

Nomination For Advancement To The Grade Of Fellow

This form is to be completed by sponsors of the candidate, and the qualifications acted upon by the Examining Committee of the Section, Division, or International Chapter, with which the candidate is affiliated.

Before completing this Nomination, please read and study the most recent version of ASQ's Policy/Procedure G-3 for specific information on nominee qualification requirements. The most recent version is available hardcopy from ASQ headquarters, or online in the Society Examining Committee's Office in the Community Center area of ASQNet on the ASQ web site.

- One original and five (5) copies of the completed form and all attachments must go to the address below for further action:

Chair, ASQ Examining Committee
c/o ASQ Membership Services
600 N. Plankinton Avenue
Milwaukee, WI 53203

- Type or clearly print all information. Additional lines may be created as needed when using the electronic format.
- Include supplementary sheets to support each section according to instructions.
 - Avoid duplicating information or providing information in excess of that required to demonstrate the nominee's qualifications.
 - Supplementary information is preferred to substantiate only the nominee's one to two highest point levels of activity in each area. It is NOT required or desired to support every entry. However, for those few entries where the significance of the entry or its relevance to the quality field may not be obvious, additional supporting information may be useful.
- Nominations may be forwarded to ASQ headquarters at any time, but must be submitted with sufficient lead time to be received no later than July 1 for the candidate to be eligible for upgrade the following year.

Basic Nominee Information

Nominee Name (First Middle Last)	
Member Number	
Mailing Address <i>(if different from Business Address below)</i>	
Company	
Department	
Business Telephone	
Business Address	

Nominee Education

Trade or Technical School			
Name and location of School			Year completed
College or University Degree(s)			
Name and location of College or University	Degree Level (Bachelor, Master, PhD)	Degree Major	Year completed

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Elected Fellow, ASQ, by the Board of Directors on:

Date	Chair, ASQ Examining Committee

Policy G-3 Requirements

Every nominee for Fellow must meet the following basic requirements. The sponsor(s) shall:

- Step 1. Check off in the table below either Yes or No with regard to each requirement.
- Step 2. Provide sufficient data that, in their judgment, substantiate the qualifications of the nominee with respect to each of the requirements below.
- Step 3. Obtain signatures of 5 sponsors (ASQ member grade Senior, Fellow or Honorary) and the signature of the chair of the member unit originating the nomination. The chair cannot also sign as one of the 5 sponsors.

**Do not submit nomination
if the nominee does not satisfy all requirements below**

Policy G-3 Basic Requirement	Nominee Satisfies?		Supporting evidence (reference to location of evidence elsewhere in this Form or its attachments)
	Yes	No	
15 full calendar years (not necessarily consecutive) of active experience in quality-related positions prior to the date on which the nomination for Fellow is submitted.	<input type="checkbox"/>	<input type="checkbox"/>	Refer to attached resume and table "Quality Related Positions" in Section II
Senior Member in good standing for at least the past 5 full, consecutive years prior to the date on which the nomination for Fellow is submitted.	<input type="checkbox"/>	<input type="checkbox"/>	Date the nominee became a Senior Member of ASQ Month: Year:
<ul style="list-style-type: none"> ● Alternate Qualification: Up to 3 years of the Senior Membership requirement may be satisfied through equivalent time earned as a Senior member or comparable grade in another recognized professional association or ASQ international affiliate society. 	<input type="checkbox"/>	<input type="checkbox"/>	
Attain distinction in one or more of the following ways:	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ● Planning or operation of quality-related work activities. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ● Teaching a major course in a quality-related academic discipline at an accredited school or institution. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ● Developing original theories, principles, or techniques of quality-related work. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ● Expounding useful theories, principles, or methods of quality-related work. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ● Directing work of significant scope in the application of quality-related work. 	<input type="checkbox"/>	<input type="checkbox"/>	

I. Technical Experience

- Step 1. If nominee has currently-active professional certifications and/or registrations:
- List in category C or F as appropriate.
- Step 2. If nominee has no active certifications or registrations, or if nominee has additional technical experience which justifies additional points:
- Identify the one most appropriate category to reflect the nominee’s technical experience level.
 - In the space provided below for that category, provide a general description of background, work experience, significant contributions or results achieved which demonstrate that level of technical achievement. 100 words maximum.

Minimum required score for this category is 4 points.

