

**Appendix B: Nomination for Advancement to Fellow**

**Society Examining Committee**

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

Before completing this nomination form, please read and study the most recent version of the **Fellow Matrix of Requirements** 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.

Electronic submission will consist of an unlocked USB flash drive containing the nomination form and all supporting documentation (see Example electronic submission structure at the end of this document). Electronic USB flash drive submissions must be mailed to:

Program Administrator, Membership c/o ASQ Membership

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. Use a minimum of 10pt font. The Nomination is limited to 100 pages including the required nomination form.

• Include evidence 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 nor recommended 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.

− Evidence that specifies earning points in one category, according to the Fellow Matrix of Requirements, may NOT be used to earn points in another category.

Nominations must be forwarded to ASQ Headquarters must be submitted between January 1 and May 1 for the candidate to be eligible for advancement the following year using the current version of the Advancement to Fellow Membership Appendix B.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fellow Nominee Name (First, Middle, Last) | | | | | | Member Number | | | |
|  | | | | | |  | | | |
| **Citation** (not more than 50 words) to be provided by Nominating Unit | | | | | | | | | |
|  | | | | | | | | | |
| **Preliminary Point Score Estimates**  (Complete this before submitting) | | | | | | | | | |
| Technical  Competence | | Occupational  Responsibility | Publications | ASQ Activities | Professional Organizations Other Than ASQ | | | Teaching or Consulting | TOTAL |
|  | |  |  |  |  | | |  |  |
| **Minimum Scores Required:** | | | | | | | | | |
| 4 | 3 | | 2 | 4 | 0 | | 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.

**Endorsement of this form indicates that the endorsers are familiar with the nominee, have reviewed the nomination package, and concur that the objective evidence required to support the nomination is in accordance with the Fellow Matrix of Requirements in effect at the time of endorsement.**

**Endorsing Signatures**

**Printed Name Signature Date**

1

**E-mail Member Unit Position**

**Printed Name Signature Date**

2

**E-mail Member Unit Position**

Two endorsing officers will be notified of the decision for election or nonelection. Nominee is only notified if elected.

Nominating Member Unit (or International):

Fellows Process Coach:

Printed Name Signature Date

**Fellow Matrix 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.

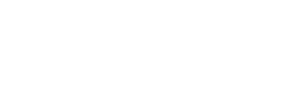
Step 3. Obtain signatures of two endorsers (ASQ member type of Senior, Fellow, or Honorary).

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |  |  | Résumé with detailed job  descriptions and month/year dates, or letters from supervisors.  Ensure the “quality-related” nature of each position is clear.  Include Résumé and label file or document as Résumé.  Additional file or document label as  Basic - 1 | |
| Senior member in good standing for at least 60 full consecutive calendar months prior to May 1st of the year in which the nomination is submitted. |  |  | Date the nominee became a  Senior member of ASQ | |
| **Month:** | **Year:** |
| Has attained distinction in **one** of the following ways: |  |  |  | |
| • Planning or operation of quality-related work activities. |  |  | Letters from supervisor or recognized authorities from quality- related disciplines  Copies of records of service  (teaching, speaking)  Copies of patents, publications, etc.  Label file or document as Basic - 3 | |
| • Teaching a major course in a quality-related academic discipline at an accredited school or institution. |  |  |
| • Expounding useful theories, principles, or methods of quality-related work. |  |  |
| • Directing work of significant scope in the application of quality-related work. |  |  |

List the years of previous Fellow Nominations if any n/a initial Nomination

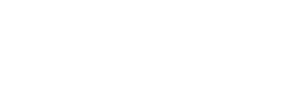
**evidence to support claims.**



|  |  |  |
| --- | --- | --- |
|  | **Identify by number or letter the objective evidence here.** | |
| D. Has achieved useful or significant results through the application of quality-related concepts.  Has been awarded the ASQ Certified Six Sigma Green Belt, Calibration Technician, Certified Quality Technician, Quality Inspector, or Lean Bronze Certification. Has received multiple awards of recognition for technical competence from one’s employer, or for conference presentations or journal publications, etc. *[4 points]* | | I-4 |
|  | |  |
| E. Has been awarded the ASQ Certified: Quality Auditor, HAACP Auditor, Biomedical Auditor,  Pharmaceutical GMP Professional, Supplier Quality Professional, Lean Silver Certification or equivalent. *[5 points]* | | I-5 |
|  | |  |
| F. Has been awarded the ASQ Certified: Quality Engineer, Reliability Engineer, Software Quality  Engineer, or Manager of Quality (CMQ/OE), Six Sigma Black Belt, Lean Gold Certification, or equivalent.  Has earned professional licensing/registration or similar recognition that is engineering or quality related (PE, etc.)  Fellow or recipient of a special quality-related award from another professional organization.*[6 points]* | | I-6 |
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| G. Has made significant contributions to the development, understanding, and application of theoretical  concepts and methods of quality and business improvement-related disciplines. Has been awarded the ASQ Master Black Belt, or equivalent. *[7 points]* | | I-7 |
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| H. Has received formal public recognition (not company or local community) for truly outstanding  technical experience in quality and business improvement-related disciplines. Recognition (lifetime achievement) that demonstrates extremely high technical competence. The award should be at that level of an ASQ Fellow. *[8 points]* | | I-8 |
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**Minimum required score for this category is 4 points.**

