



## The E.L. Grant Medal Nomination Packet

**The E.L. Grant Medal is presented to the individual who has been deemed by the committee to have demonstrated outstanding leadership in the *development and presentation of a meritorious educational program in quality.***

Thank you for taking the time to nominate an individual whom you believe to be deserving of the E.L. Grant Medal. The E.L. Grant Selection Committee has a challenging job as it seeks to fairly and objectively determine the most deserving person, based on the criteria, to be honored as the Grant Medalist. This Nomination Packet is meant to provide you with useful information to help ensure full consideration of your nominee by the committee.

The Grant Medal is intended to recognize an individual for significant contributions to a meritorious educational program in quality. The Grant Medal recognizes both traditional education as well as application oriented training programs. The Grant Medal does not to recognize an individual's track record in simply disseminating knowledge through consulting practices, conducting public awareness sessions, or offering open ended seminars and workshops.

An educational program is one that has structure; namely, a purpose, learning strategy, learning objectives, and measurable learning outcomes. A meritorious educational program is distinctive, widely acknowledged and sought after, and demonstrates impact in the careers of its constituencies and on the profession. The program's merit may be reflected in the degree of novelty in program design and delivery, the skills and competencies it develops, the depth of quality knowledge offered, the breadth of its audience, its pervasiveness and longevity, and/or recognitions that it has received from other national or international professional associations.

If you still have questions, feel free to contact Taylor Bandy at [tbandy@asq.org](mailto:tbandy@asq.org). If Ms. Bandy is not able to answer your question fully, either she or you can request that the chair of the committee or a committee member contact you.

### **E.L. Grant Nomination Instructions:**

#### **Complete Part 1: Nomination and Description of Meritorious Educational Program:**

This includes nominee information, sponsor information, program description, value of

nominee program, and citation. Be sure to inform sponsors that they will be required to write a letter and that it will be due at the same time as the nomination package: October 1. The last part of this section includes information concerning the nominee's education, ASQ information, and previous ASQ medals/awards received.

**Complete Part 2: Program Description:** This section is the most critical. The nominator should provide an explanation of the program, including the role of the nominee in developing and leading it, and statistics and information about the program such as impact of program, effectiveness of outcomes, percent passing, etc. Include a short explanation of why the nominee is deserving of the Grant Medal.

**Review and Complete Part 3: A Listing of Experience Within Specific Categories, Including Explanation of Evaluation Criteria.** The criteria for the Grant Medal consist of categories of experience indicating competence and ability to develop and lead an educational or training program in quality. Each of the categories has related evaluation levels, as defined by ASQ's expectations. Reviewing the categories in Part 2 will familiarize you with the specific criteria that will be used by the committee members in evaluating each nominee.

This part addresses the evaluation criteria by providing the opportunity to document specific activities and accomplishments of the nominee. For each of the eight categories addressed:

- List or describe those accomplishments that best respond to the category and its scoring criteria. Do not list the same accomplishment in more than one category. If one accomplishment is broad enough to cut across multiple categories, please describe only the relevant part of the accomplishment for the specific category being addressed.
- For each accomplishment listed or described, be sure to give the date or range (beginning and ending) of dates. Ideally, dates would be given as month/year or even month/day/year. Realistically, however, in some cases only the year will be known. As a general recommendation, month/year would be very helpful.

**Complete Part 4: E.L. Grant Evaluation Worksheet.** This form provides you with an opportunity to review the evaluation of criteria for your nominee through the same lens used by the committee. Candidacy for the E.L. Grant Medal presumes achievement to the fourth (4<sup>th</sup>) level in each of the categories addressed. Three of the categories describe levels 1 through 6; five of the categories use a range of 1 through 8. In addition, the E.L. Grant Medal Committee expects each candidate to excel to the highest level in at least one category, perhaps even two. Attaining the highest level in three categories is deemed much less likely.

Consideration for the E.L. Grant Medal requires a minimum of 28 points, plus approval of the examining committee and election by the Board of Directors.

**Submit the nomination.** This includes Parts 1 and 2 as discussed above. Sponsor letters may be submitted as part of the package or directly to the Program Administrator. In any

event, please stay in close contact with the sponsors to ensure they have submitted their letter on time.

