



# AOCABFE FELLOW

## Instructions for Submitting Fellow Nominations

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**AOCABFE: The Association of Overseas Chinese Agricultural Biological Food Engineer**

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### Characteristics of a Fellow

“A **Fellow** of the Society is an honor conferred for exceptional achievement by a Member of the Association in any one or more of the following areas - research, technology development, technology transfer, teaching, extension, consultancy, senior administration and communication, which advance the profession of agricultural, food, or biological engineering in its broad application and a minimum of 10 years as a Member in AOCABFE.”

### Elements of Nomination

To nominate an AOCABFE Member for the Grade of Fellow, the initiating sponsor shall provide AOCABFE executive board with the information outlined below by **April 15, 2016**. Qualifications for Fellow are described in the Bylaws and Rules of AOCABFE, Article B5, Qualifications for Admission, Paragraph 3 (see <http://www.aoc-web.org/constitution.html>).

The Nomination Form is to be completed and converted to a PDF file and submitted to AOCABFE executive board as an e-mail attachment to the attention of the AOCABFE executive board – [aoc.impact@gmail.com](mailto:aoc.impact@gmail.com). **The maximum length of the completed nomination form is four (4) pages (10 pt. or larger font).**

Please use the Nomination Form for submitting the application. The form completed by the nominator, and five (5) letters of support. Please follow the instructions for the letters of support described below. The support letters may be sent with the Nomination Form as a PDF file or may be sent separately to the attention of AOCABFE executive board –[aoc.impact@gmail.com](mailto:aoc.impact@gmail.com).

Each letter of support is also to be submitted as a PDF file and sent as an email attachment to the attention of the AOCABFE executive board –[aoc.impact@gmail.com](mailto:aoc.impact@gmail.com). **The letters of support need to include the authors name, work affiliation, address, phone number, e-mail address.**

All e-mailed nomination forms and letters of support sent to AOCABFE executive board must have a send time before midnight of **April 15, 2016**.

## Letters of Support

The letters of support are to be prepared by those who are broadly representative of the profession insofar as technical interest, occupation and professional responsibility are concerned. The supporting letters shall relate the writer's personal knowledge and evaluation of the candidate's achievements, recognitions and professional activities. **Letters are limited to a maximum length of two pages (10 pt. font or larger).** The following guidelines are provided for developing a well-structured letter of support.

### **DO INCLUDE** in the Letter of Support:

- First the author is to briefly state his/her own background, credentials, current employment and the employment most applicable for the relationship with the nominee.
- Summarize personal knowledge about the nominee and the circumstances under which the nominee was known, including the length of time the author has known and/or worked with the nominee.
- Focus on the unique contributions that the nominee has made to the profession.
- Describe the nominee's personality, work ethic and teamwork skills, particularly in relationship to professional contributions made by the nominee.
- Cover each point of support clearly, but as concisely as possible.
- Keep the letter focused and make it no longer than two (2) pages (10 pt. font or larger).
- Each author is to provide complete author contact information and be on official stationary where possible.

### **DO NOT INCLUDE** in the Letter of Support:

- Do not restate information that is already included in the completed nomination form.
- Do not describe participation in religious organizations or political parties.
- Do not exceed the specified maximum length of the letter.
- Do not include information obtained from someone else about the nominee.

## Notification of Election

The nominator of the Fellow nominee shall be notified by AOCABFE executive board after the nominee has been recommended by the Fellows Committee and elected to the Grade of Fellow by the AOCABFE executive board. If the nominee is not selected in the first year of consideration, the nominee will be considered by the Fellows Committee for two additional years. AOCABFE executive board will notify individuals elected to Fellow. News releases and publicity will be issued at the time of the Annual Meeting at which time the newly-elected Fellows will be accorded special recognition.

## Procedure in Case of Death of Nominee

If a Fellow nominee should die after the nomination is submitted to AOCABFE executive board, that nomination will be considered as if the nominee were still alive with the nominee remaining eligible for election to Fellow for the two year period mentioned above in addition to the first year of consideration. Nominations of deceased AOCABFE members for Fellow cannot be accepted.