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TechAmerica Technical Fellow and Associate
Technical Fellow Nomination and Selection Handbook

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TechAmerica Technical Fellow and Associate Technical Fellow Nomination and Selection Handbook

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TechAmerica

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1 Introduction

This document is a handbook for all participants in the process of selecting members to the TechAmerica Technical Fellowship. The roles and responsibilities of the people involved in the selection process are described in the context of each successive phase of activity. This handbook presents step-by-step procedures and examples that provide guidelines in performing the various phases of the Technical Fellowship Selection Process. It begins with the Nomination phase to identify Candidates for entry into the Fellowship, and it includes guidelines for developing Candidate Application Packages, processing and scoring the Candidate Application Packages, participating on the Review and Selection Committee, selecting successful Candidates, notification of new fellows and associate fellows, and conducting the award ceremony.

This handbook must be used in conjunction with the TechAmerica web site, <http://www.techamerica.org/>. Electronic versions of all forms are available at the website.

When a query arises relative to interpreting any aspect of this handbook, the TechAmerica web site, or the selection process, the Chairman of the TechAmerica Technical Fellowship Committee should be contacted.

Note: For the first year election of any level of Technical Fellow, the Leadership or Guidance team for the Committee(s) adopting the recognition may elect to waive the requirement for the number of yearly candidates to be selected and recognized.

1.1 Handbook Scope

This handbook details the TechAmerica Technical Fellowship Selection Process. It identifies the tasks to be performed and associates them with participants in the process. The focus is intended to keep the process implementation as uniform as possible.

There are three types of information in this handbook:

- Process details
- Candidate Application Package format
- Process infrastructure and description

Each Section of this handbook describes a significant segment of the selection process. There are also appendices that contain a variety of supporting material relevant to the different process participants.

1.2 Applicability

This handbook applies to the TechAmerica committees that adopt the recognition of Technical Fellows and Associate Technical Fellows in their respective disciplines.

1.3 Overview of Technical Fellowship Program

Established in 2004, the TechAmerica Technical Fellowship Program is designed to identify and recognize outstanding professionals in government and industry. By establishing this community of outstanding technical achievers, the TechAmerica Fellowship Program reinforces the TechAmerica commitment to technical excellence by offering its members the opportunity for continued contribution of their time and talents to assist in solving the many technical challenges facing both government and industry.

The goal of the TechAmerica Technical Fellowship Program is to support excellence in management, processes, tools, and technologies. With the establishment of this program, TechAmerica recognizes that professional growth is achieved by encouraging engineers and professionals to continue developing in areas related to their technical disciplines. Through the network provided by the Fellowship, technical ideas get greater exposure and technically-focused personnel are encouraged to mentor others and to utilize their expertise to solve key challenges across the Enterprise. The fellowship program maintains a skilled, active core of outstanding engineers and technical professionals.

TechAmerica fellowships are awarded in recognition of the fellows' expertise in their technical fields. They provide a means to identify respected resources that can be called upon to share knowledge, mentor others, and resolve significant issues and problems across the government and TechAmerica membership.

The Technical Fellowship Program consists of two levels, with each successive level assuming increased responsibility. They are: Associate Technical Fellow and Technical Fellow. Candidates for each successive level within the Fellowship are chosen from within their respective TechAmerica technical committees for their contributions and expertise.

1.4 Background

For decades, TechAmerica (formerly GEIA) has worked closely with the government to implement industry best practices and provide industry input into Government standards. In the wake of acquisition reform, the government has turned to industry to define the management standards and practices to be used in the development, manufacture, and support of the products that they need.

Some of the management areas addressed by TechAmerica committees include parts engineering, human factors, quality, electromagnetic compatibility, system engineering, system safety, configuration management, and data management. TechAmerica relies heavily on the efforts of many volunteers from industry and government to develop, publish, and maintain these documents.

2 Terms and Definitions

The following list is a top-level description of the Fellowship Selection Process participants and terms. During all phases of the selection process, there are many people helping in various ways, not all of whom can be identified in this handbook.

Candidate

A person applying for Technical Fellowship or Associate Technical Fellowship. The Candidate has the primary task of writing the bulk of the text for the Application Package and for identifying sources of Letters of Recommendation.

Candidate's Application Package

An application form, in the format shown in [Appendix A](#), which specifically describes the Candidate's qualifying experiences and background. These qualifications will be evaluated against the established criteria Fellowship Selection cited in [Section 4](#).

TechAmerica Advisor

A member of the TechAmerica Technical Staff who is in a position over all of the Committees participating in the Technical Fellowship program. The Advisor oversees all of the deliberations, and attends the meetings, of the Review and Selection Committee.

Letters of Recommendation

At least two letters that validate the "Candidate Qualifications" presented in a Candidate's Application Package and may provide other qualifications not contained in the application. The letters are to be solicited by the Sponsor and provided to the Review and Selection Committee for review by the members evaluating the Candidate's qualifications. The letters may come from a customer or from an Enterprise manager for the candidate. If the candidate is a consultant or retired, a TechAmerica committee chair or a TechAmerica task team leader may submit a letter of recommendation for the candidate. Letters of recommendation from existing TechAmerica fellows or from the Candidate's Sponsor are not acceptable.

Nominating Committee

A committee consisting of a chair and one or more members from each of the disciplines involved in the Technical Fellowship program. The committee will consist of no more than six members with varying experience and tenure as Technical Fellows. (If there are no active full Technical Fellows from one or more of the disciplines, then more than one Committee member may be selected from the same