



# Guide to Nominator Checklist

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August 2018

## A. Membership Status

- Has the candidate been a member of ANS for at least five continuous years immediately prior to nomination?
- Is the candidate 35 years of age or older?
- Is the principal sponsor and at least five of the sponsors currently members of ANS? *(Members of the Board of Directors and the Honors and Awards Committee are not eligible for nomination as Fellows during their terms of service. In addition, members of the Honors and Awards Committee shall not nominate, sponsor nor endorse ANS members for Fellow Grade during their terms of service. )*
- Is at least one of the members nominating the candidate a Fellow of ANS?
- Is the candidate on the Board of Directors, or a member of the Honors and Awards Committee? If so, the candidate is ineligible.

*If the answer to any of the above questions is No, and will be no at the time of nomination, or if you are uncertain of the answers to these questions, stop! Contact ANS Honors and Awards Committee Chair or the ANS Staff Liaison at [honors@ans.org](mailto:honors@ans.org) for further guidance. Nominations not meeting membership requirements will not be forwarded for Committee review.*

## B. Professional Record

- Does the professional record of the candidate emphasize outstanding accomplishment in one of the areas of nuclear science or engineering, rather than a listing of positions held?
- Does the professional record cover achievements to the present date?
- Is the extent of the candidate's involvement specifically presented (e.g., in conception, execution, management, development, and dissemination of knowledge)?
- Has proper emphasis been given to those publications for which the candidate holds sole or primary credit?
- If any of the publications or books were instrumental in the advancement of technology, has the publication's importance been declared?
- If the candidate holds patents, have they been listed with titles and serial numbers?

## C. Letters of Support from Sponsors

- Do letters specifically support information given and/or appended to the Fellow Nomination Form?
- Have sponsors been selected because they are truly aware of the candidate's technical achievements or primarily because they lend an impressive title or name to the nomination?



## American Nuclear Society Honors and Awards Committee

- Although personal life and non-technical professional accomplishments of the candidate are not discounted, has care been taken that the letters primarily address outstanding technical achievements of the candidate?
- Do the letters reflect the candidate's unique accomplishments, rather than generalities and oratorical comments which imply much but prove little?
- Have you included your own sponsor letter?
- Have all sponsors signed their support letters?

### **D. Check List to the Nominator**

- Have you read and considered all categories in the listed criteria as they relate to the attainments of the candidate?
- In categories where the candidate has rendered exceptional attainments and contributions, have both the Fellow Nomination Form and the sponsor's letters corroborated this with full and factual support?

### **E. Confidentiality**

- Do you know that the ANS Honors and Awards Committee has procedures to hold nominations and evaluations in strict confidence?
- Recognizing that all candidates nominated are not likely to be elected as ANS Fellows, have you taken steps to confine knowledge of this nomination to only those who need to know?

### **F. Overall Fellow Nomination Packet**

- During the preparation of this nomination, did you consider that a majority of the members of the selection committee of ANS might be unfamiliar with your nominee's professional achievements?
- Deleting well-known names and implied prestigious institutions, does the nomination stand on its own?

**Note:** If you, as the principal sponsor, cannot confirm positive answers to questions asked in this checklist, you may want to reconsider submitting the nomination in its present form.

Since the nominations for Fellows go through two separate ballots (the Honors and Awards Committee and the ANS Board of Directors), it is important that everyone stay consistent in the order of the items.

Please keep in mind that all supporting information for the Fellow nomination must be concise, and should be confined to the nine (9) page nomination form. The support letters are the only additional materials that will be added to the nomination packet. Supplemental lists of publications, accomplishments, resumes and other such attachments will not be reviewed by the H&A Committee. Since Fellows are inducted at both the Annual Meeting and the Winter Meeting, you might also want to check with the nominee to see if they have a preference (will or will not be available for one or the other).

Deadlines are **March 1** for the Annual Meeting and **August 1** for the Winter Meeting.