



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

# Compiling a Fellow Petition

2020-2021 Criteria

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## What is the Honor of Fellow?

The honor of Fellow is ASSP’s most prestigious award, recognizing an individual’s significant commitment, achievement and leadership in the occupational safety and health (OSH) profession, Society and in their community.

## Nominee Requirements

The nominee must:

- Be an ASSP member.
- Have contributed to ASSP and the OSH profession over a minimum cumulative period of 15 years, having spent at least 50 percent of that time working in the OSH field.
- Have consistently adhered to our [Professional Code of Conduct](#).
- Be nominated by any of the following: two Fellows, a Fellow and an entity within ASSP, or two ASSP entities (e.g., chapter, region, practice specialty, common interest group, committee, council, etc.).

## Petition Coordinator: Requirements and Duties

A petition coordinator must compile and submit the petition on behalf of the nominee. The coordinator must be an ASSP member familiar with the nominee's body of work.

## Fellow Petition Submission Checklist

A list of all documents required in a petition package is provide below. Tips for proper assembly are included. Additional guidance in the Fellow Petition Coordinators Workbook.

A complete petition includes, in this order:

1. A completed nomination form.
2. Signed Fellow sponsor forms from the petition's six sponsors who are members of ASSP in good standing. No more than two additional references may be provided by non-ASSP members familiar with the petitioner's work. These individuals should submit their references using the same forms. No more than two sponsors may come from the same organization.
3. The nominee's resume, not more than two pages.
4. Relevant data in the format provided in [Appendix C](#) to satisfy pertinent criterion under Category 1 and Category 2. Each criterion should provide a description and specific examples of how the candidate meets the criterion as shown in [Appendix A](#).

Supporting material must not exceed a total of 50 pages in Microsoft Word or PDF format. Please use at least an 11-point font.

Electronic signatures are permissible.

Fully compiled petitions should be submitted by Nov. 1 as a PDF file to [copa@assp.org](mailto:copa@assp.org)

## Tips for Developing a Petition

- Budget plenty of time to complete a petition. Start at least six months in advance to allow time for gathering documentation and supporting information.
- Develop a plan of action for completing the petition, including developing a timetable for gathering information and identifying at least six individuals to act as petition sponsors.
- Select sponsors who can provide evidence of a nominee's achievements in their statements. Evidence should be either firsthand or confirmed knowledge of the nominee's achievements, results and professional contributions. Focus on facts and details and use a tone that is objective and fact-based. Sponsors should provide original information to support and validate the petition, rather than copying and pasting redundant information from other sources.
- Provide specific facts and statistics directly related to the content included in the petition.

- Include letters of support from the nominee's chapter, practice specialty, common interest group, branch, region or a fellow member to corroborate the petition.
- Submit additional documentation and letters of support in a single file, organized by criteria.
- Use metrics to validate the success, impact or outcomes of specific petition elements or criteria. Include short-, medium- and long-term results.
- Structure petition criteria responses in the following manner: problem/issue/contribution, activities relevant to the problem/issue/contribution, metrics developed and results of the activities. See [Appendix C](#) to view the format of the form, also available on the ASSP website.
- Review and organize the final petition so that each accomplishment is documented only once and under one criterion only.
- Contact ASSP staff or the Technical and Professional Recognition Committee for assistance with compiling background and historical materials. ASSP staff cannot submit petitions or prepare recommendations and nominations but can provide background and historical materials if available.
- Review the petition to eliminate these potential issues:
  - Irrelevant or redundant information, as it lowers the petition's score.
  - Inclusion of sponsors who do not contribute significantly to evidence in the petition.
  - The sharing of more documentation than is required to demonstrate an achievement.
  - Citation of achievements in which the nominee did not have a substantial role.
  - Submission of information under a criterion for which the nominee is not qualified.
  - Overreliance on personal achievements outside of ASSP and OSH.

## **Validation/Supporting Information**

Coordinators and sponsors may cite any of the following created by the nominee:

- Articles (citation or cover/first page)
- Books (citation or cover)
- Speeches (organization, date, title)
- Program development information, including descriptions of work-related activities that reduce hazards, risks and/or related costs
- Teaching activities/seminars (organization, date, title)
- Evidence of activities for a chapter, practice specialty, common interest group, other Society-level group or related organizations, including one or two statements regarding responsibilities, specific contributions and achievements.