**evidence to support claims.**



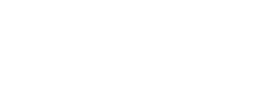
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|  | **Identify by number or letter the objective evidence here.** | |
| C. Professional support position, such as physician, accountant, engineer, or equivalent responsibility, statistician, internal or external auditor, assistant/associate professor, internal consultant, or independent consultant. *[3 points]* | | II-3 |
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| D. Professional support position at the highest level achievable within one’s organization, such as senior  principal engineer or technical fellow or equivalent; full professor in academia. Sustained success as an individual private consultant serving a variety of clients over a multiyear period. Professional leadership position for ownership of a process or technical leadership of a team (without direct personnel decision control), i.e. functional team lead, program manager, discipline lead, etc. *[4 points]* | | II-4 |
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| E. Professional management position where quality is part of the job function, such as engineering manager, department head in education or medicine, production manager, product manager, quality manager, or internal consultant manager. These positions must have direct reports. Sustained success as a partner in a multi-person local or regional consulting firm serving a variety of clients over a multiyear period. *[5 points]* | | II-5 |
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| F. 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, education, military, and government).  These positions must have direct reports who themselves have direct reports, i.e. leader of leaders, or 2nd level management. Sustained success as a partner in a nationally recognized consulting firm successfully serving large corporate clients over a multiyear period. *[6 points]* | | II-6 |
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| G. Corporate executive level management, including responsibility for quality or business improvement in  a multi-unit business or organization. These positions must have direct reports who are leaders with direct reports who are leaders with direct reports, i.e. leader of leaders of leaders, or 3rd level management. *[7 points]* | | II-7 |
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| H. Recognition at the national or international level for development or management of quality or  business improvement. *[8 points]* | | II-8 |
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**Minimum required score for this category is 3 points.**

**III. Publications, Papers, Presentations\* — Quality Subject Matter**

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|  | | **Identify by number or letter the objective evidence here.** | | |
| B. 2 or more oral quality-related presentations at ASQ meetings/conferences or symposia of other  professional organizations (not including a paper in proceedings). 2 or more quality related webinars or articles in a Section or Division newsletter. 1 publication in a quality related magazine (not self-published, i.e. Quality Progress). *[2 points]* | | | | III-2 |
| **Title of presentation/talk** | **Name of local group** | | **Date** |  |
|  |  | |  |  |
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| C. 4 or more oral quality-related presentations at ASQ meetings/conferences or symposia of other professional organizations (not including a paper in proceedings)  4 or more quality related webinars or articles in a Section or Division newsletter.  2 or more publications in a quality related magazine (not self-published, i.e. Quality Progress).  1 or more self-published books on a quality-related topic.  2 or more quality-related papers presented at conventions or conferences (with a conference paper published in proceedings), self-prepared.  1 publication in a peer reviewed journal (i.e. Quality Engineering, Technometrics, etc.).  *[3 points]* | | | | III-3 |
| **Title of paper** | **Name of local group** | | **Date** |  |
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| D. 4 or more quality-related papers presented at conventions or conferences (with a conference paper published in proceedings), self-prepared.  4 or more publications in a quality related magazine (not self-published, i.e. Quality Progress).  Must be primary or sole author on at least 2 of these publications.  2 or more publications in a peer reviewed journal (i.e., Quality Engineering, Technometrics, etc.). Must be primary or sole author on at least 1 of these publications.  *[4 points]* | | | | III-4 |
| **Title of paper** | **Name of conference** | | **Date** |  |
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| E. 3 or more publications in a peer reviewed journal (i.e. Quality Engineering, Technometrics, etc.).  Must be primary or sole author on at least 1 of these publications.  Author of a single chapter of a quality- related book or textbook. Book must be content oriented, and chapter must be of significant length – more than that of a journal paper.  *[5 points]* | | | | III-5 |

**Refer to the ASQ Fellow Matrix of Requirements, Appendix A, for criteria and examples of objective evidence to support claims.**