Please assume that the committee will consider only the written material you provide in Parts 1 and 2, plus the letters from sponsors (reference letters) and, to a lesser extent, your evaluation in Part 3. For this reason, please do not attach résumés, brochures, examples of work, certificates, portions of previous nominations, and so on. The nomination, as described above, needs to be complete and stand alone.

**The Grant Medal nomination is due by October 1. Electronic submission of nomination is requested and preferred.**

Please send completed nominations to: [tbandy@asq.org](mailto:tbandy@asq.org) or to:

American Society for Quality  
Taylor Bandy, Program Administrator  
PO Box 3005  
Milwaukee, WI 53201-3005

**PART 1: NOMINATION**

**The E.L. Grant Medal is presented to the individual who has been deemed by the committee to have demonstrated outstanding leadership in the *development and presentation of a meritorious educational program in quality.***

I. Nominee's Full Name \_\_\_\_\_

II. Nominee's Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Telephone and Email \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

IV. Organization Name: \_\_\_\_\_

V. Department: \_\_\_\_\_

VI. Business Address: \_\_\_\_\_  
\_\_\_\_\_

VII. Date of birth: \_\_\_\_\_  
(Month, day, year)

VIII. Place of birth:

\_\_\_\_\_

(City, state, country)

## CITATION

The E.L. Grant Medal certificate is inscribed with a citation. Please suggest an appropriate citation of no more than 40 words that conveys at a high level the key career attributes or accomplishments of the nominee that merit the Grant Medal.

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## NOMINATOR AND SPONSORS

### NOMINATOR INFORMATION

Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Province, Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

*Email address:* \_\_\_\_\_

### SPONSORS:

Since the preference is to have the nomination prepared electronically, type the names of three sponsors below. On the same line, include each sponsor's member grade and section number.

Each sponsor is required to sign and submit an official letter of sponsorship to the E.L. Grant Medal Committee via Taylor Bandy at [tbandy@asq.org](mailto:tbandy@asq.org) or by mail.

1. \_\_\_\_\_  
 Sponsor name member grade section #
2. \_\_\_\_\_  
 Sponsor name member grade section #
3. \_\_\_\_\_  
 Sponsor name member grade section #

## NOMINEE INFORMATION

### **EDUCATION:**

\_\_\_\_\_  
 Prep School (name of school, city, and years attended)

\_\_\_\_\_  
 Trade/Tech School and year of graduation

\_\_\_\_\_  
 College/University (name of college, degree, and years attended)

\_\_\_\_\_  
 College/University (name of college, additional degree, and years attended)

\_\_\_\_\_  
 College/University (name of college, additional degree, and years attended)

### **ASQ INFORMATION:**

I. How long has the nominee been a member of ASQ? \_\_\_\_\_  
 (Number of years)

II. What is the nominee's ASQ grade level? \_\_\_\_\_  
 (Member, Senior, Fellow)

III. Has the nominee earned any of the following ASQ or SME certifications? If yes, list the certification number in the table below.

Number	Certification	Certificate Number
1	Biomedical Auditor (CBA)	
2	Calibration Technician (CCT)	
3	HACCP Auditor (CHA)	
4	Manager of Quality/Organizational Excellence (CMQ/OE)	
5	Master Black Bely (MBB)	
6	Quality Auditor (CQA)	
7	Pharmaceutical GMP Professional	
8	Quality Engineer (CQE)	

9	Reliability Engineer (CRE)	
10	Six Sigma Black Belt (CSSBB)	
11	Software Quality Engineer (CSQE)	
12	ASQ/DON Certified Lean Six Sigma Black Belt	
13	Six Sigma Yellow Belt (CSSYB)	
14	Six Sigma Green Belt (CSSGB)	
15	Lean Certification, Bronze or Silver level	
16	Lean Certification, Gold level	
17	Quality Technician (CQT)	
18	Quality Inspector (CQI)	
19	Quality Improvement Associate (CQIA)	
20	Quality Process Analyst (CQPA)	

IV. Is the nominee licensed by a state board? (If yes, list the field, state, and registration # below.)

Field	State	Registration #

**PREVIOUS ASQ MEDALS/AWARDS RECEIVED**

One of the criteria for all national medals/awards is:

*"A person may not receive multiple National Medals or Award recognition for the same body of work. Testimonial Awards are excluded from this restriction."*

National Medal or Award is defined as: Brumbaugh, Crosby, Deming, Edwards, Feigenbaum, Freund-Marquardt, Grant, Gryna, Hutchens, Ishikawa, Juran, Lancaster, Shainin, or Shewhart. Please answer the following:

Has the nominee received any of the above-named ASQ Medals/Awards? If so, please list the medal(s)/award(s) received and the year for each. Even though a nominee may have received a previous medal/award, DO list all activities and accomplishments that are relevant to the Grant Medal criteria, even if they were accomplished prior to receiving the previous medal/award(s).

