

Nomination Guide

- International Honor Awards
- SME College of Fellows
- Outstanding Young Manufacturing Engineer Award
- Award of Merit



International Honor Awards

*Eli Whitney Productivity Award | Joseph A. Siegel Service Award | Donald C. Burnham Manufacturing Management Award
SME Frederick W. Taylor Research Medal SME Albert M. Sargent Progress Award | SME Education Award | SME Gold Medal*

1. Visit sme.org/honorawards.
2. Verify that the candidate meets all eligibility requirements.
3. Download a [nomination form](#).
4. Gather ***at least three (3) strong letters of recommendation***, preferably on letterhead; one letter should be submitted by the nominator. **It is not enough to say that the candidate is hard working, bright or reliable. Dig deeper and show how the candidate has made *exceptional* contributions to the manufacturing community.**
5. Remember presentation is everything. Typed, rather than hand-written nominations are strongly encouraged.
6. Submit as thorough as possible supporting information on the nomination form.

SUGGESTION: Did they initiate lean practices at their jobs? Did they develop a unique patent? Have they gone above and beyond in their service to SME? Tell a story with your nomination.

SME College of Fellows

1. Visit sme.org/fellows.
2. Verify that the candidate meets all eligibility requirements.
3. Download a [nomination form](#).
4. Determine and collect letters of support from initiator and two additional sponsors, one of whom must also be an honorary, fellow, life or member. **Note: Three letters of support MUST BE submitted.**
5. Remember presentation is everything. Typed, rather than hand-written nominations are strongly encouraged.
6. Submit as thorough as possible supporting information on the nomination form.

SUGGESTION: It is not enough to say that the candidate deserves to be elected as an SME Fellow. Dig deeper and show how the candidate has made exceptional contributions to manufacturing and to SME.

Outstanding Young Manufacturing Engineer

1. Visit sme.org/oyme.
2. Verify that the candidate meets all eligibility requirements.
3. Download a [nomination form](#).
4. Gather **two (2) strong letters of recommendation**, preferably on letterhead; one of which can be submitted by the nominator, which briefly highlights the nominee's accomplishments.
5. Submit as thorough as possible supporting information on the nomination form, showcasing exceptional contributions.
6. Enclose the nominee's CV or resume. **All nominations must include one of these forms of career histories.**
7. Remember presentation is everything. Typed, rather than hand-written, nominations are strongly encouraged.

Suggestion: What sets these engineers apart from other young engineers?

Award of Merit

1. Visit sme.org/awardofmerit.
2. Verify that the candidate meets all eligibility requirements.
3. Download a [nomination form](#).
4. Include two letters of recommendation per nomination; one letter can be submitted by the nominator, which briefly highlights the accomplishments of the nominee.
5. Remember presentation is everything. Typed, rather than hand-written, nominations are strongly encouraged.
6. Submit as thorough as possible supporting information on the nomination form.

SUGGESTION: How have these SME Members gone above and beyond for their chapters, Technical Community or Tech Groups? Be specific about their accomplishments.

Notifications

- All individuals elected to the **SME College of Fellows** will be notified by **July 1** of every year in time for SME's Fall Awards & Installation Banquet.
- **Recipients of the International Honor Awards, the Outstanding Young Manufacturing Engineer Award and the Award of Merit** will be notified by **Dec. 31** of every year in time for a summer ceremony, such as the North American Manufacturing Research Conference (NAMRC), etc.
- **All nominators will also be notified by July 1 and Dec. 31 of each year.** If notifications are not received by these dates, nominators are asked to contact nominations@sme.org.

Frequently Asked Questions

Q: Is it recommended that nominators obtain new letters of support each year if we are resubmitting a candidate?

A: If the nomination is a year old, we recommend submitting more recent letters with the most current information possible. Should you need the previous year's letters for reference, email us at nominations@sme.org.

Q: What is the maximum number of times a nomination may be submitted?

A: A nomination may be submitted a maximum of three times, provided new information on the candidate's manufacturing contributions are clearly stated with each subsequent nomination. **In the case of an SME Fellow,** if the nominee is not selected after three opportunities, the nomination will not be considered again for a period of seven years following the most recent submission.

Q: Can I review a previous winner's bios?

A: Yes, bios from all of the previous award winners are available through sme.org/awards, under each specific award.

Q: Are submissions from international candidates accepted?

A: Yes, we welcome both national and international candidates, provided all eligibility requirements are met.