- Curriculum development at a college/university [syllabus (table of contents), institution name, date]

Coordinators may obtain documentation from many sources, such as petitioner's personal files, employers, manager/supervisors, various agencies and ASSP staff.

## Criteria

The petitioner must meet the criteria and achievements listed below. Refer to [Appendix A](#) for information to complete section. It should be consistent with the nominee's resume or CV.

### Category 1: Professional Achievement – 75%

#### *Required*

**1.0: The nominee has professional achievements that have had a significant impact upon the OSH profession.**

Provide a description of the nominee's achievements in each relevant position as noted in the submitted resume.

#### *Respond to at least three of the remaining five criteria*

**1.1: The nominee has developed/implemented a new (or significantly expanded on existing) methodology or philosophy affecting the OSH profession.**

Provide a list of any new concepts or methods of OSH practice that affected the OSH performance of the nominee's organization or the OSH profession.

**1.2: The nominee has directly contributed to the development and direction of research and/or created inventions or copyrighted materials that have advanced the effectiveness of the OSH profession and/or OSH professionals.**

Provide data to support development, direction or contributions toward research. Provide evidence of inventions and/or copyrighted materials.

**1.3: The nominee has broadly promoted OSH data or information (other than research) to the OSH profession.**

Provide supporting evidence of support and promotion of the OSH profession.

**1.4: The nominee has performed public service on at least two of the following levels: local, state, national, global. Both OSH and non-OSH related information would be considered.**

OSH-related service must be interdisciplinary, educational or technical. Non-OSH-related service may also be included here.

**1.5: The nominee has participated in, contributed to or directly influenced the formulation of OSH standards, regulations or legislation at the local, state, national or global level.**

Provide evidence and identify the standards-development body, government affairs activity or agency with which the nominee was involved.

## **Category 2: Service to ASSP (25%)**

*Required*

**2.0: The nominee demonstrates significant ASSP service, resulting in meaningful contributions to the Society vision and mission.**

Provide a comprehensive list of all ASSP positions, committees and task forces the nominee has served on, with dates of service. In addition to the list of position, provide a description of the nominee's contributions, enhancements, results and leadership within each.

## APPENDIX A: Criteria Guidance

**Overall:** Structure petition responses as: problem/issue/contribution, activities relevant to the problem/issue/contribution, metrics developed and results of the activities.

### Category 1: Professional Achievement (75%)

#### Required

*1.0: The nominee has professional achievements that have had a significant impact on the OSH profession.*

#### **Notes:**

- Provide an overview statement summarizing the nominee's work and a list of key achievements.
- Include information such as industry awards, employee awards, pertinent certifications and licenses, statistics that demonstrate the success of a program developed and/or implemented by the nominee, teaching and formal mentoring activities, team management and tools and/or products.
- Use charts and graphs to demonstrate the effectiveness of the development and implementation. Metrics can include measures such as statistics, incident rates, workers' compensation costs, productivity rates and severity rates.

#### **EXAMPLE:**

Activity: Development of drug prevention program
Contribution/Accomplishment: Developed and instituted a drug testing program for over 300 employees on one major jobsite. Initial results showed a positive test rate of 23%.
Metrics/Results: After several months of testing at the pre-employment and random levels, positive tests were reduced to less than 5%.
Validation/Supporting Documentation: See test data for last six months of testing validating accomplishments for year 2017.

#### **Tips:**

Highlight achievements that have broadly affected the OSH profession in the format shown below.

- OSHA statistical data for overall company or individual business units that demonstrates a successful OSH program. These statistics should ideally be verified from official company records. Other specific company OSH data may also be used. It is not necessary to document publicly verifiable information.

- Describe key projects that resulted in an overhaul and improvement of existing procedures or OSH-related operations.

**Additional Criteria (respond to at least three)**

**1.1: The nominee has developed/implemented a new (or significantly expanded on existing) methodology or philosophy affecting the OSH profession.**

Provide a list of any new concepts or methods of OSH practice that affected the OSH performance of the nominee's organization or the OSH profession. With each new philosophy or methodology, the submitter must identify:

- When the idea, concept, method or philosophy was developed, and the company or client involved.
- If changes were made to an existing concept, method or philosophy, and what those changes were.
- The plan for implementing the concept, method or philosophy.
- The conditions before, during, and after the nominee's project or program implementation.
- Data showing the results of such plans or efforts.