A. Understands and applies basic quality management concepts. <i>[1 point]</i>			
B. Understands and routinely applies quality-related concepts. <i>[2 points]</i>			
C. Has been awarded the ASQ Certified Quality Technician, Certified Mechanical Inspector, or equivalent. <i>[3 points]</i>			
Certification/Registration Title	Certifying Body/State	Certificate/Registration Number	Date Certified
D. Has achieved useful or significant results through the application of quality-related concepts. <i>[4 points]</i>			
E. Has developed and implemented significant new applications of quality-related concepts. <i>[5 points]</i>			
F. Has been awarded the ASQ Certified Quality Engineer, Certified Reliability Engineer or equivalent; has been awarded professional licensing/registration or similar recognition. <i>[6 points]</i>			
Certification/Registration Title	Certifying Body/State	Certificate/Registration Number	Date Certified
G. Has made significant contributions to the development, understanding, and application of theoretical concepts and methods of quality-related disciplines. <i>[7 points]</i>			
H. Has received formal recognition for truly outstanding technical experience in quality-related disciplines <i>[8 points]</i>			
Include a description of the source and nature of the recognition, the citation or body of work for which the nominee was recognized, and the reasons for believing that this qualifies as “truly outstanding.”			

II. Occupational Responsibility

Step 1. **Attach a complete resume** of the candidate's employment history. Include ALL of the following information for EACH position held:

- Job Title
- Name of employer company, university, government department etc.
- Dates held: From (month / year) to (month / year)
- Description of work, indicating how it qualifies as quality-related (where appropriate)
- Significant accomplishments, unique contributions, formal recognition earned
- Number of employees supervised
- Title and level (e.g., plant, division, corporate) of superior

Note: Standard letters of recommendation from employers are not required or desired; only include employer letters that clarify nominee responsibilities specifically in relation to the criteria below..

Step 2. Review each quality-related position the nominee has held.

- If the job title is not explicitly quality related, **complete the table below** to indicate clearly and specifically how that position qualifies as quality-related.

The quality-related positions held must total a minimum of 15 full calendar years (not necessarily consecutive).

Minimum required score for this category is 3 points.

Points Criteria

-
- 1 Support position, such as technician, analyst, or inspector.
 - 2 First-line supervisor, such as group leader, administrator, shift supervisor, or quality supervisor.
 - 3 Professional support position, such as engineer, statistician, auditor, instructor, or assistant / associate professor.
 - 4 Professional management position, such as engineering manager, production manager, project manager, quality manager, internal consultant, private consultant, instructor, or professor.
 - 5 Professional management position including responsibility for developing and/or implementing quality processes or theories recognized as effective methods for business or process improvement.
 - 6 Professional management position including organization-wide responsibility for a major quality function (reliability, standards, statistics, benchmarking, process management, etc.) or business improvement program at division, corporate, or institution level in a multi-unit product or service business or public sector organization (includes health care, educational, military, and government).
 - 7 Corporate level management, including responsibility for quality or business improvement in a multi-unit business or organization, or partner or principal in a national consulting firm.
 - 8 Recognition at the national or international level for development or management of quality or business improvement.

Quality Related Positions ONLY

For each quality-related position the nominee has held, **if the job title is not explicitly quality related, complete this table** to indicate clearly and specifically how that position qualifies as quality-related.

Position Title	Employer Name	Describe how position is quality related	Dates Held	
			From (mo/yr)	To (mo/yr)

III. Publications, Papers, Presentations — Quality Subject Matter

- Step 1. List each publication in the appropriate category below (A through G).
 Step 2. Provide supporting documentation to substantiate the nominee's highest one or two point levels of activity.

While a copy of every publication is not required or desired, you may attach a **selection** of sample copies (e.g., title pages, programs listing the candidate as speaker) as needed to substantiate the subject matter as quality-related. Where the nominee is a co-author and/or contributions to several publications are the basis for justification of publication of a book, submit copies of the cover, title page and table of contents for each.

Minimum required score for this category is 2 points.

