



College of Fellows 2023 Nominations Guidelines and Helpful Hints

Thank you for your interest in nominating a member of the Construction Management Association of America to become a CMAA Fellow.

Nominations may be submitted by any CMAA member in good standing as defined in Article III, Sections 1 (a) and 2 of the CMAA Bylaws.

CMAA has captured feedback from the Fellows Selections Committees over the past four years, particularly on the common elements of those nominations that clearly made the case for the individual's selection. This matters because the decision to recommend an individual for selection is based solely on the material in the dossier; no additional material or information can be introduced to the review that is not contained in the dossier.

The results of that assessment are presented as guidelines or helpful hints for preparing a nomination.

It is important to note that using any of these guidelines does not guarantee success.

- Well-written, well-documented, and complete nominations are often the result of the nominator and the nominee working together to review the instructions and prepare the materials.
- Nominations should be submitted by a single individual; the individual may choose to identify in their letter of support whether the nomination is submitted on behalf of a larger group like a CMAA Local Chapter.
- The members of the 2023 Selection Committee are precluded from writing letters of support or otherwise contributing to or assisting in the development of a nomination.
- The nomination is submitted online through a submission portal; you will provide all materials and write the narratives for Sections 1-3 (see below) in the portal. The only materials you can upload are the letters of support.
- Hints for writing the narrative sections.
 - Be specific and cite examples.
 - Write a complete narrative; do not submit a bulleted list. A good practice is to develop the section as a 500-word paragraph in a Word file and then cut-and-paste it into the relevant section of the submission.
 - Section 3.1-3.4.
 - This narrative is limited to 500 words.
 - When you describe the individual's contributions to the program and construction management profession, you might include examples of
 - Contributions through their work as professionals (e.g., significant, complicated programs or projects over a long period of time)
 - Project or program management (e.g., resolving intractable problems with creative solutions)
 - Sharing best practices and lessons learned with the profession at industry events



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- When you describe the individual’s contribution to the program and construction management industry, you might include examples of
 - Contributions to technical advancement or the growth and development of technical expertise that has benefited the profession (e.g., writing technical articles for industry publications, developing a new software application that benefits jobsite experience).
 - Teaching, research, or writing that has a lasting impact and provides inspiration to others in the profession (e.g., teaching in a professional program and construction management program, serving on an industry advisory council for a post-secondary program; contributing to PM/CM textbooks or teaching materials).
 - Supporting or advocating for laws or regulations that improve the industry’s performance (e.g., allowing design build on state projects, changing procurement regulations to reduce burdens on small businesses).
- When you describe the individual’s contribution to CMAA, you might include examples of:
 - Participation or leadership in national or regional related professional organizations (e.g., service on the CMAA Board of Directors, CMCI Board of Governors, CMAA Foundation Board of Directors, leadership in a regional chapter of ACEC or DBIA)
 - Participation in CMAA national or local chapter committees or task forces (e.g., CMAA Standards of Practice Committee, CMAA Ethical Practices Committee, a CMAA Local Chapter Board of Directors)
 - Founding or growing a CMAA Local Chapter
- When describing the individual’s contributions to their own organization, you are writing about how the nominee has contributed to the growth and development of their employing organization(s) over time. This may include:
 - Integration of new technology, processes, or tools
 - Changes in process or sequencing that contributed to project or program success
- Hints for writing about the Nominee’s Commitment to the Future.
 - This section tells the story of what the nominee will do “next.” It is limited to 500 words. You might include examples of their commitment to
 - Continued professional development
 - Recruiting and mentoring emerging professionals
 - Continuing to teach, write, or publish
 - Diversity, equity, inclusion, and belonging in the PM/CM profession



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- Letters of Support
 - You'll need a total of eight: one from you; seven from other individuals. Who those individuals are depends on how you are related to the nominee:
 - If you are submitting the nomination as a member at-large, all seven (7) letters must be from current CMAA members.
 - If you are submitting the nomination on behalf of a Chapter, at least four (4) of the letters must be from the current officers of the Chapter.
 - If you are a voting director of the CMAA Board of Directors, at least four (4) letters of support must be from current, voting members of the Board.
 - If you are a CMAA Fellow, at least four (4) letters of support must be from current Fellows; the list is [here](#).
 - All letters are limited to one page and are submitted as PDFs.
 - Letter #1 – From the nominator. This letter should clearly and succinctly explain your rationale for submitting the nomination.
 - Letters #2-8 – From others.
 - These letters should address and affirm the nominee's contributions, achievements, and commitments.
 - These letters should avoid repeating anything you have already submitted in the narrative, although they might refer to items you have included.

If you need specific information like when someone served on the CMAA Board of Directors or whether they have received other CMAA individual awards (e.g., Distinguished Owner), feel free to contact us.

Take your time and enjoy the process!