

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

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

These guidelines and “helpful hints” are based on feedback captured from Fellows Selection Committees over the past few years. It is designed to assist the candidate and the nominator in developing a nomination dossier that clearly makes the case for the individual’s selection. 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.

These guidelines apply only to the preparation of the formal dossier.

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

Overall Guidelines

- 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 after the nominee has completed Step 1 and received advice from a Fellow mentor.
- Nomination dossiers are submitted by the nominator.
- The members of the 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; the nominator will upload the
 - complete submission package to the portal including written narratives and letters of support.
- Part 1 is two 500-word narratives
 - The first describes the candidate’s commitment to the mission of CMAA
 - The second describes the candidate’s commitment to goals of the Fellows.
- Part 2 is a 500-word narrative addressing three areas – the Association, Profession, and Industry.
- Part 3 consists of six (6) letters of support including a letter from the nominator.
- A sample of a successful nomination dossier from 2023 is here. Let’s look at each section:

Part 1 | Helpful Hints

- In this section, the candidate and the nominator describe the candidate’s readiness and interest in contributing to the goals of the College of Fellows as stated in the CMAA Bylaws.
- Be specific and cite examples.
- Use the language of the prompts (see below) in the narrative.
- Write a complete narrative; do not submit a bulleted list.
- The letters of support might hold useful information that could be used as you write this

section.

- It is a good practice to develop each paragraph in a Word file and then cut-and-paste it into the relevant section of the submission.
- The following prompts are designed to guide you as you write the narrative.

Part 1 | Narrative Prompts

You may find these prompts helpful as you write the responses to both questions in this part.

As a thought leader lending their knowledge and insight to the strategic issues facing the association and the profession.

- Continuing to participate in professional development and learning opportunities
- Pursuing and maintaining CMCI credentials
- Recruiting and mentoring emerging professionals
- Contributing to CMAA publications and education programs

Identifying, developing, and mentoring emerging leaders for the profession and the association.

- Nominating and supporting members of the Emerging Leaders Program
- Mentoring new CMITs

Sustaining an active role in CMAA.

- Presenting at chapter or national events on areas of expertise
- Representing CMAA at events and with related professional organizations
- Serving as a point of contact or support for members within an organization
- Recruiting and mentoring new Fellows
- Supporting the CMAA Foundation

Contributing to the discussion of issues of strategic importance to the future growth of the profession.

- Continuing to teach, write, or publish for CMAA or related professional organizations
- Promoting and advocating for inclusion, and belonging in the PM/CM profession
- Participating in CMAA's Advocacy initiatives

As a volunteer leader for the association includes but is not limited to: leading CMAA either nationally or within a regional chapter over a sustained period; leading the CMAA Foundation, CMCI Board of Governors, participating on a national or regional chapter committee, making significant contributions to programs and initiatives that contribute to the growth and development of CMAA; or work with related professional organizations.

- Participation or leadership in national or regional related professional organizations service on the National or Chapter CMAA Board of Directors, CMCI Board of Governors, CMAA Foundation Board of Directors, or leadership in a regional chapter

of ACEC or DBIA).

- Participation 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
- Serving on national committees and task forces at the invitation of the Chair, the CMAA Board of Directors or Chair, CMAA Foundation Board of Directors

Part 2 | Helpful Hints

In this section, the candidate and the nominator describe the achievements and contributions to the profession, the industry, and the association.

- Be specific and cite examples.
- Use the language of the prompts (see below) in the narrative.
- Write a complete narrative; do not submit a bulleted list.
- It is a good practice to develop each paragraph in a Word file and then cut-and-paste it into the relevant section of the submission.
- The letters of support might hold useful information that could be used as you write this section.
- The following prompts are designed to guide you as you write this section.

Part 2 | Narrative Prompts

Contributions to the PM/CM profession includes but is not limited to: leading an organization, project, or program; contributing to technical advancement or to the growth and development of technical expertise that has benefitted the profession; presenting at national conferences or Chapter events; contributing to CMAA's Standards of Practice or other signature publications.

- Contributions through their work as professionals (e.g., significant, complicated programs or projects over a long period of time).
- Sharing best practices and lessons learned with the profession at industry events.
- Project or program management (e.g., using creative solutions to resolve intractable problems).
- Contributions to their own organization's growth and development over time. This may include:
 - Integration of new technology, processes, or tools.
 - Changes in process or sequencing that contributed to project or program success.

Contributions to the PM/CM industry includes but is not limited to: receiving honors and awards from CMAA or related professional societies; receiving recognition from employers or employees; teaching, research, administration, or writing that has a lasting impact, be widely recognized, and provides inspiration to others in the field and the profession.

- Contributions to technical advancement or the growth and development of technical expertise that has benefited the industry (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).
- Awards received from CMAA or related professional societies given in recognition of the nominee's contributions to the industry

Part 3 | Letters of Support:

You'll need a total of six (6):

- One (1) letter of support from the nominator who must be a CMAA member in good standing. This serves as the cover letter; it should clearly and succinctly describe the rationale for the nomination.
- Five (5) letters of support from current CMAA members in good standing as defined in Article III, Sections 1(a) and 2 of the CMAA Bylaws who know the nominee and who can attest to the influence of their achievements and contributions.
- At least three (3) of the six (6) letters must be from current CMAA Fellows.
- Letter writers should be individuals who know the candidate.
- The letters should:
 - Affirm or expand upon what has been submitted in the narrative sections.
 - Cite specific examples of the letter writer's personal knowledge of the candidate's achievements and commitments and the impact on the association or profession.
 - Supplement or complement the narrative and strengthen the submission
- Form letters and general statements are discouraged.
- All letters are limited to one page and are submitted as PDFs by the nominator.