A. Oral quality presentations at ASQ Section meetings and meetings of other technical groups not involving a prepared paper. <i>[1-2 points depending on number]</i>			
Title of presentation / talk	Name of local group	Date	
B. Self-prepared papers distributed at talks to local groups. <i>[3 points]</i>			
Title of paper	Name of local group	Date	
C. Self-prepared papers presented at conventions, conferences. <i>[4 points]</i>			
Title of paper	Name of conference	Date	
D. Papers prepared and reviewed for presentation and publication in meeting transactions, etc. <i>[5 points]</i>			
Title of paper	Name of conference and transactions	Date	
E. Papers prepared under editorial supervision and published in technical journals or technical periodicals; e.g., <i>Quality Progress, Quality Management Journal, Quality Digest</i> . <i>[6 points]</i>			
Title of paper	Name of publication	Date	
F. Publication of papers containing original ideas, concepts, or applications, as recognized by independent experts in the field. <i>[7 points]</i>			
Title of paper	Original idea, concept or application	Name of publication	Date published
G. Publication of recognized trade book(s) or textbook(s) <i>[8 points]</i>			
Title	Description of Content	Publisher	Date

IV. ASQ Activities

- Step 1. List each volunteer position held within ASQ in the appropriate category below (A-H).
 Step 2. Attach copies of the relevant organization charts, service certificates, or letters of appreciation to substantiate the candidate's one to two highest point levels of activity.

Minimum required score for this category is 2 points

Title / Position	Dates Held		Society Unit <i>(Section, Division etc)</i>
	From	To	
A. Senior Member of ASQ. <i>[1 point]</i>			
Required to initiate nomination			
B. Active member of a committee at the local Section / Chapter level. <i>[2 points]</i>			
C. Elective office below Vice Chair in a Section. <i>[3 points]</i>			
D. Chair or Vice Chair in a Section. <i>[4 points]</i>			
E. Active member of a Society Committee, Division Committee, or Interest Group at the regional or national level; or ASQ Editorial Review Board member. <i>[5 points]</i>			
F. Society Committee Chair; Regional or National Director; Division Chair; senior editor of an ASQ-sponsored journal; or Chair of a regional ASQ conference. <i>[6 points]</i>			
G. ASQ (national) elected officer; Chair of (national) Society conference. <i>[7 points]</i>			
H. Especially long and outstanding service to the Society. <i>[8 points]</i>			
Describe why the nominee's service qualifies as "especially long and outstanding":			

V. Professional Affiliations Other Than ASQ

- Step 1. List each volunteer position held in the appropriate category below (A through H).
- Step 2. Attach copies of relevant organization charts, service certificates, or letters of appreciation to substantiate activities, achievements, and impact at the nominee's one to two highest point levels.
- Step 3. Include an explanation of each other organization's purpose and its relevance to quality.

Minimum required score for this category is 1 point.

Title / Position	Dates Held		Organization / Group Name	Significant Contributions
	From	To		
A. Membership in another quality-related professional organization. Duration of the membership or activity must have been sufficient to demonstrate clear benefit or effective results. <i>[1 point]</i>				
B. Active member of industry, academic, government, or other formal committee with a focus on quality-related methods or statistics; active member of quality-related advisory committee for an educational institution. <i>[2 points]</i>				
C. Fellow or recipient of a special quality-related award from another organization <i>[3 points]</i>				
D. Active in quality-related functions of the other organization; member of a state or regional quality award board of examiners; or member of the board of examiners for an organization-sponsored quality award (<u>USA Today</u> /RIT Quality Cup, AQP Team Award, Andersen Enterprise Award, etc.). <i>[4 points]</i>				
E. Functionally active in the other organization as an officer, committee chair, or similar leadership position; member of the board of examiners for a national quality award; or judge for a state or regional quality award. <i>[5 points]</i>				
F. Chair of a committee of the other organization which has a focus on quality-related methods or statistics; judge for a national quality award (Baldrige, President's Award, military service quality award, etc.). <i>[6 points]</i>				
G. Formally and effectively responsible for ASQ influence on other organization's committees with a focus on quality-related methods or statistics. <i>[7 points]</i>				
H. Formally recognized as having provided outstanding leadership in fostering liaison between ASQ and other organizations. <i>[8 points]</i>				
Describe the recognition:				

VI. Teaching -- or -- Consulting

Note: This section contains two scoring areas, one for Teaching and one for Consulting.

- ONLY ONE of these scoring areas, NOT BOTH, should be scored when submitting a nomination package.

