TABLE OF CONTENTS

[Purpose 2](#_Toc327875782)

[Qualifications 2](#_Toc327875783)

[Fellow of the Society Member Bylaw 2](#_Toc327875784)

[Criteria for Eligibility 2](#_Toc327875785)

[Roles and Responsibilities 3](#_Toc327875786)

[Nominating Organization 3](#_Toc327875787)

[Nominee 3](#_Toc327875788)

[Sponsor(s) 3](#_Toc327875789)

[Division/Special Interest Group 3](#_Toc327875790)

[Process Champion 3](#_Toc327875791)

[Deadlines and Submittal Process 4](#_Toc327875792)

[Deadlines 4](#_Toc327875793)

[Submittal process 4](#_Toc327875794)

[Form 1: Nomination for Fellow of the Society 5](#_Toc327875795)

[Professional Record of Fellow of the Society Nominee 7](#_Toc327875796)

[Form 2: Professional Record of Fellow of the Society Nominee 8](#_Toc327875797)

[Sponsor Statement 12](#_Toc327875798)

[Who should be a Sponsor 12](#_Toc327875799)

[You should be a Sponsor if 12](#_Toc327875800)

[Purpose of the Sponsor 12](#_Toc327875801)

[What Not To Include In the Sponsor Statement 12](#_Toc327875802)

[How to Complete A Sponsor Statement 13](#_Toc327875803)

[Form 3: Sponsor Statement 14](#_Toc327875804)

[Division/SIG Responsibility in the Fellow Election Process 15](#_Toc327875805)

[Division/Special Interest Group Critique 15](#_Toc327875806)

[Purpose of This Critique 15](#_Toc327875807)

[What To Look For 15](#_Toc327875808)

[Responsibility 15](#_Toc327875809)

[Form 4: Division/SIG Critique 16](#_Toc327875810)

# 

# PURPOSE

The purpose of these guidelines is to describe the procedures for nomination and election of Society of Plastics Engineers members to the Fellow of the Society grade and to provide some assistance for carrying out those procedures.

# QUALIFICATIONS

## Fellow of the Society Member Bylaw

To be elected Fellow of the Society, a candidate shall have demonstrated outstanding achievements in the field of plastics engineering, science or technology, or in the management of such activities; shall be sponsored, in writing, by the Board of Directors of at least one Section or Division, or by a committee of the Society organized for this purpose; shall have credentials certified by and application approved by the Credentials Committee; and shall have been a member in good standing for six years. The level of Fellow of the Society shall at no time exceed 5% of the voting members in good standing in the Society.

## Criteria for Eligibility

Criteria for eligibility for the Fellow of the Society member grade is taken to mean: having accomplished a step change in the state of the art of plastics engineering such that the conduct of business has been taken to a higher level of effectiveness through advances in either the technology or its commercial practice, bringing significant benefit to society. The individual must have contributed substantially, though not necessarily exclusively, to any achievement(s) being considered in evaluating her/his value to the profession.

Substantial contributions include being an inventor, proprietor, creator or developer of a new concept or a driving force in reducing such to practice, or a recognized leader of such an effort with responsibilities that go beyond the administrative, such that the accomplishment could not have been made without that individual’s dedicated leadership.

Documents indicating such recognition would include patents, publications, awards, promotions, letters of acknowledgment, elections to prestigious organizations and leadership positions in professional bodies that promote the utilization of the accomplishment for the common good. It is important that a clear documentation of these contributions be provided to enable even those personally unacquainted with the candidate to arrive at a valid judgment of his/her credentials.

# ROLES AND RESPONSIBILITIES

## Nominating Organization

An SPE member may be nominated for the Fellow grade by the board of directors of a Section, Division, or by a committee of the Society organized for this purpose.

Having decided upon a nominee, the nominating organization contacts, in writing, the SPE Staff Liaison to verify the candidate’s eligibility.

Once eligibility is determined, the organization contacts the nominee, obtains names of two individual sponsors, and selects the most suitable Division or SIG to review the nominee’s technical achievements from the list of Divisions/SIGs provided. See pages 4 & 5 of this manual.

