



College of Fellows 2020 Nomination Instructions

Overview

Thank you for nominating a CMAA member to the CMAA College of Fellows. Selection is given in recognition to CMAA members who are industry leaders; who have made significant contributions to the construction management profession, the industry, and the Association; and who have a demonstrated commitment to the future of the profession. 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 construction management profession;
2. To identify and assist in the development of future leaders; and
3. To take an active role in the mission of CMAA.

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

1. Making significant contributions to the CM industry and CMAA (e.g., presenting at national conferences or Chapter events; contributing to CMAA's Standards of Practice or other signature publications; serving in leadership roles on national boards or committees, chapter boards, or other industry groups).
2. Serving the industry with distinction (e.g., honors and awards received from CMAA or related professional societies; recognition from employers or employees).
3. Demonstrated commitment to developing future leaders (e.g., record of mentorship; developing new programs; record of commitment to certification and credentialing; or teaching at post-secondary institutions).

Please review these instructions carefully to ensure that your submission is complete and receives full consideration by the nominating committee.

Nomination and Selection 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.

Nominations are reviewed by a six-person panel composed of Fellows and members of the CMAA Board of Directors equally. This panel makes a recommendation to the CMAA Board of Directors, who has delegated the decision to the CMAA Executive Committee.

Any decision to recommend that an individual be selected is based solely on the record presented in the nomination itself; no additional material or information can be introduced to the review that was not contained in the nomination.

New Fellows are announced in August and recognized at the CMAA National Conference & Trade Show.

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



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Preparing the Submission and Materials

A complete nomination consists of the following:

- Nomination Form
 - Information on the nominee
 - Information on the nominator
- Written nomination. The nomination should follow the specified format for section numbers and length.
 - Section 1.0 – Nominee Contributions and Accomplishments (this section is limited to 500-words)
 - 1.0.1 – Describe the nominee’s contributions to the construction management profession
 - 1.0.2 – Describe the nominee’s contributions to the construction management industry
 - 1.0.3 – Describe the nominee’s contributions to CMAA
 - 1.0.4 – Describe the nominee’s contributions to their own organization
 - Section 2.0 – Nominee’s Commitment to the Future (this section is limited to 500 words)
 - Section 3.0 – Letters of Support
 - List of individuals who have written letters of support
 - Eight (8) letters of support (see below).

Letters of Support

Letters of support are limited to one page and should be written on the individual’s personal or professional letterhead. Emails will not be accepted. The letters should be addressed as follows:

**2020 CMAA College of Fellows Nominating Committee
c/o Kenzie Durrell, CAE
CMAA
7926 Jones Branch Drive, Suite 800
McLean, VA 22102**

Subject: Support for [name of nominee]’s nomination to CMAA College of Fellows

Letters are to be sent to the nominator who will include them in the complete submission package.

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

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.

Submitting the Nomination to CMAA

All materials should be combined into a single, bookmarked PDF in the following order:

- Nomination Form



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- Written Nomination
- List of Letters of Support
- Letters of Support

Please include your name, the nominee's name, and "2020 Fellowship Nomination" in the subject line.

PDFs should be submitted to nominations@cmaanet.org not later than 11:59 p.m. EDT on May 1, 2020.



2020 CMAA College of Fellows Nomination Form

General Information - Nominee

First Name	
Last Name	
Employer: Street Address	
City	
State/Province	
Postal Code	
Country	
Phone Number	
Email	
Home: Address	
City	
State/Province	
Postal Code	
Phone Number	

General Information - Nominator

First Name	
Last Name	
Employer: Street Address	
City	
State/Province	



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Postal Code	
Country	
Phone Number	
Email	
Home: Address	
City	
State/Province	
Postal Code	
Phone Number	