Medal/Award Received by Nominee	Year
1.	
2.	
3.	

## **PART 2: PROGRAM DESCRIPTION**

**Describe the meritorious educational program (max 500 words), including how long the program has been in existence, number of students enrolled, uniqueness of the program, how it contributed to the Quality Body of Knowledge, or how it differs from other programs covering the same curriculum.**

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**Explain why you believe that the nominee is deserving of the Grant Medal (100 words maximum).**

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### **I. Uniqueness of Program**

*0 = None*

- 1 = Has at least one aspect that differentiates this program from others for the same or similar objectives.*
- 2 = Provides documentation of curriculum components that obviously differ from other like programs.*
- 3 = Exhibits instructional design techniques that especially focus on meeting the needs of the target audience.*
- 4 = Displays a systematic design that comprehensively meets the overall objectives of the program.*
- 5 = Provides distinctive skills that makes a participant stand out among the crowd in performing the skills delivered in the training.*
- 6 = Has become a new standard of excellence for training in the subject.*

### **Supporting Information**

**Instructions:** Provide any supporting information for your assessment. (max 100 words)

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### **II. Impact of the Program**

- 0 = None*
- 1 = Provides unsubstantiated qualitative feedback related to outcomes of the program.*
- 2 = Provides some evidence of formal level 1 opinion feedback from course participants.*
- 3 = Provides organized and structured reports of qualitative (Likert scale) program feedback.*
- 4 = Provides evidence of quantitative scoring of participant behavioral change as a result of completing the program.*
- 5 = Provides significant documentation showing long-term statistical evidence of program excellence.*



*6 = Provides systematic, long-term quantitative evidence of student mastery and satisfaction.*

**Supporting Information**

**Instructions:** Provide appropriate statistics on the results of the program (i.e., impact of program, effectiveness of outcomes, percent passing, and student satisfaction reports).

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## PART 3: NOMINEE EVALUATION

Please circle your assessment of the nominee's level of expertise or achievement.

### **III. Technical Competence: Ratings and criteria**

0= None

1= Understands and applies routine total quality concepts.

2= Understands and applies theories underlying total quality concepts and statistical methods.

3= Has accomplished useful or significant results with concepts and methods of total quality and statistics.

4= Has been awarded one or more ASQ certifications numbered 1-12 listed in Item III of ASQ Information in PART 1-BACKGROUND INFORMATION.

5= Has developed and made significant applications of these concepts and methods.

6= Has been awarded one or more ASQ certifications numbered 13 - 20 listed in Item III of ASQ Information in PART 1-BACKGROUND INFORMATION, or a professional licensing/registration, or similar recognition.

7= Has made significant contributions to the development, understanding, and application of theoretical concepts and methods of total quality and statistics.

8= Has been truly outstanding in recognized technical competence.

### **Supporting Information**

**Instructions:** Fill in all information as shown in the headings below. Begin with the most current experience.

<b>Dates</b>	<b>Employer</b>	<b>Title and Brief Description of Quality Work</b>	<b>Number Supervised</b>	<b>Title of Supervisor</b>


**IV. ASQ and Other Quality-Related Society Activities: Ratings and criteria**

*0=None*

*1= Member of section, division, or other unit committees.*

*2= Chairman of section, division, or other unit committees.*

*3= Held elective office below vice chairman in a small unit.*

*4= Held office of chairman or vice chairman in a small unit; any elected office of a large unit.*

*5= Member of society level committees or regional committees.*

*6= Society committee chairman, regional director, division officer, chairman of a regional conference, regional conference board officer.*

*7= Chairman of society conference, ASQ, or other quality-related Society-elected officer, Editorial Review Board member, or department editor of a Society-level professional journal.*

*8= Especially long and outstanding service to ASQ or other quality-related Society in any or all of the above.*

**Supporting Information**

**Instructions:** List all section, local unit, division, regional, and national offices, committee memberships, etc. Please include dates of tenure (beginning and end). Add rows if desired.

