



**Advancement to Fellow
Membership**

Nomination for Advancement to Fellow

This form is to be completed by endorser(s) of the candidate and acted upon by the Examining Committee of the section, division, International Chapter, or Fellow Process Coaches with which the candidate is affiliated.

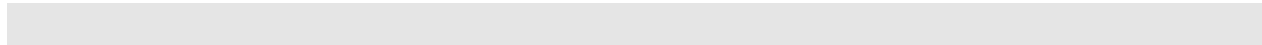
Before completing this nomination form, please read and study the most recent version of ASQ's Policy G 02.02 and Fellow Matrix for specific information on nominee qualifications and nomination requirements. The most recent version is available in hard copy from ASQ Headquarters, or online on the ASQ Web site.

- One (1) original and five (5) copies of the completed form and all attachments (Electronic submission will consist of six copies of a CD containing the nomination form and all supporting documentation, (signatures of nomination endorsers must be contained in the endorsers directory of the CD-Rom) accompanied by a single hard copy of the nomination form also bearing the signatures of the endorsers) must be sent to the address below for further action:

Program Administrator, Membership
c/o ASQ Membership
600 N. Plankinton Avenue
Milwaukee, WI 53203

Electronic submissions by e-mail will not be accepted.

- 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 what is required to demonstrate the nominee's qualifications.
 - Provide supplementary information that substantiates the nominee's one or two highest point levels in each area of activity. It is NOT necessary, or even desirable, to provide supplementary information for every area. However, in the few cases in which the significance of an accomplishment 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 sent with sufficient lead time to be received no later than the first Monday in May for the candidate to be eligible for advancement 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	
E-mail Address	

Policy G 02.02 Requirements

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

- Step 1. Check either Yes or No in the table below with regard to each requirement.
- Step 2. Provide sufficient data that, in their judgment, substantiate the qualifications of the nominee with respect to each requirement.
- Step 3. Obtain signatures of two endorsers (ASQ member type of Senior, Fellow, or Honorary) See Policy G02.02 Section 2.1.2 and 2.1.3 for acceptable endorser signatures.

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

Policy G-02.02 Basic Requirements	Nominee Satisfies?		Supporting Evidence (Location of evidence elsewhere in this form or its attachments)
	Yes	No	
Has 15 full calendar years (not necessarily consecutive) of active experience in quality-related positions prior to the date on which the nomination is submitted.			Refer to attached résumé and table "Quality Related Positions" in Section II
Is a Senior member in good standing for at least the past five full, consecutive years prior to the date on which the nomination is submitted.			Date the nominee became a Senior member of ASQ Month: Year:
<ul style="list-style-type: none"> • Alternate Qualification: Up to three years of the Senior membership requirement may be satisfied through equivalent time earned as a Senior member or comparable type in another recognized professional association or ASQ international affiliate society. 			
Has attained distinction in one or more of the following ways:			
<ul style="list-style-type: none"> • Planning or operation of quality-related work activities. 			
<ul style="list-style-type: none"> • Teaching a major course in a quality-related academic discipline at an accredited school or institution. 			
<ul style="list-style-type: none"> • Developing original theories, principles, or techniques of quality-related work. 			
<ul style="list-style-type: none"> • Expounding useful theories, principles, or methods of quality-related work. 			
<ul style="list-style-type: none"> • Directing work of significant scope in the application of quality-related work. 			

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 that justifies additional points:

- Identify the one most appropriate category for 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 that demonstrate the given 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 (see ASQ Fellow Matrix of Requirements). <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 or has been awarded the ASQ Certified Six Sigma Green Belt or RAB/IATCA Auditor. <i>[4 points]</i>			
E. Has developed and implemented significant new applications of quality-related concepts or has been awarded the ASQ Certified Six Sigma Black Belt. <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 (see ASQ Fellow Matrix of Requirements). <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 the 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 résumé** 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) as described below and appropriate points position supports as described below.
- 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 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. Include appropriate points position supports as described below.
- 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; or sustained success as an individual private consultant serving a variety of clients over a multiyear period.
 - 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 healthcare, educational, military, and government); or sustained success as a partner or principal in a multi-person local or regional consulting firm serving a variety of clients over a multiyear period.
 - 7 Corporate level management, including responsibility for quality or business improvement in a multi-unit business or organization, or sustained success as a partner or principal in a nationally recognized consulting firm successfully serving large corporate clients over a multiyear period.
 - 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 each 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 H).
 Step 2. Provide supporting documentation to substantiate the nominee’s highest 1 or 2 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) 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. Limited oral quality presentations at ASQ section meetings and meetings of other technical groups not involving a prepared paper; publication of articles in internal company newsletters or journals, or ASQ section or division newsletters; speeches made or papers presented at internal company meetings or conferences. <i>[1 point]</i>			
Title of presentation/talk	Name of local group	Date	
B. Frequent oral quality presentations at ASQ section meetings and meetings of other technical groups not involving a prepared paper. <i>[2 points]</i>			
Title of presentation/talk	Name of local group	Date	
C. Self-prepared papers distributed at talks to local groups. <i>[3 points]</i>			
Title of paper	Name of local group	Date	
D. Self-prepared papers presented at conventions, conferences. <i>[4 points]</i>			
Title of paper	Name of conference	Date	
E. 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	
F. 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	
G. 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
H. 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 through H).
 Step 2. Attach copies of the relevant organization charts, operating unit newsletters, service certificates, letters of appreciation, officers list submitted to ASQ Headquarters, or other documents not originated by the nominee or sponsor to substantiate the candidate's one or 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 in 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, deputy regional director, country councilor, 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 or two highest point levels.
 Step 3. Include an explanation of purpose and relevance to quality for each organization.

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 be 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 (<i>USA Today/RIT Quality Cup, Team Excellence Award, Andersen Enterprise Award, etc.</i>). <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 that does not have a focus on quality-related methods or statistics; judge for a national quality award (<i>Baldrige, President's Award, military service quality award, etc.</i>). <i>[6 points]</i>				
G. Formally and effectively responsible for ASQ influence on the 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 through 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 or 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 to 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 to 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 to 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. 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 through 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 to 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 to 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 nonacademic 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 nonacademic clients in quality-related areas on a long-term assignment (more than 6 months). <i>[7 points]</i>			
F. Received formal recognition from more than one nonacademic client for providing especially long and outstanding quality-related consulting services. <i>[8 points]</i>			
Describe recognitions below:			
Client:			
Recognition:			
Client:			
Recognition:			

For Section, Division, International Chapter, and Fellow Process Coaches Use Only

Fellow Nominee Name

Citation (not more than 50 words) to be provided by Nominating Unit

Preliminary Point Score Estimates (Complete this before submitting: reference Policy/Procedure G 02.02)						
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

A nomination for advancement of a Senior member to the grade of Fellow will be endorsed by two current officers of a Society operating unit; preferably the chair and the Examining Committee chair. See Policy G 02.02 Section 2.1.2 for acceptable endorser signatures. Only the following individuals will be notified of the decision for election or nonelection. Nominee is only notified if elected.

Endorsing Signatures					
Submitted by (Printed Name)	E-mail	Signature	Date	Member Unit	Position

For Society Use Only

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

Date	Chair, ASQ Examining Committee

Revision Number 1.8

Revision Date 08/04/08

ITEM B0120