Society for the Advancement of Material and Process Engineering
GLOBAL PRACTICE 1.8

TITLE: SAMPE FELLOW AWARD

SCOPE:

This practice governs all Society units.

This practice presents the rules to be followed and the basic requirements to be met for the selection of SAMPE members as recognized Fellows of the global society.

In the paragraphs that follow, more detailed description of a SAMPE Fellow is provided as well as all the requirements for submitting and evaluating nominations and for making the award.

PRACTICE:

A. SAMPE hereby establishes the honor of Fellow of the Society to provide recognition of members for distinguished contributions in the fields of materials and processes over an extended time period and to develop a broadly based forum for technical and professional leaders to serve as advisors to the society.
B. Fellow Definition
    1. The individual has a personal reputation and has exhibited outstanding accomplishments over an extended period of time in some phase of materials and processes science or engineering.
    2. The individual will have shown a broad and productive achievement in production, manufacturing, management, design, development, research or education as evidenced by:
        a. Outstanding performance in the field of employment as recognized by the nominee's significant contributions in the materials and processing field.
        b. Sustained high level of performance in the nominee's field over a period of years (preferably over a 10+ year period) in carrying out responsibilities.
        c. Personal innovative ability to solve problems related to production, manufacturing, marketing, research or development.
        d. Personal ability to manage, direct personnel in the field of research, marketing management, or education to be beneficial to the materials and processes field
        e. Publication of papers, articles, and books.
        f. Development of inventions and the granting of patents to the nominee.
        g. Participation in and contributions to SAMPE at local, regional and/or global levels.
C. Nominee Requirements
    1. The individual must have five years of continuous membership as an individual Member or as the voting Member of a sustaining membership at the time of nomination to become a Fellow.
    2. Must be a recognized leader in the materials and processes area
D. Nomination Procedure
    1. Nomination must be done by one of the following:

a. SAMPE Fellow
b. SAMPE Global Officer
c. SAMPE Region, Chapter, or Club through their executive committee.
d. Any six SAMPE members at large.

2. Nominations must be submitted by the date indicated so that the review process can be accomplished by the dates required to assure adequate review and approval.
3. Suggested citation of not more than fifty words must appear on the nomination form..

E. Selection Process

1. Fellow Selection Committee
    a. Individual members and chair of the Fellow Selection Committee shall be selected and appointed by the Global President. The Executive Vice President is an ex-officio committee member and does not vote in the selection process.
    b. The committee shall be made up of six (6) Fellows plus the Executive Vice President (ex officio). The committee chair shall ensure global make-up of the committee to include Fellows representatives from regions and chapters worldwide.
    c. The tenure for members of the awards selection committee shall be three years with two of the members being replaced each year.
2. Nomination forms are submitted to the Fellow Selection Committee for evaluation and distributed by the committee chair to the members of the Fellow Selection Committee.
3. The selection committee will review nominations only submitted on the proper forms or proper electronic format.
4. Nomination evaluations must be returned to the chair, Fellow Selection Committee, by the date established annually by the chair sufficiently in advance of the date at which selected candidate recommendations are submitted to the Executive Cabinet and Past Presidents committee for approval.
5. Nominations shall remain valid for three years.
    a. After the three-year valid period, re-nomination cannot be considered for five years.
6. Any nominee who does not receive at least one “accept” vote shall be dropped from further consideration in the current year.
    a. The nominee can be reconsidered after a 5-year waiting period (with a new nomination).
7. No more than six new fellows shall be inducted at any one ceremony.
8. All information on nominees will be held in strictest confidence and no information will be transmitted on any pending nomination. Individuals desiring to know the names of members held in nomination should submit prospective candidates’ names in writing and they will be notified only if there are duplications.
9. If at all possible, individuals in nomination or in consideration for nomination should not be contacted personally or in writing or in any way advised of the pending nomination. Advanced knowledge of an individual’s pending nomination can lead to embarrassment for all parties concerned.
10. Posthumous nominations will only be considered if submitted within one year of death.

F. Report of the Fellow Selection Committee

1. The committee shall, at least 30 days prior to scheduled consideration by the Global BOD for approval of new SAMPE Fellows submit to the SAMPE president a report including nomination form and background information on the chosen nominees, as well as the rationale and documentation for selection. The names of nominees shall also be submitted

to the Past Presidents committee for their approval prior to the above mentioned BOD meeting.
2. A concise statement, in fifty words or less, of the recipient's accomplishments shall be composed by the selection committee for inclusion on the award certificate. This statement should be part of the report to the President.
3. The evaluations are returned to the chair for tabulation and numerical analysis.
4. Electronic communication is then typically used to finalize the selections.

G. Approval Method
1. The committee's selections for induction shall be sent to the Global President and the Past Presidents Committee for approval.
2. Subsequently, those approved shall be submitted to the Global Board of Directors (BOD) for their approval at least two months prior to the presentation of the award. BOD approval will be done by one of the following methods:
    a. By a majority vote of the Directors at a fully constituted Global BOD meeting.
    b. By a majority response (polling can be electronic or by mail) of the Global BOD provided that those responding represent a quorum of a fully constituted BOD meeting.

