

## ASB Fellow Nomination Process

**Fellow status is awarded to select members of the ASB to:**

- 1) Recognize exceptional scientific and professional achievement in the field of biomechanics,
- 2) Recognize exceptional service to the ASB, and
- 3) Encourage continued service to the Society in a leadership role.

**Fellow Nomination Process Timeline:** The Fellow nomination and confirmation process begins after the conclusion of the Annual Meeting and is completed prior to abstract submission for the following year's Annual Meeting, i.e. November 15th.

**Step 1. Prospective Fellows must be nominated by a current ASB Fellow.** To be considered for the following year, the nomination letter must be received by the Past-President after the conclusion of the Annual Meeting and before November 15<sup>th</sup>.

**Step 2. Nominee's basic membership and ASB participation criteria will be verified by the Secretary of the ASB.**

**Step 3. Nominee's e-portfolio is generated, including:**

Current CV of Nominee (sent by Nominator to the Past President before November 15th)  
Nomination letter and second letter supporting the nomination (both letters sent by Nominator to the Past President after the Annual Meeting and before November 15<sup>th</sup>). The letters should address specifics outlined in the review criteria.

**Source of Nomination letters:** Two letters are required.

1. **Nomination Letter:** From a current ASB Fellow
2. **Second Letter supporting the nomination:** Also from a current ASB Fellow.\*

**Step 4. The Fellow Nomination Review Committee, formed by the Past President and comprised of ASB Fellows representing each sub-discipline, reviews nominee's e-portfolio** (e.g. Nominee's folder on google groups, password protected). The five Review Committee members then email their votes to the Past President once the review of applicants is completed.

**Step 5. Past President formulates and submits a proposed list of candidates to be awarded Fellow status to the ASB Executive Board.** The names of nominees supported by three or more of the five Nomination Review Committee members are automatically forwarded to the ASB Executive Board for approval. The President-Elect, President, and Past President further review nominees receiving support from at least 3 of the 5 Nomination Review Committee members. Nominees supported by consensus of the presidential line are then forwarded to the XB for approval. Recommendations for Fellow status are forwarded from the Past President to the ASB Executive Board for final review. Nominees not forwarded to the ASB Executive Board can be nominated again for Fellow status in two years (e.g. if nominated in 2013, they can be nominated again in 2015).

**Step 6. Fellow confirmation requires a two-thirds vote of the ASB Executive Board.** Confirmation process is completed prior to the abstract submission deadline for Annual Meeting.

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\* A letter from an established research scientist of senior rank (comparable to an ASB Fellow in the nominee's sub-discipline) may also be considered (requires pre-approval by Past President)