Instructions for Initiators and Sponsors for Nomination for Fellow

In accordance with Section 4.1 of the SFPE Constitution, an SFPE Fellow shall have been a Professional Member of SFPE for at least 10 years. To be elected as a Fellow, the Professional Member must have provided service to the Society and have amassed significant accomplishment and stature in fire protection engineering.

Any SFPE Professional Member or Fellow may nominate an SFPE member for Fellow. A nomination also requires sponsorship by four other SFPE Professional Members or Fellows.

To elect a Professional Member to the grade of Fellow, the nomination package must be complete and the information provided must demonstrate that the Professional Member deserves to be elected to the grade of Fellow. The SFPE Honors Committee will review the nomination package and provide a recommendation to the SFPE Board of Directors. Election requires a favorable majority vote of the SFPE Board of Directors.

Role of the Initiator: The Initiator solicits four sponsors, collects or develops a CV or resume for the Nominee, gathers documentation from the sponsors, and puts the nomination package together. The nomination package should include a copy of the form found at the end of these instructions and details from the Initiator and every sponsor about the Nominee’s service to SFPE, accomplishments and stature. A completed package is required to be sent to SFPE Headquarters, 7315 Wisconsin Ave, Suite 620E, Bethesda, MD 20814, by January 15th. To assist in the process, the Initiator should circulate the nomination form to the Sponsors.

Selecting Sponsors: Each Sponsor must be a Fellow or Professional Member of SFPE. Not more than two sponsors should be from the same organization. The four sponsors should be selected with care to cover all phases of the Nominee’s career. The Sponsors should come from different employers and different areas of the Nominee’s employment or volunteer activities to fully document all achievements. All Sponsors from the same SFPE chapter or region, or attesting to the same five years of the Nominee’s career, could give too narrow a vision of the Nominee.

Role of the Sponsors: Each Sponsor should provide information that supports the portions of the Nomination Form with which they are familiar. Emphasis should be provided where appropriate, and additional information included. The more information that sponsors can provide, the better to support the nomination. Sponsors should give specific personal examples of the Nominee’s fire protection engineering excellence and contributions to the profession and SFPE. It is best not to use the terms “many talks,” “many articles,” or “many trainees.” Instead, give specifics and specifically comment on the importance of the accomplishments to the profession. Sponsors should forward their supporting information to the Initiator, who is responsible for assembling the nomination package.

Role of SFPE Headquarters: Headquarters is available to provide background data to the Initiator and/or sponsors as needed. Headquarters will review completed packages as they are received by SFPE and provide updates of the status of the nomination to the Initiator during the nomination process.
Information on Nominee Needed from Initiator and Sponsors:

1. **Service to SFPE** – Provide information on involvement in any SFPE activities, either at the local, national or international level. Examples include service on SFPE committees (technical and other) or task groups, the board of directors, or local chapter leadership. Special projects that are undertaken on a volunteer basis for SFPE or one of its committees or chapters could be considered as service to SFPE, as such special projects constitute a committee of one. Representing SFPE through membership on external committees or contributions to other organizations in the broader engineering and other communities is also a form of service. Authorship of papers, books or chapters in books would normally count towards stature; if the work appears in an SFPE publication, it could also count towards service. For example, membership on the editorial board of the *Journal of Fire Protection Engineering* or reviewing papers for the *Journal* could be considered for service. Similarly, authorship of a chapter in the SFPE *Handbook of Fire Protection Engineering* could also be considered as service.

2. **Significant Accomplishments in Fire Protection Engineering** – The Nominee must have made a meaningful impact on the fire protection engineering profession. Examples of accomplishments include: significant involvement in projects, managerial achievement in bringing engineering efforts to fruition, inventions or patents; unpublished and public talks; any scientific or engineering papers or theories, tests, concepts, and demonstrations; impacts on fire protection regulations or technical standards, etc. The fire protection engineering accomplishments must be well demonstrated and the importance of the accomplishments needs to be documented. Should it be a factor, teaching and training of FPEs should be included.

3. **Stature in Fire Protection Engineering** – Provide information on awards received, committee appointments and volunteer or professional leadership positions. As well, invited lectures, presentations made and service as a spokesperson provide an indication of stature. Documentation could include information that shows that the Nominee stands out among peers and could include articles about him/her or his/her work.

4. **Additional Information** – All information outlining the Nominee’s contributions to the profession is helpful. Provide as much as needed to fully document the nomination.
Nomination Form for Fellow

Article 4 of the Constitution states that a Fellow shall have been a Professional Member for at least 10 years and that election to the grade of Fellow shall be in recognition of significant accomplishment and stature in fire protection engineering and service to SFPE. It also states that election to the grade shall be upon nomination by five Fellows or Professional Members, review and recommendation by the Honors Committee and a favorable majority vote of the Board of Directors. A completed copy of this form should be included along with a copy of the Nominee’s CV or resume and letters of support from the Initiator and each of the sponsors that address the nominee’s accomplishments, stature and service to SFPE.

1. **NOMINEE**
   - Residence Address
   - Employer
   - Nominee’s Position Title
   - Employer’s Address

2. **YEAR NOMINEE ELECTED TO PROFESSIONAL MEMBER GRADE**

3. **INITIATOR**
   - i). Name
   - Address
   - Initiator Grade of Membership
     - [ ] Professional Member
     - [ ] Fellow

4. **SPONSORS**
   - ii). Name
     - Address
     - Sponsor Grade of Membership
       - [ ] Professional Member
       - [ ] Fellow
   - iii). Name
     - Address
     - Sponsor Grade of Membership
       - [ ] Professional Member
       - [ ] Fellow
   - iv). Name
     - Address
     - Sponsor Grade of Membership
       - [ ] Professional Member
       - [ ] Fellow
   - v). Name
     - Address
     - Sponsor Grade of Membership
       - [ ] Professional Member
       - [ ] Fellow
5. **EDUCATION/PROFESSIONAL REGISTRATION**

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<th>Please fill in appropriate blanks: State/Prov.</th>
<th>College/University</th>
<th>Degree</th>
<th>Major</th>
<th>Date</th>
<th>degree earned</th>
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<td>☐ P.E. ____________ or ____________ P.Eng. ____________ ____________</td>
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List professional registrations or certifications. Normally, these are recognized by state, provincial, or other licensing bodies. List all academic degrees held by the Nominee.