H. Acknowledgement
1. The candidate nomination shall be announced by:
    a. A letter to the newly elected SAMPE Fellow
    b. Notices to Region President, Chapter/Club Chair and to the person signing the nomination form.
    c. Notice to the new Fellow's employer (preferably an officer or high ranking official)
    d. Notice to *SAMPE Journal*

I. Formal Presentation
1. Nominees are invited to the Fellows dinner held at an international conference of the Global society that is typically at a North American conference. Under exceptional circumstances recognition may be held at another international conference but this shall be a rare occurrence. New Fellows are seated as honored guests. Formal evening dress is prescribed for these new Fellows. (If posthumous, a member of the family or designated representative will substitute for the new Fellow.) All previously awarded Fellows and their spouses are invited to each dinner each year. Formal dress is optional for this group.
    a. It is the desire of SAMPE to present the award personally at the annual awards event for appropriate recognition. However, in extenuating circumstance, the individual need not be present to receive this award
2. The presentation shall be conducted in a format determined and reviewed annually by the Global Executive Cabinet.
3. SAMPE pays for the dinners for new Fellows and their spouses, the Global Officers and their spouses, the Immediate Past Global President, the conference general chair(s) and program chair(s) and their spouses and any invited special guests.

J. Physical description of the award
1. Fellow award recipients will receive a lapel pin inscribed with SAMPE Fellow and a Fellow award designed specifically for the purpose.
2. Fellow selection procedure chart (1 page)
3. Nomination for Fellow form (3 pages)
4. Citation form (1 page)
5. Fellow selection guidelines (2 pages)
6. Fellow candidate form (1 page)

Click here for **ENCLOSURE 1** – Guide to Fellow Selection Procedure, 1 page

Click here for **ENCLOSURE 2 -** Fellow Nomination Form, 3 pages

Click here for **ENCLOSURE 3** - Fellow Citation Form, 1 page

Click here for **ENCLOSURE 4** - Fellow Selection Guidelines and Procedures, 2 pages

Click here for **ENCLOSURE 5 -** Fellow Candidate Evaluation, 1 page

Enclosure 1

GUIDE TO FELLOW SELECTION PROCEDURE

DEADLINE: 75 days prior to BOD consideration of Selection Committee recommendations

- Source of nominations: chapters and members.
- Acknowledgement sent to individuals submitting nominations, with copy to chapter chairs.
- Dossiers checked to qualify nominees: 5 years continuous membership; verify: address, company affiliation, chapter affiliations, membership status.
- Nominees checked against candidate file: Fellow list.

The following is an *approximate* timeline for the selection process:

ELEVEN MONTHS PRIOR

Fellow Selection committee mailing: For review: (1) Fellow nominees (2) Award description (3) Procedures and guidelines for Fellow selection (4) Rating and weighing system (5) Member profile (6) Sample forms: evaluation, citation, nomination

Preliminary screening of all valid candidates; additions and/or deletions are made by committee in preparation for ratings.

TEN MONTHS PRIOR

Evaluation of dossiers by selection committee; ratings and recommendations returned to chair to be tallied and averaged.

Fellow selection committee conference call: review and make selections from candidate rating summary for awards committee approval.

EIGHT MONTHS PRIOR

Report to the President. Nominees forwarded to: Past Presidents committee and Board of Directors approval. Select awards banquet speaker.

SIX MONTHS PRIOR

Letter to newly elected Fellows; announcement of Fellows to chapters, employers and *SAMPE Journal*

FIVE MONTHS PRIOR

Prepare Fellow certificates and/or plaques.

FOUR MONTHS PRIOR

Prepare Fellow announcement for *SAMPE Journal*.

100 DAYS PRIOR TO PRESENTATION

Letter re: dinner details to Fellows.

AWARDS PRESENTATION

Fellow Awards Dinner

Enclosure 2

FELLOW NOMINATION FORM

FOR SAMPE VERIFICATION

Date of First Submission of Nomination_____

Years Eligible_____

5 Year Member_____

Return to:

Chair, Fellow Committee
SAMPE
21680 Gateway Center Drive, Suite 300
Diamond Bar, CA 91765-2435, USA
+1.626.521.9460 ▪ sampe@sampe.org

Nominated by (designate point of contact):

SAMPE Officer _____
Chapter _____
SAMPE Fellow _____
Six Members _____
NOT A MEMBER _____
Less than 5 continuous years _____
Board Member _____

SECTION A

1. Candidate's name_____

   If deceased, date of death: _____

2. Address _____

   _____

   Phone Number _____

   E-Mail _____

3. Company/Institution Affiliation _____

4. Years SAMPE member _____ SAMPE chapter_____

5. Nominators

a. SAMPE Chapter _____

Chapter Chair _____

b. SAMPE Fellow _____

c. SAMPE Officer _____

d. Six regular members of SAMPE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

6. Citation: A concise supporting statement (50 words or less) as to why the nominee should be selected as a Fellow of SAMPE. This statement will form the basis for the official citation should the nominee be selected. NO testimonial letters, please.

