

## SEMINAR OUTLINE - FELLOWSHIP: FABLES, FALLACIES, & FORETHOUGHT

Final September 2014

- A. Introductions/backgrounds of attendees
- B. Knowing the Rules - A brief synopsis of current submittal requirements and judging guidelines (McDade):
  1. Nominations may be by a Chapter or not fewer than five members in good standing. If by members, all must submit an endorsement letter.
  2. Members may be nominated in one or more of the following areas of notable contributions: Advancement of Construction Technology, Improvement of Construction Specifications, Education, and Service to the Institute.
  3. Dossier **MUST** be submitted electronically, in a single .pdf file; upload the file to [www.csinet.org/honorsandawards](http://www.csinet.org/honorsandawards).
  4. The quality of the dossier is critical; often a nominee is qualified, but the dossier doesn't document the value of their contributions or the impact those contributions have had.
  5. The importance of endorsement letters cannot be overstated. Make sure the endorsement letters speak to the value of the nominee's contributions.
  6. Letters of Endorsement **MUST** be signed and submitted separately BY THE WRITER, either electronically through [www.csinet.org/honorsandawards](http://www.csinet.org/honorsandawards) or hard copy by mail or courier (no email or faxes); signature must either be "wet" (hard copy) or an electronic rendering of the author's original signature, not the author's typed name.
  7. Only the Chair of the Jury shall be contacted by a potential nominee in the event of questions; Mentors are also available within each Region for assistance.
  8. Each nomination package is reviewed by each member of the Jury; there is however no discussion among members prior to voting.

9. A nominee is advanced if and only if he/she receives four “yes” votes; voting is discontinued once three “no” votes are counted. Following the voting, the ballots are destroyed, and there is no further record of how the Jury members voted. The voting is overseen by the Institute Secretary.

C. Fables and Fallacies: (Jack to ask questions of Phil)

1. To be successful, a nominee has to have served on the Institute Board or Institute Committees. (Not true; holding a CSI office at any level is not a requirement for Fellowship.)
2. Nominees must document notable contributions in all four categories; if one is blank, the nomination has failed. (Not true; notable contributions in any one of the four categories is acceptable; include the form for each of the four categories, and simply state “not applicable” as necessary.)
3. Nominees must have belonged to CSI for 20 years. (Not true; nominees must have been a member in good standing for at least five years.)
4. Fellowship cannot be awarded posthumously. (Not true; the nomination deadline for posthumous applications is the nomination deadline that is two calendar years after the year of death.)
5. Once a nomination is unsuccessful, it cannot be submitted again. (Not true; if however a nominee fails to be advanced for three consecutive years, that nominee must wait for two years before submitting again.)
6. The submittal and endorsement letters must be postmarked by the due date. (Not true, the submittal must arrive at the Institute by 5:00pm Eastern Time on the due date; electronic submittals are required as a single .pdf file, with the exception of endorsement letters, which may be submitted in electronic form or hard copy, BUT faxed or emailed submittals are unacceptable.) Endorsement letters must be submitted directly to the Institute, not included as part of the nomination package. An electronic submittal is accepted only by uploading it to [www.csinet.org/honorsandawards](http://www.csinet.org/honorsandawards).

7. If you resubmit, just resend the same material. (Not specifically disallowed, but not the best of ideas; endorsement letters should be current. If a submittal was unsuccessful one year, there is no reason to assume the same material will be successful in a following year.)
8. The more endorsement letters you have, the better your chances of being successful. (Not true; what matters is the quality of the endorsements, not the quantity, and candidates are encouraged to limit the number to ten.)

D. Forethought: (Jack)

1. Allow plenty of time to prepare the nomination package and solicit endorsement letters. Careful preparation needs to allow time for others to review the material and provide feedback.
2. When documenting your notable contributions in any given category, be sure they are notable, and be sure your description of them is complete.
3. When requesting endorsement letters, request them from individuals that can verify your notable contributions, and make sure the writer can demonstrate from personal experience why it was in fact a notable achievement. Have a specific reason why a particular endorser is being selected, and communicate with that endorser asking him/her to specifically address the issues for which an endorsement has been requested.
4. Request endorsement letters in a timely manner -- enough time that it allows the endorser to give the content of the letter the thought it deserves. The letters need to concentrate on the nominee, not the qualifications of the endorser.
5. Read the Honors & Awards Guide carefully; then read it again.
6. And once more.
7. Fill out the forms, and be sure forms have the required signatures (and make sure your endorsers know that their letters need to be signed).

Don't try to improve or re-think the forms or format; in order for the Jury to keep everyone on a level playing field, the presentation of information and data needs to be uniform, so the Jury can effectively judge each submittal.

8. Make use of others who have gone through the process; get feedback on the content of the submittal well in advance of the deadline. Make use of one of the Fellows who has agreed to serve as a mentor, or from someone you know who has recently gone through the process.
- E. What's holding you back; what can you or your Chapter/Region do (McDade)?
1. General: I've always bristled when people talk down about CSI. I feel that the people in our organization are equally talented, and have always gone out of their way to help individuals or groups, as much as any other design organization. We have some mighty smart folks in CSI, people who have never hesitated to share their knowledge with others in order to help them -- they never think twice about spending the time or effort. There are a lot of deserving candidates out there, and we need to encourage them and help them to submit.
  2. How do we identify qualified nominees?
    - a. Watch the people in your Chapter and Region; look at what they do, and not necessarily what they say.
    - b. Listen to others that know potential candidates. What do they say about them? Ask them how they've helped or impacted the construction industry?
    - c. If possible, work with them on a project or assignment. How do you gauge their desire/intent to help others? Is it because they want to help others, or is it to "get points" from a boss or others? Is it primarily self-serving, or is it more a desire to benefit others?
    - d. After doing the above, IF you feel they are worthy, ASK them if they've ever considered submitting for Fellowship in the Institute.

- e. If they're interested, either volunteer yourself or ask those close to the candidate in their Chapter or Region to assist them in preparing a submittal.
3. Finding a path to Fellowship is different for everyone; develop a strategy.
  4. Look for people who have potential, outline a path for them; help them achieve Fellowship. **GET INVOLVED!**
- F. Questions from those in attendance.