The nominating organization also must designate a Process Champion to follow through with the application process.

The nominating organization completes the Nomination for Fellow of the Society form (pages 4 & 5) and returns it to the SPE Staff Liaison.

Fellow Manuals are available on the SPE website for use by Nominees and Sponsors.

## Nominee

The Nominee completes the Professional Record (pages 6 - 10) and forwards it along with the proper documentation, i.e., title pages of all publications, patents, papers, books, etc. that support the application for Fellow, to the SPE Staff Liaison. A list of all publications is of interest but not mandatory. Copies of the Professional Record should also be made available to the Sponsors for their review.

## Sponsor(s)

Each Sponsor completes a Sponsor Statement (pages 11 – 13) and returns it to the SPE Staff Liaison. Sponsor statements must include specific details on contributions made to the plastics industry.

## Division/Special Interest Group

The Division/SIG writes a Division/SIG Critique (pages 14 & 15) on the technical merits of the nominee’s achievements, and returns it to the SPE Staff Liaison.

## Process Champion

Action by the Section/Division Champion is crucial to the success of the nomination process.

They will:

* Facilitate the distribution and submission of the Professional Record, Sponsor Statements, and Division/SIG Critique.
* Verify that SPE bylaws and guidelines are followed.
* Submit all paperwork electronically to SPE Headquarters for distribution to the Fellows Election Committee and SPE Executive Committee.
* Do any required follow-up.

# DEADLINES AND SUBMITTAL PROCESS

Completed application includes

* Nomination Form.
* Complete Professional Record, including supporting documentation.
* Two Sponsor Statements.
* Division Critique.

## Deadlines

Deadline for the electronic submission of a completed application – **October 1, 2019**

Deadline for missing/incomplete information as requested by Fellows Election Committee Chair – **October 31, 2019**

Committee report forwarded to the Executive Board for endorsement – **January 2020**

Presentation of the Fellows certificates and pins – at **ANTEC 2020**

## Submittal Process

The application process is electronic. All materials must be received electronically in a PC compatible format. They must be sent in the form of Microsoft Word (.doc), or Adobe Acrobat (.pdf).

**E-mail:** Submit your application materials to [kschacht@4spe.org](mailto:kschacht@4spe.org)

# FORM 1: NOMINATION FOR FELLOW OF THE SOCIETY

To:

Fellows Election Committee

Our Nominee for Fellow of the Society is:

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company

Address

City State Zip

Country

Phone Fax

E-Mail

**Confirmed eligible by SPE HQ? Yes [ ] No [ ]**

The following two SPE members have agreed to act as sponsors of our nominee:

Sponsor #1:

Name

Company

Address

City State Zip

Country

Phone Fax

E-Mail

Sponsor #2:

Name

Company

Address

City State Zip

Country

Phone Fax

E-Mail

Please indicate who will be the Process Champion:

Process Champion:

Name

Company

Address

City State Zip

Country

Phone Fax

E-Mail

Section/Division:

**Name of the Division or Special Interest Group that will be reviewing the Nominee’s credentials (name only one):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Nominated by:

Name (print)

Signature Date

Acting As: [ ] President, Section

[ ] Chair, Division / SIG

[ ] Chair, SPE Fellows Election Committee

# PROFESSIONAL RECORD OF FELLOW OF THE SOCIETY NOMINEE

THIS FORM MUST BE TYPED TO BE REVIEWED

It is strongly recommended that the nominee fill out this form using a computer. If more room is needed than the forms allow, please attach supplementary sheets to the form. If you are unable to download this version of the application from the web site, please call Kathy Schacht at 203-740-5430 for a compatible version.

