

The Role of the Nominee in the Petition Process

Overview

There are two ways that one can become a Fellow nominee:

1. You, the Fellow nominee, can approach an individual with ASSE professional member status and ask if he or she will serve as your petition coordinator. This individual may be a colleague or an ASSE associate from a chapter, region, practice specialty, or committee.
2. A colleague or ASSE associate might approach you to let you know he or she is interested in supporting you for the Fellow Honor. This individual may be interested in acting as your petition coordinator, but if not, you should work together to identify a qualified individual to act as the petition coordinator.

Initial Steps to Take With Your Petition Coordinator

1. Compile an updated resume and/or biographical statement of yourself, including your name, mailing address, email address, and phone number.
2. Obtain a current photo of yourself for publicity purposes.
3. Once you begin working with your petition coordinator, you will need to seek out at least six individuals to act as Fellow references. These individuals will each fill out a Fellow reference form and will contribute letters of support on your behalf.
4. Once you have identified six Fellow sponsor references, schedule a meeting with them to discuss the Fellow petition plan and establish a schedule for deliverables.

What is involved in a Fellow petition plan?

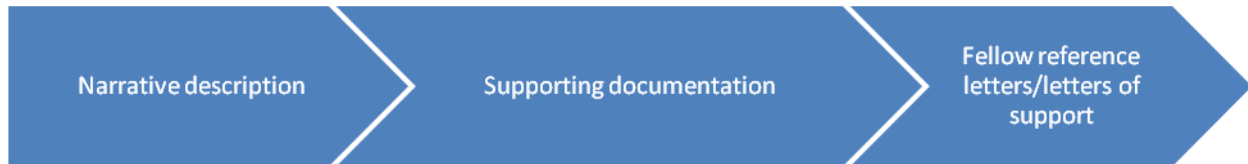
- The nominee and the petition coordinator should schedule a meeting (in-person or by phone) to review the nominee's professional history, service to ASSE, and other safety-related volunteer experiences.
 - Brainstorm what supporting documents might be available to serve as evidence of the nominee's achievements.
 - Decide how these materials will be obtained for the petition.
 - Determine who could provide letters of support for professional activities. These individuals will serve as Fellow references. Selected Fellow references must be professional members of ASSE in good standing.

What should the group consider when establishing a schedule for deliverables?

- Which criteria is each Fellow sponsor going to submit a reference letter for? What date should the Fellow sponsors be required to submit their letter to the petition coordinator?
- Will any of the Fellow sponsors help obtain documents that support the nominee's documented achievements? If so, establish a deadline to produce these materials to the petition coordinator.

Writing, Compiling, and Organizing the Fellow Petition

Your Fellow petition will require written narrative sections for each submitted criterion, supporting documentation and letters of support from official ASSE Fellow references, as well as additional letters of support from colleagues, supervisors, and professional associates.



The petition coordinator is usually the primary author of the narrative sections but this work can also be accomplished by more equally dividing the writing between the petition coordinator and nominee. Additionally, the nominee can help obtain relevant support documents and letters of support.

The Final Touches

Review Content

Once everyone involved in the petition process has submitted the materials for which they are responsible, the nominee and/or the petition coordinator should review the petition to make sure that all documented achievements have each only been included only under ONE criterion.

Go through the Fellow Petition Submission Checklist to ensure that all required materials have been compiled and included in the petition.

Tab Each Section

The petition must contain labeled tabs for criterion 1-9, even if materials have not been submitted for a section.

Organize Petition Materials

Petition materials must be organized according to the guidelines on the Fellow Petition Submission Checklist.