**Notes:**

The achievements listed below are not all-inclusive. They are examples of the kinds of accomplishments that might be the most relevant to Criterion 1.1.

- Developed innovative ways to measure injury/illness incidence rates.
- Developed and implemented an OSH management system.
- Improved a significant process or component of an existing OSH management system.
- Developed and implemented a process safety management system.
- Improved a significant process or component of an existing process management.
- Developed and implemented a training program.
- Created new software to improve the ability to record and quantify workplace injuries and illnesses.
- Developed a new website to increase transparency of company injury/illness information.

**EXAMPLE:**

Activity: Development of an online system measuring compliance and closure of audit items in real time.
Contribution/Accomplishment: Prior to development, existing quarterly audit reports did not yield timely results in that many items remained open at the time of the next audit; a period that sometimes reached 36 months.



Metrics/Results: As measured by audit data six months post audit, closure rate of audit findings has improved by 23%.
Validation/Supporting Documentation: See relevant data corroborating results from three recent audits and Corporate annual audit report to the Board.

**Tip:** *Identify the new method or philosophy developed, conditions before and after implementation, and results obtained using metrics.*

*1.2: The nominee has directly contributed to the development and direction of research and/or created inventions or copyrighted materials that have advanced the effectiveness of the OSH profession and/or OSH professionals.*

#### Research

- Identify the company, university, organization, association or government entity for which the research was performed.
- Provide the nominee's role (Principal Investigator, Research Assistant, Co-Investigator, etc.), the dates involved in the research, and where the research took place.
- Provide an overview of the research project, summarizing the objectives and/or hypothesis of the research.
- Provide a description of the research methodology.
- Provide a summary of the nominee's contributions to the research.
- If the research was not published, provide letters from appropriate individuals to validate the nominee's contributions.
- Provide evidence of distribution and utilization of the research results within the OSH profession.
- Explain the impact of the research on the OSH profession (e.g., tangible and measurable results by statistical metrics or other documentation).

#### Inventions/Copyrighted Material

- Provide the title of the patented/copyrighted material. Patented/copyrighted material may include machine designs, guarding designs, hazard control devices, software, training simulations, personal protective equipment, environmental treatment processes, pressure systems designs, fire suppression system designs, books or an OSH performance measurement process.
- Provide the date (month/year) of patent/copyright.
- Provide evidence that the nominee was the primary or sole patent holder/copyrighter or a contributor to such.
- State whether a patent was issued or is pending. If a patent was issued, provide the patent number and date of issue.

- Provide a description of the content of the copyrighted material and explain how the information advanced the effectiveness of the OSH profession or OSH professionals, giving evidentiary data or measurements.

**Notes:**

- Any patented/copyrighted works documented under Criteria 1.2 should be tangible materials that have helped to advance the effectiveness of the OSH profession.
- Do not include books, chapters in books or articles already included under Criteria 1.1.

**Tips:**

- Provide evidence of copyrighted materials.
- Provide an overview of the copyrighted material explaining how it benefited the OSH profession or OSH professionals.

*1.3: The nominee has broadly promoted OSH data or information (other than research) to the OSH profession.*

- Provide the title of the publication, presentation or training material and when it was initially presented or delivered.
- Explain the purpose of developing the information and/or data.
- Provide examples of how the data or information was beneficial to the safety profession.
- Provide details of how the information was disseminated to safety professionals. Methods of distribution could include venues such as online, conference/presentation, books and/or chapters in books, newsletter, question writing for OSH certification exams and technical publications. Estimate the number of safety professionals who saw the data or information if possible (e.g., copies circulated, number on distribution lists).
- To illustrate the content of the nominee's data or information:
  - Provide formal citations of the nominee's work with a brief description of the publication or presentation
  - Provide a narrative overview of the nominee's work by highlighting the most widely disseminated or influential publications or presentations

**Notes:**

- Use best judgment to assess whether the beneficial information/data was “widely” disseminated. When evaluating the nominee's petition, the Technical and Professional Recognition Committee will determine whether the information qualifies as widely disseminated in the context of the petition.
- Cite a minimum of two different dissemination media.

