



2019

## Fellow Application

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## Guide for Sponsors: Preparing the Fellow Recommendation Form

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Full Members of HFES may submit an application for Fellow status for themselves or for others. The person who submits the package is identified as the **applicant**, and the person on whose behalf the application is submitted is the **candidate**. Persons who apply on their own behalf are both applicant and candidate. A person applying on behalf of someone else is the applicant, and the person on whose behalf the application is made is the candidate.

Your role in the process is that of sponsor, and you fulfill this role by completing the information requested on the Fellow Recommendation Form (attached). Below are the steps to complete the process.

**Step 1.** Ensure that you are currently a Full HFES Member or Fellow in good standing and not a current member of the Fellows Selection Committee. Otherwise, you are not eligible to recommend a candidate for Fellow. If you are not sure about your membership status in HFES, please [send an email to info@hfes.org](mailto:info@hfes.org) or call 202/367-1114.

**Step 2.** Verify that the applicant has sent you the following items. If any are missing, contact the applicant immediately and obtain them:

- A completed application form
- The candidate's résumé or curriculum vitae
- Format for the Fellow Recommendation Form
- Eligibility Criteria for Fellow Status
- Guide for Preparing the Professional Contributions Statement
- Statement of adherence to the HFES Code of Ethics

**Step 3.** Review the Eligibility Criteria for Fellow Status and satisfy yourself that the Candidate is, indeed, eligible. In making this determination, be aware that the eligibility criteria are minima. Fellows are expected to be outstanding individuals. Furthermore, the evaluation rules do not allow exceptional achievement on one criterion to compensate for inadequacy on another. The candidate must be deemed acceptable on all four criteria.

**Step 4.** As a sponsor, you should have extensive knowledge of the candidate's professional contributions **and/or** HFES service. To be persuasive, a recommendation form must amplify and extend the information in the application form by providing specific facts, based preferably on first-hand experience or observation. Therefore, you should decide whether you are well equipped to provide a persuasive recommendation form. If not, contact the applicant immediately so another sponsor can be chosen promptly.

**Step 5.** Prepare the form per the instructions that appear below. The form should be emailed to the applicant. Please use Microsoft Word. You may transmit your form via email either as a Word document or an Adobe Acrobat PDF.

**Step 6.** Email the completed recommendation form to the applicant by the date you have agreed to as a deadline. Do not send the form to HFES.

## **INSTRUCTIONS FOR COMPLETING THE RECOMMENDATION FORM**

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**Candidate:** Provide the candidate's name.

**HFES Service:** A candidate for Fellow must have made sustained, significant contributions to the Society over a period totaling at least five years.

In this section, describe *the contributions and their significance* to HFES and clearly demonstrate that they total five or more years.

- **It should be no less than 200 words and no more than 300 words**

Examples of Society involvement that might result in such contributions include, but are not limited to:

- \* Elected or appointed offices, including Technical Group or local chapter offices – include dates of service for each office and specific contributions.
- \* Division, committee, or task force service -- include dates of service and specific contributions.
- \* Editor, editorial board member, or reviewer for Society publications -- include dates of service and specific contributions.

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions to the Society* that are important and will be evaluated. Simply listing the titles of the service positions the candidate has held and the dates during which they have held those positions is not sufficient evidence of distinguishing service.

**Professional Contributions:** Candidates for Fellow must have made substantial professional contributions that elevate them from the remaining body of HF/E professionals. In this section provide evidence of the candidate's exceptional achievements within the field of HF/E.

- **It should be no less than 200 and no more than 300 words**

Study the *Guide for Preparing the Professional Contributions Statement* carefully and ensure that your statement shows that the candidate's contributions satisfy the criteria.

Do not rely on the candidate's application form, résumé, or evidentiary items to make your case. You may reference evidentiary items that have been listed on the application form, in which case you should explain their relevance and significance, but they are supplemental and your statement must stand on its own.

Think of the "Distinguishing Contributions" and "Evidence" portions of the *Guide for Preparing the Professional Contributions Statement* as checklists, and explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than personal opinion.

A well-written statement that documents multiple exceptional contributions is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author’s reputation and adopting a “take my word for it” approach, or assuming the candidate’s accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the evaluator to make your case for you.

*Making a well-written statement that documents multiple contributions will make the best case for the candidate.*

Your statement should include a description of your professional relationship with the candidate, so the basis for your knowledge of the candidate’s professional contributions is clear. Keep this description brief, focusing on the candidate.

Sponsors are selected so that collectively they can attest to both the candidate’s professional contributions and HFES service. In some cases, a given sponsor may be more familiar with a candidate’s HFES service contribution than professional contributions or vice versa. If you are less familiar with the candidate’s professional contribution, you may so indicate.

**Sponsor Personal Data:** Provide your name, etc., as called for on the recommendation form. Remember to sign and date the form.

## Eligibility Criteria for HFES Fellows

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1. **Membership.** A candidate for election to Fellow status must be a Full Member currently in good standing, and must have been a Full Member in good standing for at least the five preceding years.
2. **Experience.** The candidate must have accrued at least 10 years of *documented* professional job experience in human factors/ergonomics (HF/E).
3. **Professional Contributions.** The candidate must have made extraordinary, outstanding, and meritorious contributions to human factors that distinguish the candidate in an exceptional, exemplary manner. Distinguishing contributions must be substantial and non-routine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular client/user community. *The contributions must "elevate" and "set apart" the candidate from the remaining body of HF/E professionals. Evidence of those contributions must be provided in documented form.* Below are example activities that candidates have presented to provide evidence regarding exceptional achievement with the field of HF/E. However, candidates may provide evidence regarding any kind of exceptional achievement within the field of HF/E.

**Education.** Exceptional achievement relating to instruction, curriculum development, course development, student mentoring, and /or/thesis/dissertation advising in HF/E or related content areas.

**Research.** Exceptional achievement relating to basic and /or applied research in HF/E or related content areas.

**Applications and Practice.** Exceptional achievement relating to the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks.

**Management and Supervision.** Exceptional achievement relating to supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This include leadership and management of activities related to: )a) application of HF/E knowledge, methods, and principles, (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields.

**Outreach and Advocacy.** Exceptional achievement relating to raising awareness and visibility of the HF/E discipline and its value/contributions and/or promoting the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s)

4. **HFES Service.** A candidate for Fellow must have made sustained, significant contributions to the Society over a period **totaling five years or more.**

Examples of HFES involvement that might result in such contributions include, but are not limited to:

- Elected or appointed offices, including Technical Group or local chapter offices
- Division, committee, or task force service, especially serving as the chair
- Editor, Editorial Board member, or reviewer for Society publications

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions* HFES that are important and will be evaluated. The application package must fully describe the contributions and their significance to HFES for the candidate to satisfy this criterion.

The HFES service requirement can only be met through service to HFES, including service to official Local and student chapters of HFES within and outside the U. S. A listing of local and student chapters of HFES can be found on the HFES Web site ([hfes.org](http://hfes.org)). Service to other related societies is not counted towards the HFES service requirement.

- 5. HFES Code of Ethics.** The candidate must attest to his or her adherence to the HFES Code of Ethics.

The candidate shall include a signed statement that he or she has read and adhered to the HFES Code of Ethics in the past and affirms his or her intention to continue to do so in all future professional endeavors. A copy of the Code of Ethics is included in the packet.

## Guide for Preparing the Professional Contributions Statement

The Professional Contributions Statement is a critical element of an HFES member's application to be recognized as a Fellow of the Society. The statement must clearly demonstrate that the candidate has made *extraordinary, outstanding, and meritorious contributions* to human factors/ergonomics (HF/E) that distinguish him or her in an *exceptional, exemplary* manner.

Some examples of the types of professional activities that are often associated with such exemplary contributions and achievements include:

**Education:** Activities related to instruction, curriculum development, student mentoring, and/or thesis/dissertation advising in HF/E related content areas.

**Research:** Activities pertaining to basic and/or applied research in HF/E or related content areas.

**Applications & Practice:** Activities include the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks.

**Management & Supervision:** Activities pertaining to supervising and coordinating people and resourced to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) application of HF/E knowledge, methods, and principles. (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields.

**Outreach and Advocacy:** Activities include raising awareness and visibility of the HF/E discipline and its value/contributions and/or promoting the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s).

Although it is considered likely that many of the distinguished contributions required for Fellow status will result from a candidate having performed on or more of these types of activities, the Professional Contributions Statement may provide *evidence regarding any kind of exceptional achievement(s)* within the field of human factors and ergonomics. The key is to clearly communicate the nature of the extraordinary contributions that have been made by the candidate.

A typical Professional Contributions Statement will range from 500 to 1500 words. More important than length, is that the statement makes a strong case with appropriate details that differentiates this candidate from the majority of good performers in our profession. For reference, active Fellows constitute approximately 4% of the current HFES membership.

## Documenting Professional Contributions

This section provides information pertaining to the general nature of the distinguished professional contributions that are required for Fellow status. Pay close attention to this description in choosing and describing the qualifying accomplishments that you cite in the Professional Contributions Statement. Also included are discussions of evidentiary material that must be provided, as well as the possible need to prepare documentation to support meritorious qualifying contributions.

*Distinguished Contributions.* The candidate must have made extraordinary, outstanding and meritorious contributions to HF/E that distinguish him or her in an exceptional, exemplary manner. A distinguishing contribution must be unique and non-routine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular user/client community. *The contribution must elevate and set apart the candidate from the remaining body of HF/E professionals.*

*Documented Evidence.* Evidence of the meritorious contributions of the candidate must be provided by the applicant. The level and type of documentation acceptable as evidence of distinction will vary with the specifics of the case. For example, while publications are likely to be important in documenting research contributions, documents describing managerial efforts resulting in cost savings or enhanced human and system performance through effective HF/E utilization could be important in documenting exceptional management accomplishments.

*Preparation of Documentation.* If a candidate does not have documentation at hand that supports an appropriate level of distinction, this documentation will need to be prepared. This may require summarizing or highlighting major HF/E accomplishments reported in numerous informal papers or writing sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents. Letters of commendation or recognition from knowledgeable persons (e.g., management officials, sponsors) may also be useful.

## Example Contributions and Evidence for Professional Activities

Below are examples of professional activities and associated meritorious contributions and supporting evidence. The section provides:

- Brief descriptions of the types of functions typically associated with the activity
- Examples of extraordinary, meritorious contributions
- Examples of types of evidentiary information considered acceptable in satisfying the contributions requirement

The example activities and associated meritorious contributions and evidentiary items provided are not intended to be exhaustive but are intended for illustration purposes only.

The Professional Contributions Statement may provide *evidence regarding any kind of exceptional achievement(s)* within the field of human factors and ergonomics. The goal is to document and provide supporting evidence of extraordinary contributions.

## **Education**

*Description.* Includes significant HF/E contributions in teaching/instruction, curriculum development, course development, student mentoring, and/or thesis/dissertation advising in HF/E or related content areas.

*Distinguishing Contributions.* Meritorious accomplishment in functions such as teaching, developing HF/E related educational material, and mentoring/advising graduates with degrees in HF/E related studies who have gone on to successful careers in HF/E.

*Evidence.* Documentation of the candidate's extraordinary contributions to HF/E education might include:

1. Evidence of sustained excellent teaching, such as teaching ratings, awards, and honors.
2. Evidence of post-graduation placement of supervised students.
3. Number of theses/dissertations directed;
4. Awards or recognition for supervised student's work.
5. Evidence of course and curriculum development/program leadership, or management of successful accreditation processes.
6. Evidence of mentorship of junior colleagues in the area of HF/E education.

## **Research**

*Description.* Includes significant HF/E contributions relating to basic and/or applied research in HF/E or related content areas.

Activities involve theoretical development and the application of scientific and experimental methods in the collection and analysis of data that will increase the knowledge base of human performance in various contexts. Work may also involve proposal preparation, planning, marketing, and project direction.

*Distinguishing Contributions.* Research accomplishments achieved consistently over time and resulting in distinct contributions that significantly enhance the level of HF/E scientific knowledge and insight into human performance capabilities and limitations. Includes innovations in techniques, methods, and tools that are exceptional in their contribution to the HF/E technology base and that are consistently superior in technical quality and in their contribution to the HF/E profession.

*Evidence.* Publications in peer-reviewed technical journals, proceedings documents, books or chapters within books, technical reports (government and/or industrial), scientific papers, technical articles, presentations at technical meetings, invited addresses, patents, research awards, editorial activities, funded research, laboratory management, and so forth could be considered.

Evidence of a distinguishing contribution in research is usually in the form of a noteworthy body of work attributable to the candidate, that is generally in the public domain and retrievable by members of the HF/E community, and that demonstrates a leadership position. As noted above, however, it may be necessary in some cases to prepare sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents.

## **Applications and Practice**

*Description.* Includes significant contributions in the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks. Such services and expertise could have been provided in a number of settings, including as a member of an in-house HF/E group, or as a contractor, consultant to public or private organizations, expert witness in forensic applications, etc.

Typically, relevant activities involve making use of existing data and HF/E principles, guides, and handbooks to conduct HF/E audits and to develop credible technical solutions to pressing human factors problems encountered in the design and development of specific human-machine systems and/or products or processes.

Activities also frequently include collaborating effectively with other disciplines to achieve desired end products with emphasis on creative, insightful, and proper application of available data and information rather than on the design and conduct of new studies to collect additional data.

Also, activities often involve promoting the value of HF/E to engineers and managers, marketing HF/E to users/clients, preparing and presenting proposals, and directing and managing projects.

*Distinguishing Contributions.* Judging the level of contribution requires that the candidate's contributions be differentiable from those of the work group or institutional unit. Applications and practice is a very broad area of accomplishment, which might include:

1. Creative HF/E concepts, novel experiences, methods, tools and applications that are special and unique, add a new, broadly useful HF/E capability, or enhance planning and the application or acceptance of HF/E in applied settings.
2. Products or findings that constitute exceptional, identifiable HF/E contributions, possess lasting value, and are generalizable to other design, development, test, or expert-witnessing applications.
3. Success in using innovative HF/E methods for integrating and applying human factors principles and concepts that resulted in enhanced user understanding and greater acceptance of HF/E concepts and initiatives on a continuing basis.

*Evidence.* Documentation of distinguishing contributions in applying HF/E methods and/or tools in an applied setting is required. The Fellows Selection Committee (FSC) must have an empirical basis for determining the creative, extraordinary, exemplary, superior nature of the candidate's contributions that distinguish the candidate from

others. This may require preparation of sanitized, summary editions of proprietary or classified reports or other types of evidentiary documents. Types of evidence might include:

1. Summaries of distinguished forensic HF/E accomplishments submitted in the form of exemplary depositions or other types of supporting documents.
2. Peer-reviewed publications, books or chapters therein, company reports, proceedings articles, TAG publications, SAE reports, in-house publications, trade-journal articles, technical memoranda and reports, conference presentations (e.g., keynote addresses, invited lectures, in-house conferences), patents, and so forth.
3. Summaries or compilations of HF/E planning, programming, engineering drawings, design files, test results, etc., organized into a coherent document evidencing the successful integration and assimilation of HF/E support efforts in multiple particularly noteworthy applications.
4. Letters of commendation and recognition from users, clients, peer groups, sponsors, or managers testifying to the exceptional nature of the candidate's accomplishment in particular HF/E applications and to his or her continued pursuit of high standards of quality in HF/E applications. *These should be used in support of other evidence of distinguishing contributions; such letters are not qualifying alone.*

## **Management and Supervision**

**Description.** Includes significant contributions in supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) application of HF/E knowledge, methods, and principles, (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields. Distinguishing contributions could have been made as a manager or supervisor of HF/E work groups and/or as a principal investigator managing large projects. *The contribution of the candidate must be differentiable from that of the work group.* Contributions may be cited in any or all of the following types of managerial functions.

- Conceiving, planning, executing, and implementing HF/E programs
- Long-range-program planning to assure HF/E integration in product development
- Marketing, preparing proposals, and negotiating agreements for the use of HF/E services
- Defending HF/E funding initiatives
- Recruiting, assigning, developing, supervising, and assessing HF/E staff
- Monitoring ongoing HF/E related programs
- Representing HF/E interests in design review meetings
- Ensuring that the HF/E group delivers quality products in a timely manner
- Managing an academic department, school, or research center
- Recruiting, mentoring, and successfully advancing HF/E faculty members

- Developing and maintaining HFE academic programs (e.g., expanding or ensuring continuity of HF/E degree programs or components and related faculty, staff, and facilities)

***Distinguishing Contributions.*** Distinction should pertain primarily to excellence in HF/E in management and leadership activities, such as the following:

1. Managing a nationally or globally recognized HF/E program acknowledged by the profession to be an outstanding HF/E accomplishment.
2. Managing a group that has produced high-quality, timely, industry-leading products (books, reports, methods, hardware, software) over a significant time period, accruing benefits to the HF/E community.
3. Establishing HF/E as an accepted, routinely applied methodology throughout the performing organization's product development process.
4. Developing and leading an HF/E professional staff with a recognized reputation for professional excellence and a high degree of involvement in professional organizations (HFES and others).
5. Sustaining program management leadership for large programs having a high degree of HF/E content, including achieving effective coordination with other professions in integrated design efforts.
6. Building or expanding a nationally recognized academic department, school or center of excellence in HF/E or related areas.

***Evidence.*** Documentation of multiple meritorious HF/E contributions that yielded exceptional payoffs must be provided. The evidence must distinguish the extraordinary, exemplary, and superior nature of the candidate's contribution from that of other managers in comparable organizations. This may require the candidate to prepare abstracts of proprietary or classified reports or other types of evidentiary documents. Types of evidence might include:

1. Documents describing multiple exemplary programs with noteworthy candidate accomplishments relative to HF/E objectives, products produced, time frame, impact, and client acceptance of deliverables.
2. Documents describing managerial efforts in multiple programs that resulted in cost avoidance and other payoffs in human and system performance through highly accomplished HF/E utilization.
3. Documents describing the role of HF/E in the organization's product development process and the candidate's contribution in establishing this role.
4. Awards and/or letters from company or institutional officials or customers testifying that the candidate is held in high esteem by the management/client constituency that benefited from his or her superior performance in areas such as program planning or management.

5. Documents describing the exemplary role of the candidate in the integration and consideration of HF/E principles and methods in support of design decision-making for a noteworthy system or product development.
6. Publications (e.g., peer-reviewed journal articles, books, book chapters, technical reports, proceedings articles) and presentations that the candidate authored or co-authored and/or patents that indicate exceptional insight in perceiving and resolving HF/E technical problems or management and organizational issues pertinent to programs being directed.
7. Papers or instructional materials prepared by the candidate and published in relevant HF/E journals or other widely disseminated professional periodicals on methods and techniques for initiating and managing substantial HF/E efforts.
8. Evidence that the candidate successfully transferred HF/E-relevant technology from research to application, representing significant HF/E challenges from original concept to a product that has been successful in the marketplace.
9. Documentation supporting the professional visibility, stature, and organizational HF/E contributions of the candidate's staff.
10. Documentation indicating sustained growth in staff, budget, or influence of the candidate's group or academic program/department.

### **Outreach and Advocacy**

*Description.* Includes outstanding meritorious contributions that raise awareness and visibility of the HF/E discipline and its value/contributions and/or promote the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s).

Such activities would include, for example, disseminating HF/E information through venues accessible to the general public (e.g., newspaper editorials/articles, books intended for general audiences) and promoting widespread use of HF/E principles to address relevant issues (e.g., usability, safety) through leadership in positions that afford the opportunity to influence public and/or corporate policies.

*Distinguishing Contributions.* Exceptional accomplishments in effectively raising awareness and visibility of the HF/E discipline and/or promoting broad application of HF/E principles must be documented. Typical audiences for such activities include the government, other professional societies, as well as commercial, nonprofit, or general public sectors.

*Evidence.* Descriptions of successful outreach and/or advocacy efforts in which the candidate played a major leadership role must be provided. The efforts must have been exemplary and will typically have involved extensive and unique efforts to raise awareness and/or promote application of HF/E principles. The role of the candidate in planning, implementing, and leading such efforts must be clearly explicated. In addition to a description of such efforts, evidence must also be provided of their effectiveness through documentation of outcomes that demonstrate significantly raised awareness of the HF/E discipline and its value/contributions and/or broad application of HF/E principles.

Types of evidence might include:

1. Government or industry standards that the candidate was influential in developing or getting implemented.
2. Laws or regulations related to HF/E issues such as product safety or usability that the candidate took a leadership role in getting passed.
3. Popular press articles, editorials or books that the candidate wrote that had a measurable impact on public perceptions of HF