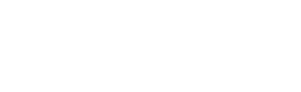


**Minimum required score for this category is 2 points.**

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| **Title of paper** | | | | **Name of conference and**  **transactions** | | **Date** | |  |
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| F. 4 or more publications in a peer reviewed journal (i.e. Quality Engineering, Technometrics, etc.).  Must be primary or sole author on at least 2 of these publications.  Editor of a recognized quality-related book or textbook.  *[6 points]* | | | | | | | | III-6 |
| **Title of paper** | | | **Name of publication** | | | **Date** | |  |
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| G. Coauthor or a recognized (not self-published) quality related book(s) or textbook(s). *[7 points]* | | | | | | | | III-7 |
| **Title of paper** | **Identify the original idea,**  **concept, or application** | | | | **Name of publication** | | **Date**  **publis hed** |  |
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| H. Sole author of recognized (not self-published) quality-related book(s) or textbook(s). *[8 points]* | | | | | | | | III-8 |
| **Title** | | **Description of Content** | | | **Publisher** | | **Date** |  |
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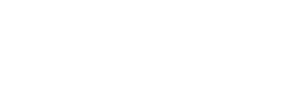
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|  | | | | **Identify by number or letter the objective evidence here.** | |
| **Title / Position** | **Dates Held** | | **Society Unit**  *(Section, Division, etc.)* | |  |
| **From** | **To** |
| D. Functionally active appointed member of a committee or position at the Section, Region, Interest  Group, Technical Community, Division, or Society for 4 or more years.  Functionally active elected office such as chair, chair-elect, treasurer, or secretary in a Section, Region, Interest Group, Technical Community, Division, or Society for 2 or more years.  A functionally active appointed Society leadership position (i.e. chief editor of journal, certification chair) for 2 or more years.  *[4 points]* | | | | | IV-4 |
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| E. Functionally active appointed member of a committee or position at the Section, Region, Interest  Group, Technical Community, Division, or Society for 6 or more years. Must show activity in at least two different positions/committees.  Functionally active elected office such as chair, chair-elect, treasurer, or secretary in a Section, Region, Interest Group, Technical Community, Division for 4 or more years.  A functionally active appointed Society leadership position (i.e. chief editor of journal, certification chair) for 4 or more years.  *[5 points]* | | | | | IV-5 |
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|  |  |  |  | |  |
| F. Functionally active elected office such as chair, chair-elect, treasurer, or secretary in a Section, Region, Interest Group, Technical Community, Division for 6 or more years.  A functionally active appointed Society leadership position (i.e., chief editor of journal, certification chair) for 6 or more years.  ASQ Society elected officer at the national level for 2 or more years.  *[6 points]* | | | | | IV-6 |
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| G. ASQ Society elected officer at the national level for 4 or more years. *[7 points]* | | | | | IV-7 |
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| H. Especially long and outstanding service to the Society. *[8 points]* | | | | | IV-8 |
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**Refer to the ASQ Fellow Matrix of Requirements, Appendix A, for criteria and examples of objective evidence to support claims.**



**Minimum required score for this category is 4 points.**

**Refer to the ASQ Fellow Matrix of Requirements, Appendix A, for criteria and examples of objective evidence to support claims.**



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| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **Identify by number or letter the objective evidence here.** | |
| **Title / Position in Professional Organization** | **Dates Held** | | **Organization/ Group Name** | **Significant Contributions** | |  |
| **From** | **To** |
| A. Has been functionally active for 2 or more years in quality-related committee of an industry, academic, government, online, or other professional organization that has quality-related methods as its primary focus. Member of a state or regional quality award board of examiners; or member of the board of examiners for a professional organization-sponsored quality award (USA Today/RIT Quality Cup, Team Excellence Award (not ASQ), Andersen Enterprise Award, etc.). The nominee’s activity must be sufficient to demonstrate clear benefit or effective results. *[1 point]* | | | | | | V-1 |
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|  |  | |  |  | |  |
| B. Has been functionally active for 4 or more years active in an industry, academic, government, online, or  other organization that has quality-related methods as its focus 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. The nominee’s activity must be sufficient to demonstrate clear benefit or effective results. *[2 points]* | | | | | | V-2 |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
| C. Has been functionally active for 4 or more years in an industry, academic, government, online, or other professional organization that has quality-related methods as its primary focus, as an officer, committee  chair, or similar leadership position. Judge for a national quality award (Baldrige, President’s Award, military service quality award, etc.) The nominee’s activity must be sufficient to demonstrate clear benefit or effective results. *[3 points]* | | | | | | V-3 |
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| D. Formally recognized as having provided outstanding leadership in fostering liaison between ASQ and  other organizations. The nominee’s activity must be sufficient to demonstrate clear benefit or effective results. [4 points] | | | | | | V-4 |
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**No minimum required score for this category.**

