

TSPE Fellow Membership Grade Nomination Form, Instructions and Guidance

1. The TSPE Fellow Program is intended to recognize deserving professional engineers who have demonstrated long-term professional service at the state and chapter levels of TSPE. The TSPE Board of Directors established the Fellow recognition program to honor those licensed members who have demonstrated exemplary service to the profession, the Society and the community.
2. **Involvement in TSPE must include holding at least one elected office at the chapter and/or State level to be considered.** It is recommended that the nominee have ten (10) years or more of active service and involvement at all levels of the Society. It is imperative the service be clearly detailed on the nomination form, and should include service at the chapter and state levels.
3. It is desirable that the nominees exhibit continuing effort over years of service to TSPE, Professional Activities and Community Involvement.
4. Nominations are to be submitted to the TSPE Nominations Committee through a member of the Board of Directors of TSPE, or by nomination by the Local TSPE Chapter.
5. Each chapter may submit one nominee per year for every 100 members of the chapter, or portion thereof.
6. Letters of recommendation: A minimum of three (3) but no more than four (4) letters of recommendation in support of the nomination, and must be included with the nomination form. One letter **MUST** be submitted by a current TSPE Fellow.
7. Each letter of recommendation shall not exceed one (1) page in length, must include the original signature of the author and the his or her TSPE NSPE membership number. It shall be typewritten utilizing a minimum font size of ten (10).
8. Nominees may **not** submit a nomination or letter of recommendation on their own behalf.
9. Members of the TSPE nominating committee shall not submit a nomination, nor a letter of recommendation, for any nomination.
10. Complete nomination packets shall not exceed 14 pages in length. Double sided pages shall not exceed 7 pages in length.
11. Nominations must be submitted to the nominating committee no later than **May 1st** of each year.
12. Three copies of the nomination packet with original signatures shall be submitted to: TSPE Nominating Committee / Attention: TSPE Executive Director / 800 Fort Negley Boulevard / Nashville, TN 37203

Additional Notes on Completing the Application

- The key to providing a successful application is for the local chapter to take ownership and 'add value' in presenting the accomplishments of the nominee. Merely listing activities without showing the significance of the accomplishments may leave the nominating committee with insufficient information for a positive response. Include information showing how these accomplishments promote the profession and the missions of the society.
- Nominees must show prominent accomplishment in all three of the criteria established by the Board: the engineering profession, the Society and the community. A lack in one or another area can weaken a nominee's application.
- Since Fellow status may be recognition of more than TSPE activities, the nominations must present substantial service to the Tennessee Society of Professional Engineers.
- While it is not absolutely necessary, it is desirable that nominees have achievements in all six (6) areas identified in the nomination form.
- Remember, the nominating committee may not know the nominee. The committee can judge the nominee only by the strength and completeness of the application.

TSPE Fellow Membership Grade Application

Nominee: _____ Membership #: _____

Address: _____

Phone: _____ Email: _____

- 1. Professional Engineer License(s):** List state(s), License #(s), and dates of issue.

- 2. TSPE Involvement:** List involvement with TSPE at the chapter and state level. Must include at least one elected office at the chapter or state level. Must show continuous efforts over a period of years. Please include dates of service.
 - a. Chapter Service**

 - b. State Society Service**

- 3. Education:** List degree(s) earned, educational institution(s) and dates.

- 4. Work Experience:** List work experience, providing details of responsible charge of engineering. Include company name, job title, dates and description of responsibilities.

5. Professional Activities: List professional memberships including NSPE (if applicable) and offices held with other organizations.

6. Community Involvement: List community service activities and involvement.

7. Awards: List awards received.

8. Other Information: Any additional pertinent information not listed above. *This section is not required.*

I, _____, hereby nominate the above named TSPE member for consideration as a FELLOW of the Tennessee Society of Professional Engineers.

Original Signature

TSPE/NSPE Member Number

Please return completed form to:
Kasey Anderson, Executive Director
Tennessee Society of Professional Engineers
800 Fort Negley Boulevard
Nashville, TN 37203
kanderson@tnec.org