards Program office of the people who will be recommending your candidate for Distinguished Membership.

DISTINGUISHED MEMBER CANDIDATE: _____
 (insert candidate's name and credentials. *Example: Thelma B. Joyful, Ph.D., P.E., L.S., F.ASCE*)

Nominator: _____ Email Address: _____

Nomination for Distinguished Membership requires six letters of recommendation. As soon as the letters have been received, you will be notified that your nomination package is complete. Letters received after October 1 cannot be added to packages. Nominations lacking six letters of recommendation by October 1 are considered incomplete and cannot be presented for consideration. You will have until the following October 1 to present a complete nomination. Letters of recommendation are confidential and are shared only with members of the selection committee. Letters of recommendation must be sent by the author and bear the author's signature. Letters must be sent electronically to awards@asce.org.

The following people have agreed to author letters of recommendation that they will send directly to the Honors and Awards program office.

Name of Recommender (credentials, including ASCE membership grade)	Date Letter Was Received by Honors & Awards
1.	
2.	
3.	
4.	
5.	
6.	