- Should the information developed and distributed be copyrighted by the nominee, cite these accomplishments in Criteria 1.3. Please note that material can be credited in only one criterion area.

**Tips:**

- Identify the type of information distribution venue. If published as a book or chapter, note the title of the publication, who published the information and when the information was distributed. For example, note how widely a book was distributed by including the number of copies sold.
- Provide a brief narrative summary of the publication and note the number of safety professionals who were exposed to the publication.

*1.4: The nominee has performed public/community service on at least two of the following levels: local, state, national, global. Both OSH and non-OSH-related information is considered.*

- Identify at what level the public/community service was performed (local, state, Society or international) and whether the service was interdisciplinary, educational or technical.
- Include the dates during which the nominee was engaged in performing the public/community service.
- Provide a narrative summary of the nominee’s specific involvement describing how the service was unique and significant and include any results of the service performed.

**Notes:**

- Examples of activities that qualify for this section may include sitting on a government or academic task force/committee (e.g., community service organizations, elementary school districts, colleges and universities, scouting, law enforcement), or leading a community public safety campaign or activity
- Activities documented under this section need not be traditional “volunteer” service in that the nominee does not necessarily have to perform the service as a private citizen. The nominee may have performed the service on behalf of their company.
- The specific service must not be the same as that noted in other criteria.

**EXAMPLE:**

Activity: Improved safety for volunteers building homes through Habitat for Humanity
Contribution/Accomplishment: Developed and produced safety orientation for volunteers and produced 12 pre-job safety briefs based upon varied stages of home construction.
Metrics/Results: Now reaching 24 months without a volunteer injury (using OSHA recordkeeping guidelines on all projects).

Validation/Supporting Documentation: See letter from Habitat executive director and portions of training documentation.
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**Tips:**

- If using task forces as examples, indicate whether they were state, federal or local. Demonstrate the nature of the task force (i.e., composition) and identify the nominee's specific activities.
- For service to ASSP, identify the level at which the service was performed (e.g., Society, chapter, practice specialty, common interest group, etc.) and the type of service provided by the candidate.

***1.5: The nominee has participated in, contributed to or directly influenced the formulation of OSH standards, regulations or legislation at the local, state, national or global level.***

- Identify the standards development body, government affairs activity or agency with which the nominee was involved.
- Identify the dates the nominee was active with each specific activity.
- Provide a narrative summary of the contribution made and data illustrating the results of the nominee's work.

**EXAMPLE:**

Activity: Appointed as member of the ISO 45001 Committee as an at-large member.
Contribution/Accomplishment: Chaired the Management/Leadership subcommittee tasked with developing recommendations to be included in the standard.
Metrics/Results: Provided first draft six weeks ahead of deadline. Draft approved. Completed final revisions and submitted to Committee four weeks ahead of deadline. Final revisions accepted by unanimous vote at fall 2016 Committee meeting.
Validation/Supporting Documentation: See committee structure provided. See Fall 2016 committee meeting minutes. Copy of management/leadership section of final standard attached.

**Notes:**

- To qualify for this criterion with work in standards, the nominee may have been involved in standards development bodies such as ANSI, NFPA, ASME, ASTM or ISO.
- To qualify for this criterion with work in government affairs activities, the nominee may have been involved with government affairs advisory groups such as NACOSH or ACCSH. Working with these groups, the nominee may have submitted reports or position papers, provided expert testimony, or submitted recommended regulation or legislative language.

- If the nominee has been involved with governmental agencies or groups such as NIOSH, NORA, the National Academy of Sciences or OSHA, their work with these groups may be documented in this section.

## Category 2: Service to ASSP (25%)

### Required

*2.0 The nominee demonstrates significant ASSP service, resulting in meaningful contributions to the Society vision and mission.*

Provide a comprehensive list of all ASSP positions, committees and task forces the nominee has served on, with dates of service.

- For each position, provide a summary of the nominee's service and highlight the key accomplishments and contributions within that position.
- Letters from committee chairs under whom the nominee served or from ASSP members who have firsthand or reliable verified knowledge of the nominee's work are encouraged.