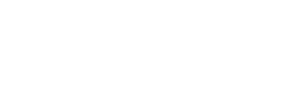
**\* *Pick one category only; If nominee has professional experience in both areas, submit evidence for category that aligns with time in position. (see ASQ Fellow Matrix of Requirements for additional explanation and examples)***

**Refer to the ASQ Fellow Matrix of Requirements, Appendix A, for criteria and examples of objective evidence to support claims.**

**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.**

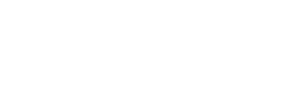


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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **Identify by number or letter the objective evidence here.** | |
| **Course Name** | **Dates Taught** | | **Sponsoring**  **Organization** | **Description of**  **Content** | **Description of**  **Audience** | |  |
| **From** | **To** |
| B. Prepared and instructed employer-sponsored training course(s), seminar(s), for quality-related topics,  (16 hours) *[2 points]* | | | | | | | VI-2 |
|  |  | |  |  |  | |  |
|  |  | |  |  |  | |  |
| C. Prepared and instructed ASQ or other recognized society-sponsored training course(s), seminar(s), for  basic quality-related topics (16 hours) *[3 points]* | | | | | | | VI-3 |
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|  |  | |  |  |  | |  |
| D. Prepared and instructed ASQ or other recognized society-sponsored training course(s), seminar(s), for  basic quality-related topics (32 hours) *[4 points]* | | | | | | | VI-4 |
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|  |  | |  |  |  | |  |
| E. Prepared and instructed ASQ or other recognized society-sponsored training course(s), seminar(s), for  advanced quality-related topics (16 hours). *[5 points]* | | | | | | | VI-5 |
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| F. Prepared and instructed ASQ or other recognized society-sponsored training course(s), seminar(s), or for advanced quality-related topics (32 hours). Prepared and instructed, on a part-time basis, a quality- related credit bearing class at a university or college paid by the university or college (1-2 semesters OR  1-3 quarters). *[6 points]* | | | | | | | VI-6 |
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| G. Prepared and instructed, on a part-time basis, quality-related credit bearing classes at a university or college, over multiple academic years; paid by the university or college. *[7 points]* | | | | | | | VI-7 |
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| H. Received formal recognition from ASQ, another recognized society, or a university or college for especially long and outstanding participation in quality-related teaching activities. [8 points] | | | | | | | VI-8 |
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**Consulting**

**This section is ONLY for those whose primary or full-time employment is as a professional teacher. This section is not applicable to employees with a title of internal consultant.**

**Refer to the ASQ Fellow Matrix of Requirements, Appendix A, for criteria and examples of objective evidence to support claims.**



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| --- | --- | --- | --- | --- | --- |
|  | | | | **Identify by number or letter the objective evidence here.** | |
| **Description of Client** | **Dates**  **Consulted** | | **Description of Consulting Activities** | |  |
| **From** | **To** |
| B. Provided technical consulting services to 1 or more nonacademic clients in quality-related areas on  a short-term assignment (at least 40 total billable hours). *[2 points]* | | | | | VI-2 |
|  |  | |  | |  |
|  |  | |  | |  |
| C. Provided technical consulting services to 1 or more nonacademic clients in quality-related areas on  a short-term assignment (at least 60 total billable hours). (8 hours). *[3 points]* | | | | | VI-3 |
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| D Provided technical consulting services to 1 or more nonacademic clients in quality-related areas on  a long-term assignment (at least 80 total billable hours). *[4 points]* | | | | | VI-4 |
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| E. Provided technical consulting services to 2 or more nonacademic clients in quality-related areas on  a long-term assignment (at least 120 total billable hours). *[5 points]* | | | | | VI-5 |
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| F. Provided technical consulting services to 2 nonacademic clients in quality-related areas on a long-  term assignment (at least 160 billable hours). *[6 points]* | | | | | VI-6 |
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| G. Provided technical consulting services to 2 or more nonacademic clients in quality-related areas on  a long-term assignment (more than 200 billable hours). *[7 points]* | | | | | VI-7 |
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| H. Has received formal recognition from a nonacademic client(s) for providing especially long and  outstanding quality-related consulting services. *[8 points]* | | | | | VI-8 |
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**Minimum required score for this category is 2 points.**

**Example electronic submission structure**

Jane Doe



Fellow

Nomination

Resume



Basic-1



Basic-3



Part I Technical



Part II Occ



Responsibility



Part III Publications



Part IV ASQ Activities



Part V Non- ASQ



Part VI Teach or Consult



I-4



II-6

III-6

IV-6

V-6

VI-7

**Elected Fellow, ASQ, by the Board of Directors on: For Society Use Only**

|  |  |
| --- | --- |
| **Date** | **Chair, ASQ Examining Committee** |
|  |  |