

ACOUSTICAL SOCIETY OF AMERICA

Guidelines for Preparing Nominating and Seconding Letters for Fellowship Nominations

Nominating and seconding letters form the core of fellowship nomination dossiers. The letters should provide insight into a nominee's most significant work in acoustics and the role that work has played in advancing the field of acoustics.

I. WHAT TO INCLUDE IN A NOMINATING OR SECONDING LETTER:

1. Description of the nominee's contributions to a particular sub-field of acoustics in terms that are understandable to a reader whose expertise lies in another area.
2. Explanation of what new knowledge about acoustics is now available because of the legacy left by the nominee.
3. Description of specific examples and background on how the nominee's research and published works have advanced the understanding of the subject matter.
4. Description of nominee's impact on the field by development of new devices or technological techniques.
5. Evidence of other professional contributions such as consulting services, teaching, thesis supervisor, management or establishment of a significant acoustical program, establishment of a new laboratory.
6. Information that may be pertinent to the candidate's accomplishments such as honors and awards from the Acoustical Society of America (ASA) and other organizations, services to other societies.
7. Information concerning the candidate's involvement in the ASA such as publication in ASA journals, attendance and presentations at ASA meetings, involvement participation in ASA technical and administrative committees, service as ASA officer, technical session chair, or journal Associate Editor, and reviewer for ASA publications.

II. WHAT TO AVOID IN A NOMINATING OR SECONDING LETTERS:

1. Generalized approaches such as:
 - a. "has provided leadership in _____ acoustics"
 - b. "has published more than _____ papers in acoustics"
 - c. "has directed the dissertations of _____ students"
 - d. Discussion of the candidate's general personality
 - e. Personal information such as details about candidate's spouse, children, home, etc.