

REFERENCE FORM

THE KENNETH G. WENTINK COLLEGE OF FELLOWS

American Society of Plumbing Engineers

6400 Shafer Court, Suite 350, Rosemont, IL 60018 847-296-0002 Fax: 847-296-2963 info@aspe.org www.aspe.org

THIS PROCESS IS TO BE CONDUCTED IN CONFIDENCE.

Please fill-in information on the the form provided. Please return the reference form to the nominator.

DEADLINE: JANUARY 31.

Candidate Name:

GENERAL CONTACT INFORMATION OF REFERENCE:

Name: ASPE Member #: Company Name:

Address:

City: State: Zip(Postal Code):

Country: Telephone (Primary Contact Number):

Fax: E-Mail:

HOW IS A FELLOW SELECTED?

In selecting Fellows, the Fellows Selection Committee shall evaluate the significant and exceptional contributions of each nominee. Criteria to be considered shall include, but not be limited to: ASPE chapter and society growth; ASPE chapter and society leadership; technical and practical research in the field of engineering with emphasis on plumbing engineering and design; engineering technical accomplishments by or for ASPE or other related organizations (as evidenced by publications, awards or similar); intellectual and leadership contributions in the advancement of Education programs for the profession and industry; championing and adoption of local, state or federal legislation, including codes; advancements and contributions in the theory or practice of plumbing engineering, design, contracting or manufacturing, including education and academia.

The consideration for each candidate shall be judged on each individual's nomination and reference information without any consideration to any other candidate under consideration. No one criteria or groups of criteria shall govern the selection process to the exclusion of any other. The Selection Committee shall decide what weight to give each criteria based on the information provided.

This reference form is basically a letter of support for the Fellow candidate and is generally the most important input to the committee's assessment. Nominators need to obtain convincing references of support for the nomination from qualified individuals. References from senior plumbing engineers and designers and others related to the plumbing industry other than where the candidate is an employee are especially useful. A perfunctory endorsement is not helpful to the Committee, no matter how distinguished the reference individual.

To be effective, this reference should describe the nominee's specific accomplishments, and their impact, based on the reference's personal knowledge. References should support the principal points made in the nominator's narrative recommendation, or other points with which the nominator is not familiar. To be most helpful to the Committee, statements asserting the importance of a particular accomplishment or piece of work should include an informative explanation of why it is influential. These should be as specific as possible and should convincingly attest to the influence and effect of the nominee's work in plumbing engineering and design and his/her promotion of the profession or plumbing industry.

The most effective references of support or supportive narrative are direct, but specific. Assertions about the importance of a particular accomplishment should be accompanied by evidence of its impact, where possible. On the other hand, overly expansive discussions tend to detract from the persuasiveness of a letter. In any case, each letter of support is limited to two pages. Especially helpful to the committee are those references that are carefully crafted and allow the committee to focus on substantial contributions of the nominee.

KENNETH G. WENTINK COLLEGE OF FELLOWS – REFERENCE FORM (CONTINUED)

The nominee is being recommended for induction into the College of Fellows based upon the criteria outlined in at least 3 of the following categories outlined in Program Guidelines.

- 1. Plumbing Engineering and Design
- 2. Plumbing Industry Product or Service Application
- 3. Research and Development
- 4. Education
- 5. Leadership/Management in the Industry
- 6. Leadership in the Profession
- 7. Legislative—Codes and Standards
- 8. Political Statesmanship

Reference Letter: Each individual providing a reference shall include up to a two page letter as additional supporting documentation for the candidate.

Your reference letter must address and demonstrate how the nominee meets or exceeds the criteria outlined in each of the categories selected.

Your letter should be limited to a maximum of 5 pages. Please attach your reference letter to the form and return to the nominator.