**Professional Record**

* The Professional Record should emphasize outstanding scientific, technical or business achievements rather than merely listing positions and titles held.
* The Professional Record should cover achievements to the present. The extent of the Nominee’s involvement should be specifically presented: e.g., in conception, execution, management, development, etc.
* The Professional Record should identify individual contributions when the Nominee worked as part of a team.
* The Nominee is not limited in length of the Professional Record, so that all achievements can be adequately represented. A complete list of publications (patents, papers, books) is highly recommended. However, it is strongly recommended that the Professional Record be not inundated with inconsequential and unnecessary details. This is a critical concept.

\* Copies of title pages of publications, patents, papers, books, etc. that best support the application for Fellow citations of accomplishments must be included.

**Additional Professional Data**

* Include information on accomplishments that have changed the industry or have made a sustainable impact on the industry.
* If any publications, books, papers or patents were instrumental in the advancement of technology, their importance should be emphasized.
* As most plastic professionals eligible for Fellow nomination have specialized in a particular area(s) of technical expertise, an explanation should be given if no such specialty is named.

# FORM 2: PROFESSIONAL RECORD OF FELLOW OF THE SOCIETY NOMINEE

Fellow Nominee Date

GIVE IN SEQUENCE AND IN COMPLETE DETAIL

Please type a brief, but specific, description of outstanding scientific, engineering or business activities to which you have made important contributions. For example: significant research, design, prototyping/tooling, construction, or management of the process/project. Where you were part of a team, be sure to stress your *individual* contributions to that team. List achievements and job position held at time of achievement in reverse chronological order. Include a brief statement about the significance, value, or sustainable impact created by each achievement in the development of technology, influence on the market, or the scientific contribution to the plastics industry.

From To

Month/Year Month/Year Position Held Achievements

Nominee’s Signature Date

Fellow Nominee Date

RANK YOUR FIVE MOST IMPORTANT ACHIEVEMENTS

(#1 BEING THE MOST IMPORTANT)

Provide a detailed description of each achievement, stressing the significance, value, or sustainable impact created by each achievement in the development of technology, influence on the market, or the scientific/technical contribution to the plastics industry.

1.

2.

3.

4.

5.

Fellow Nominee Date

Publications:

Titles of Papers, Dates and Where Presented

**Books**:

Titles, Publishers, Dates

**Patents:**

Patent Numbers, Titles, Dates

**Professional Awards:**

**MANDATORY SUPPORT DOCUMENTATION**

Include copies of the title page (listing author’s name) of all publications, patents, papers, books, certificates or awards, etc. that support the application of Fellow with this form.

Include any other documentation that you think is relative and pertinent.

Fellow Nominee Date

#### Additional Biographical Information

College or University:

Degree/Subject School Date

Degree/Subject School Date

Additional Education and Degrees:

Degree/Subject School Date

Degree/Subject School Date

Licensed or Registered Engineer:

State of Registration, PE Number

Awards for Technical Contributions:

Membership in Technical or Professional Organizations (other than SPE):

Additional Information

Please furnish the names of two additional references that can provide background information on your technical achievements:

Name

Phone E-mail

Name

Phone E-mail

# 

# SPONSOR STATEMENT

## Who should be a Sponsor

### You should be a Sponsor if

* You are knowledgeable in the same technical areas as the Fellow Nominee.
* You have worked with the Nominee and can personally authenticate and verify the “outstanding achievement in the field of plastics engineering, science, or technology, or in the management of such activities” that the Nominee has completed.

You should not be a Sponsor if

* You have only known the Nominee in a social or peripheral relationship.
* You have only second-hand knowledge of his/her achievements.

## Purpose of the Sponsor

The Sponsor is needed to help put the Nominee’s contributions into perspective for the people who will be reviewing these achievements. The sponsors and the Fellows Election Committee interact to recognize the highest contributors to the plastics engineering profession while protecting and enhancing the prestige of SPE and its Fellow membership grade. Sponsor statements should be honest and reliable reflections on the worthiness of the candidate to receive Fellow status. Business considerations and personal liaisons or biases should not enter into such assessments of the individual’s contributions to the field. Unrealistic overstatements by the sponsor may end up being deleterious to the election of the Fellow candidate. The candidate’s and SPE’s interests are both best served by presenting a well-rounded picture of his/her achievements. This statement is your opportunity to further highlight and stress the accomplishments of the nominee (the significance, value, or sustainable impact of an achievement in the development of technology, influence on the market, or the scientific contribution to the plastics industry).

