

Guidelines for Preparing Nominating and Seconding Letters for Fellowship Nominations in the Acoustical Society of America

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. For more information about being a sponsor for recommending fellowship, [click here](#).

I. WHAT MAY BE INCLUDED IN A NOMINATING OR SECONDING LETTER:

1. Description of the nominee's contributions to a particular area of acoustics in terms that are understandable to a reader whose expertise lies in another area.
2. Explanation of a nominee's specific, significant work(s) in acoustics and the role that work has played in advancing the field of acoustics.
3. Description of specific examples and background on how the nominee's research, projects, presentations, publications, products, work, patents, etc. have advanced the understanding of particular subject matters or various fields of acoustics.
4. Evidence of professional contributions such as consulting services, teaching, thesis supervisor, management or establishment of a significant acoustical program, conference or symposium, establishment or leadership in a laboratory, firm, company, or product development.
5. Information that may be pertinent to the candidate's accomplishments such as honors and awards from the Acoustical Society of America (ASA) and from other related societies.
6. Information concerning the candidate's involvement in the ASA such as publication in ASA journals, attendance and presentations at ASA meetings, service as technical session chair, leadership in ASA technical and administrative committees, service as journal Associate Editor, reviewer for ASA publications, and service as an ASA officer.

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

1. Generalized approaches such as:
 1. "has provided leadership in acoustics"
 2. "has published more than ___ papers in acoustics"
 3. "has served diverse clients across the world"
 4. "has directed the dissertations of students"
 5. Discussion of the candidate's general personality
 6. Personal information such as details about candidate's spouse, children, home, etc.
 7. Excessive generalization and lack of specifics