Minimum required score for this category is 2 points

Teaching

This section is ONLY for those who are NOT professional teachers as their primary or full-time employment.

- Step 1. List each quality-related course taught in the appropriate category below (A - E), most recent teaching activities first. If the course name and other information requested in the table below does not clearly indicate that the course material is quality related, include appropriate descriptive material to clarify course content, or do not list the course.
- Step 2. Describe any formal recognition received for especially long and outstanding participation in quality-related teaching activities in category F.
- Step 3. Attach appropriate documentation for the nominee's one to two highest point levels of activity.

Course Name	Dates Taught		Sponsoring Organization	Description of Content	Description of Audience
	From	To			
A. Prepared and instructed employer sponsored training course or seminar for basic quality-related topics <i>[1 – 2 points depending on number of courses]</i>					
B. Prepared and instructed employer sponsored training courses or seminars for advanced quality-related topics <i>[2 points]</i>					
C. Prepared and instructed ASQ or other recognized society sponsored training courses or seminars for basic quality-related topics <i>[3 – 4 points depending on number of courses]</i>					
D. Prepared and instructed ASQ or other recognized society sponsored training courses or seminars for advanced quality-related topics <i>[5 - 6 points depending on number of courses]</i>					
E. Prepared and instructed, on a part-time basis, quality-related courses at a university or college, over multiple academic years; paid by the university or college <i>[7 points]</i>					
F. Has received formal recognition from ASQ, another recognized society, or a university or college for especially long and outstanding participation in quality-related teaching activities. <i>[8 points]</i>					
Describe the recognition:					

Consulting

This section is ONLY for those whose primary or full-time employment is as a professional teacher.

- Step 1. List each quality-related consulting engagement in the appropriate category below (A - E), most recent consulting activities first. If the information requested in the table below does not clearly indicate that the activity is quality related, include appropriate descriptive material to clarify, or do not list the activity.
- Step 2. Describe any formal recognition received for especially long and outstanding participation in quality-related consulting in category F.
- Step 3. Attach appropriate documentation for the nominee's highest point levels of activity.

Description of Client	Dates Consulted		Description of Consulting Activities
	From	To	
A. Prepared and instructed basic quality-related training courses or seminars for non academic clients <i>[1 – 2 points depending on number]</i>			
B. Prepared and instructed basic quality-related training courses or seminars for ASQ or other recognized society unit <i>[3 – 4 points depending on number]</i>			
C. Prepared and instructed advanced quality-related training courses or seminars for ASQ or other recognized society unit <i>[5 points]</i>			
D. Provided technical consulting services to two or more non-academic clients in quality-related areas on a short-term assignment (less than 6 months each). <i>[6 points]</i>			
E. Provided technical consulting services to two or more non-academic clients in quality-related areas on a long-term assignment (more than 6 months). <i>[7 points]</i>			
F. Has received formal recognition from more than one non-academic client for providing especially long and outstanding quality-related consulting services <i>[8 points]</i>			
Describe recognitions below:			
Client:			
Recognition:			
Client:			
Recognition:			

Sponsors

Signatures are required on this form or on an attachment.

Fellow Nominee Name					
Sponsor Name (printed)	Sponsor Signature	Member Number	Member Grade		
			Senior	Fellow	Honorary
1.					
2.					
3.					
4.					
5.					

For Section, Division, and International Chapter Use Only

Citation (not more than 50 words)

Notification of Decision

The Chair of the Nominating Unit would like the following individuals to be notified of the final decision on this nominee:

Name of individual to be notified	Member Number	Reason for notification (check one)			Notify even if nomination is unsuccessful? (check one)	
		Nominee	Current or incoming chair of nominating or co-nominating:		Yes	No
			Member Unit	Member Unit Examining Committee		
Name: Email:						
Name: Email:						
Name: Email:						
Name: Email:						

Point Score Estimates (for sponsoring organization's use only; reference Policy & Procedure G-3)						
Technical Experience	Occupational Responsibility	Publications	ASQ Activities	Professional Affiliations other than ASQ	Teaching or Consulting	TOTAL
Minimum Scores Required:						
4	3	2	2	1	2	28

Signature of Chair(s) of Nominating Member Unit(s)			
Submitted by (Name)	Signature	Date	Society Unit

Revision Number 1.2
Revision Date 12/05/00

ITEM B0120