For example:

* Was the Nominee the sole inventor or developer of the technology or was he/she part of a team?
* Was the Nominee responsible for the concept, development, engineering, execution, or management of the technology?
* Speak of outstanding achievements. What made each of the achievements “outstanding”?
* Stress the significance, value, or sustainable impact of each contribution.

## What Not to Include in the Sponsor Statement

* Do not list the nominee’s personal information, i.e. marital status/number of children.
* Do not list SPE activities, unless technical in nature (for example, Division or ANTEC Technical Program activity, editorial advisory board member of SPE journals).
* Do not list titles and positions held by the nominee (for example, technical volumes reviewer, technical journal editor or associate editor).
* Do not list activities unrelated to the plastics industry, such as church or civic activities.

## How to Complete a Sponsor Statement

On the next page, or a separate page, please type a brief description of the Nominee’s outstanding accomplishments in plastics.

* In the opening sentence, define how you know the Nominee to establish your credibility as a Sponsor.
* Be as descriptive and explicit as possible in describing the Nominee. The most common cause of rejection of a nomination is too little specific information on the Nominee.

# FORM 3: SPONSOR STATEMENT

Fellow Nominee Date

On this page, or a separate page, please type a brief description of the Nominee’s outstanding accomplishments in plastics.

* In the opening sentence, define how you know the Nominee to establish your credibility as a Sponsor.
* Be as descriptive and explicit as possible in describing the Nominee. The most common cause of rejection of a nomination is too little specific information on the Nominee.

Sponsor’s Signature Date

# DIVISION/SIG RESPONSIBILITY IN THE FELLOW ELECTION PROCESS

## Division/Special Interest Group Critique

### Purpose of This Critique

As a Division or Special Interest Group, you may have sponsored this member as a worthy Nominee. You are now asked to review this Nominee’s achievements and Sponsor Statements, not on behalf of the Division/SIG, but on behalf of the Society of Plastics Engineers. The Fellow grade is a prestigious grade and should only be granted to Nominees who “have demonstrated outstanding achievement in the field of plastics engineering, science and technology, or in the management of such activities.”

The Nominee has selected your Division/SIG to review his/her credentials. The major portion of the Nominee’s achievements must fall within your Division’s or SIG’s technology for you to review this application. In case of uncertain connection to your Division/SIG, the Fellows Election Committee will appoint a suitable Division/SIG to review the Nominee’s paperwork. This must be a peer review by distinguished and prominent people in your Division/SIG who are technically competent and qualified. When the review is completed, it is to be attached to the complete file and sent to the Fellows Election Committee at SPE Headquarters.

### What to Look For

On a peer review basis, you are asked to verify, to the best of your ability, that the technology described by the Nominee is real, and that the Nominee was responsible for the achievement. If in doubt on any points, you should call on other resources within or outside the Division/SIG to help you decide. If a Nominee has overstated an achievement, the Division/SIG should bring it to his/her attention so that the wording can be changed and then re-evaluated.

In reviewing the Sponsor Statements, make sure that the Sponsor Statements have stressed the significance, value, or sustainable impact created by the nominee’s achievements in the development of technology, influence on the market, or the scientific contribution to the plastics industry.

### Responsibility

The Division/SIG submits the Division/SIG Critique as an advisory document to the Fellows Election Committee. Divisions/SIGs are responsible for certifying the technical achievements of the Nominee. The Fellows Election Committee is the sole Committee responsible for recommending Nominees for the Fellow grade to the Executive Committee. Deadline for all completed material is on or before **October 1, 2019**

# FORM 4: DIVISION/SIG CRITIQUE

Fellow Nominee Date

CRITIQUE OF NOMINEE’S ACHIEVEMENTS

### 

Critique written by Date