### Notes:

- Many positions and responsibilities at the chapter, region and Society levels are worth highlighting in a Fellow petition. For example:
  - Society-wide service
    - Board member
    - Council vice president
    - Regional vice president
    - Practice specialty or common interest group officer
    - Society-level committee chair or members
    - Society-level task force chair or member
    - Foundation trustee
  - Regional service
    - Area director
    - Assistant regional vice president for a specific area
    - Regional committee chair or member
  - Chapter service
    - Chapter officer
    - Chapter committee chair or member
    - Chapter task force chair or member

- Provide information on how the nominee contributed to the group’s efforts (e.g., substantiate by meeting minutes, data, accomplishments). Include any relevant accomplishments outside the United States.
- In documenting contributions to ASSP, provide a brief summary of each position held and highlight key contributions/accomplishments. Focus on activities that the nominee had a substantial role in executing or leading — particularly if the nominee identified problems, provided a solution and ASSP benefitted as a result. Contributions can be documented through meeting minutes, outcome data or written statements from fellow members.
- The nominee may have had other significant responsibilities at the chapter, region or Society level outside formal volunteer parameters. If the nominee was instrumental on an ASSP project but was not on a formal task force or committee, document those efforts in this section of the petition.
- Mention any honors received from ASSP (Society, region, chapter, practice specialty or common interest group) for outstanding service, listing the honor and date received. The honors may include one or more of the following:
  - Charles V. Culbertson Outstanding Volunteer Service Award
  - Thomas F. Bresnahan Standards Medal
  - Safety Professional of the Year Awards
    - Society Safety Professional of the Year Award
    - Chapter/Region Safety Professional of the Year awards
    - Practice Specialty and Common Interest Group Safety Professional of the Year awards
  - Society President’s Award

**EXAMPLE:**

Activity: Served as Regional Vice President, Region III, from 2010 through 2014.
Contribution/Accomplishment: Enhanced and improved the region student leadership conference through chapter sponsorship and increased speaker participation. Also added CEUs and ability to obtain some form of safety certificate/certification through attendance.
Metrics/Results: Attendance has increased 15% year over year with 2014 conference setting a record attendance of 300 students. Each chapter within the region sponsored at least one student and provided monetary support. Student conference evaluations rose from a score of 4 to 4.6 over the same period.
Validation/Supporting Documentation: See conference brochures for years 2010 through 2014 and student conference evaluations for the same years.

Activity: Served as Chapter President from 2008 through 2009.
Contribution/Accomplishment: Enhanced and improved Chapter communication through revitalization of the Chapter website and personal contact with 3 members each month resulting in enhanced member experiences.
Metrics/Results: Chapter meeting attendance increased 25%. Attendee meeting evaluations improved from 3.0 to 4.3.
Validation/Supporting Documentation: See meeting rosters and attendee evaluations and comments.

**Tips:**

- Additional nontraditional awards and honors at the region, chapter, practice specialty and common interest group level may be submitted for consideration. As with all other awards, substantiate the rationale for the award with specific activities leading to it.

## APPENDIX B: SCORING RUBRIC

CRITERIA	Weighting
<b>Category 1: Professional achievement</b>	<b>75</b>
<i>Required:</i> 1.0 Professional achievements that have had a significant impact upon the OSH profession.	20
<i>Choose at least three:</i> 1.1 Conceived of new (or significantly expanded on existing) methodology or philosophy affecting the OSH profession.  1.2 Directly contributed to the development and direction of research and/or created inventions or copyrighted materials that have advanced the effectiveness of the OSH profession and/or professionals.  1.3 Broadly promoted OSH data or information (other than research) to the OSH profession and community.  1.4 Performed public/community service on at least two of the following levels: local, state, national or global. Both OSH and non-OSH considered.  1.5 Participated in, contributed to or directly influenced the formulation of OSH standards, regulations or legislation at the global, national, state or local level	55
<b>Category 2: Service to ASSP</b>	<b>25</b>
<i>Required. To be scored from one or a combination of the following categories:</i> 2.1 Society (board, committees, practice specialties and/or common interest groups)  2.2 Region  2.3 Chapter	

The petitioner should achieve a minimum score of 80 out of 100.



## APPENDIX C: PETITION FORM/FORMAT

CRITERIA:
ACTIVITY:
CONTRIBUTION/ACCOMPLISHMENTS:
METRICS/RESULTS:
VALIDATION/SUPPORTING DOCUMENTATION: