

CMAA College of Fellows
2019 Nomination Instructions

Thank you for your interest in nominating an individual to the CMAA College of Fellows. Please review these materials to ensure that your nominee receives full consideration by the nominating committee.

Overview

Selection to the College of Fellows is given in recognition to CMAA members who are industry leaders and who have made significant contributions to the CM profession, the industry, and the Association. The Fellows designation is one of the highest honors that CMAA can bestow on an individual member.

The College of Fellows mission is threefold:

1. To represent a diverse community of industry leaders who lend their knowledge and insight to the strategic issues facing the industry and the CM profession;
2. To identify and assist in the development of future leaders; and
3. To take an active role in the mission of CMAA.

Nomination Process

Nominations for the College of Fellows may be made by CMAA Members, Regional Chapter Officers, members of the CMAA Board of Directors, or Fellows in good standing. Nominations are reviewed by the Fellows Nominating Committee which consists of three (3) members of the College of Fellows, and three (3) members of the CMAA Board of Directors. The committee makes a final recommendation on selection to the CMAA Board of Directors. New Fellows are announced in August and recognized at the CMAA National Conference and Trade Show.

Nominees should be individual CMAA members with a significant record of professional and volunteer experience that demonstrates:

1. Significant contributions to the CM industry and CMAA (i.e. publications, lectures, furthered CMAA's Standards of Practice, and CM Education).
2. Serving the industry with distinction (honors, recognition, chairmanships, leadership roles, etc.).

Individuals may not nominate someone with whom they have a reporting relationship of any kind.

A complete nomination consists of the following:

- Section 1.0 – Nominee Data
 - Candidate's name and contact information (address, phone numbers, email, title and company).
 - Present position and responsibilities.
 - Professional certifications and licenses.
 - Professional Memberships (if office-holder, please specify).
- Section 2.0 – Nominee Contributions and Accomplishments (500-word maximum narrative)
 - 2.0.1 – Describe the nominee's contributions to the construction management profession
 - 2.0.2 – Describe the nominee's contributions to the construction management industry
 - 2.0.3 – Describe the nominee's contributions to CMAA
 - 2.0.4 – Describe the nominee's contributions to their own organization
- Section 3.0 – Nominee's Commitment to the Future (500-word maximum narrative)
- Section 4.0 – Nominator
 - Name and contact information for the individual submitting the nomination, as well as a brief description of the relationship between the nominator and the nominee.

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- Section 5.0 – Nominee Sponsors and Letters of Support
 - List of names and the corresponding letters of support
 - Eight (8) letters of support (see below).

Letters of Support

Letters of support are limited to one page and should be presented on letterhead. Emails will not be accepted. The letters should be addressed as follows:

2019 CMAA College of Fellows Nominating Committee
c/o Kenzie Mahla, CAE
CMAA
7926 Jones Branch Drive, Suite 800
McLean, VA 22102

Subject: Support for NAME’s nomination to CMAA’s College of Fellows

Letters are to be included in the complete submission package.

For nominations from a CMAA Regional Chapter, at least four (4) of the letters must be from the current officers of the Chapter.

For nominations by a member of the Board of Directors, at least four (4) letters of support must be from current, voting members of the Board.

For nominations by a CMAA Fellow, at least four (4) letters of support must be from current Fellows.

For a nomination by a member at-large, all eight (8) letters must be from current CMAA members.

Nomination Materials

These materials should be submitted electronically as a single PDF, to nominations@cmaanet.org.

Please include your name, the nominee’s name, and “2019 Fellowship” in the subject line. All nominations are due by 11:59 p.m. EDT on May 1, 2019. The CMAA College of Fellows Nomination Period will open February 1.