Tenure	Section Offices and Committee Memberships	Division Offices and Committee Memberships	Regional Offices and Committee Memberships	National Offices and Committee Memberships

**V. Industry or Government Committee Memberships: Ratings and criteria**

0= None

1= Membership

2= Active member of industry or government committees.

3= Fellow member or special Awardee of other groups.

4= Active in the quality functions of the committee.

5= In charge of the committee's activity.

6= Chairman of the quality sub-committee.

7= Responsible for major ASQ influence on the committee.

8= Outstanding leadership in fostering liaison between ASQ and government or industry.

**Supporting Information**

**Instructions:** List committee information, beginning and end of tenure on committee, and specify quality contributions made.

Committee Name and Organization	Dates	Quality Contributions

**VI. Teaching and Educating: Ratings and criteria**

**Complete either part VI or VII, depending on whether the nominee is NOT or IS a professional educator or teacher.**

**(Nonprofessional teachers)**

0= None

1= Elementary in-plant or business place quality training.

2= Advanced in-plant quality or applied statistical subject matter.

3= Elementary or advanced courses in quality, either individually or sponsored by an ASQ section or division, one or two classes only.

4= Continued teaching of such individual or ASQ-sponsored courses.

5= Continued teaching of advanced quality courses, industrial statistics, reliability, special quality subjects, management courses, etc.

6= Preparation of quality training manuals for in-plant or other courses.

7= Part-time teaching, as an ad-hoc employee in a university or college, of quality subject in the regular curriculum or in the business or extension division (paid by the school).

8= Outstanding participation in quality educational or training activity over a sustained period of time.

**Instructions:** Identify course, sponsor, level, and frequency of course offering. (Use this form if the nominee is NOT a professional teacher)

Course Title	Sponsor	Academic Level	Frequency

**VII. Consulting: Ratings and criteria**

**(Professional educators or teachers) (Use this form only if the nominee IS a professional teacher.)**

0= None

1= Advising and guiding industrial quality practices.

2= Designing training in quality.

3= Conducting or assisting in teaching industrial training courses.

4= Short-term participation in quality courses sponsored by a section, division, or other component of ASQ or other quality-related Society.

5= Preparation of text material for industrial or ASQ courses.

6= Continued participation in guiding and teaching quality courses sponsored by an ASQ or other quality-related Society component.

7= Technical quality consultation in industry or government.

8= Outstanding activity in all of the above.

## Consulting

**Instructions:** Indicate client, dates, and nature and extent of consultation.

Client	Dates	Nature and Extent of Consultative Training/Educating

**VIII. Role of the Nominee in the Development and Leadership of the Educational Program**

*0 = None*

*1 = Consulted or advised in the development of the program.*

*2 = Assisted in the development of the program.*

*3 = Developed significant portions of the text and other materials comprising the program.*

*4 = Both developed and instructed significant sections of the educational program in quality.*

*5 = Served as lead developer and instructor for the program.*

*6 = Outstanding activity in all of the above.*

**Supporting Information**

**Instructions:** Explain the role of the nominee in the development and leadership of the educational program. (Add more lines if necessary, to a max of 100 words.)

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**PART 4: E.L. GRANT EVALUATION WORKSHEET**

**Evaluation Table**

<b>Number</b>	<b>Criterion</b>	<b>Level of Achievement</b>
<b>I</b>	Uniqueness of Program	<b>0, 1, 2, 3, 4, 5, or 6</b>
<b>II</b>	Impact of Program	<b>0, 1, 2, 3, 4, 5, or 6</b>
<b>III</b>	Technical Competence	<b>0, 1, 2, 3, 4, 5, 6, 7, or 8</b>
<b>IV</b>	ASQ and Other Quality-Related Society Activities	<b>0, 1, 2, 3, 4, 5, 6, 7, or 8</b>



<b>V</b>	Industry or Government Committee Memberships	<b>0, 1, 2, 3, 4, 5, 6, 7, or 8</b>
<b>VI or VII</b>	Teaching and Educating <b>or</b> Consulting (use only one)	<b>0, 1, 2, 3, 4, 5, 6, 7, or 8</b>
<b>VIII</b>	Role of the Nominee in the Development and Leadership of the Program	<b>0, 1, 2, 3, 4, 5, or 6</b>
	<b>Total</b>	