7. Academic Background: (Institution, Major and Minor, Year, Degree or Certificate)

8. Employment History: (Companies, Positions, Years)

a. Summarize major contributions in these positions.

SECTION B

Below, outline the candidate's highlights in each category in the space provided. On separate sheets, thoroughly document the candidate's accomplishments in each area. List all attachments furnished. Identify attachments with the appropriate item numbers used on this form and with the name of the nominee.

9. Major Accomplishments and Contributions: (Nominee's most significant contributions to which his/her name or work is associated. When and where was the work done and its significance, e.g., development of new materials, processes, inventions, applications, markets, and commercialization of products?)

10. Sustained Professional Growth: (Evidence that the nominee has sustained a high level of performance over the years in carrying out duties and responsibilities in industry, government, teaching or publishing in contrast to the major outstanding contributions stated above.)

11. Innovations: (Innovative solutions to problems related to production, marketing, management, research, education, publishing or new business and applications development.)

12. Development of People: (Provide evidence of candidate's contribution to the development of people in research, production, marketing, management or education, sales or publishing to the benefit of the materials field.)

13. Society and Chapter Contribution: (Nominee's significant contribution to International SAMPE and/or its chapters, e.g., committees served, offices held, etc.)

Note: Please fill this form out completely. This is the only paper that the selection committee will see to evaluate the nominee. Do not assume that your nominee is so well known that it is not necessary to include some data. Fellow selection will be made only on the data presented.

Enclosure 3

FELLOW CITATION FORM

Candidate's Name _____

Return to:

Chair, Fellow Program
SAMPE
21680 Gateway Center Drive, Suite 300
Diamond Bar, CA 91765-2435, USA
+1.626.521.9460 ▪ sampe@sampe.org

If the above candidate has been accepted by the SAMPE Fellow Selection Committee, please develop a 25–50 word citation for your candidate.

CITATION

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Enclosure 4

FELLOW SELECTION GUIDELINES AND PROCEDURES

A. Rating and Weighted System, Guidelines and Criteria

Rating and Weighted System	Point Values
1. Major Accomplishments/Contributions	60
2. Sustained Professional Growth	30
3. Innovations	30
4. Development of People	50
5. Society/Chapter Contributions	40
Total	210

- As a guide to maintain some degree of consistency, your median rating should be approximately 150 points.
- You should make your own decision on where your "accept–defer" cut–off point is to be.
- A number of criteria will enter into the evaluation process. These include sensitivity to matters such as:

    a. Care not to overload with retirees.
    b. Deferring candidates currently on the SAMPE Executive Cabinet.
    c. Deferring candidates without complete dossiers.
    d. Working toward a distribution of Fellows similar to the Society's membership profile.
    e. Concern for "relativity", i.e., worthiness compared to others in the same organization and/or specific field.

6. A candidate may be considered on a technical or non-technical basis. Do not discriminate against non-technical candidates who have sound credentials.

B. Procedure

1. Establish a deadline for submission of candidates. Dossiers must accompany these submissions.
2. Establish a meeting date for the selection committee at least two months after the above deadline.
3. Submit a list of all candidates to all members of the selection committee.
4. Selection committee members review the dossiers and return them with recommendations for acceptance or deferral, if possible, within two weeks from the date of receipt, but in no case later than two weeks prior to the meeting date.
5. The chair will prepare a list of candidates for the committee meeting which would show committee member recommendations and ratings. The members who did the rating would remain anonymous. A format similar to the following would be used:

RATING

NOMINEE NAME	RECOMMENDATIONS		(COMMITTEE MEMBER NUMBER)					
	Accept	Defer	1	2	3	4	5	6
John Jones	3	3	185	178	195	102	92	89

6. At the selection committee meeting, each candidate should be reviewed and voted upon by the committee. The votes on each candidate should be tallied. This preferably should be a secret vote to avoid personality clashes. In controversial cases, it might prove desirable for additional review on the night after the first day of the meeting and a report of the findings the following day. For this reason and others, one two-day meeting, rather than two or more one-day meetings is suggested. These meetings may be held by teleconference, so long as sufficient time is allotted for evaluation and discussion prior to final selection.

Enclosure 5

(Confidential, when completed)

FELLOW CANDIDATE EVALUATION

Return to: Return by:

_____

Chair, Fellow Program
SAMPE
21680 Gateway Center Drive, Suite 300
Diamond Bar, CA 91765-2435, USA
+1.626.521.9460 ▪ sampe@sampe.org

From _____

Candidate _____ Eligible_____

Evaluation	Possible Points	Points Awarded
1. Major Accomplishments/Contributions	60	_____
2. Sustained Professional Growth	30	_____
3. Innovations	30	_____
4. Development of People	50	_____
5. Society/Chapter Activity	40	_____
	TOTAL	_____

Recommendation

Accept _____ Defer _____ Reject_____

(To be filled in by committee member)

As a guide to maintain some degree of consistency, your median rating should be approximately 150 points. You should make your own decision on where your "accept–defer–reject" cut-off points are to be. The reject criteria should only be used for totally unacceptable candidates.