

Thank you for your interest in becoming a Fellow of the Construction Management Association of America (CMAA).

Please review these instructions to ensure that your submission receives full consideration by the Selection Committee.

Overview

The Fellows designation is one of the highest honors CMAA can bestow on an individual member.

Elevation to the CMAA College of Fellows represents recognition by your peers for your leadership in the program and construction management (PM/CM) profession, your contribution to its continued growth and development, and your support of CMAA.

As leaders in the PM/CM profession, CMAA Fellows fully embrace CMAA's Vision and Mission, Statement of Values, Policy Framework, and Code of Professional Conduct.

Role and Purpose of the College

The CMAA College of Fellows was established to recognize members who are leaders and who have made significant contributions to the PM/CM profession, the industry, and the association.

The goals of the College of Fellows are:

- a) To mentor future leaders within the profession and the association by sharing their knowledge and experience;
- b) To provide thought leadership to identify and address the challenges facing program and construction management professionals;
- c) To take an active role in the continued growth and development of CMAA by providing advice and counsel on issues of strategic importance; and
- d) To take an active role in defining and documenting the continuing development of the profession and its essential value to the industry.

Eligibility and Areas of Nomination

To be eligible for selection as a Fellow (FCMAA), an individual must be a voting member of CMAA as defined in the CMAA Bylaws, Article III, Section 1(a), and be a member in good standing as defined in Article III, Section 2 for a minimum of five (5) cumulative years.

Fellows are expected to have a record of both professional achievement and volunteer experience that demonstrates impact on the association and the profession, as well as plans to continue to take an active role in supporting the profession.

Any individual currently serving as a Voting Director on the CMAA Board of Directors, or the CMCI Board of Governors, or the CMAA Foundation Board of Directors is not eligible for nomination or selection as a Fellow (FCMAA) until their term on their respective board has concluded.

Submissions and Nominations

The nomination process has two phases:

Phase 1: In which interested candidates and nominators work with a current Fellow to review the process and to develop a complete and responsive nomination dossier.

Phase 2: In which the nomination dossier is submitted and formally reviewed by the Fellows

Selection Committee.

Phase 1

Purpose

All candidates must complete Phase 1 each year they pursue nomination. There are exceptions to this, please see the footnote below. If you have questions, please contact CMAA staff.¹

In Phase 1, candidates or nominators indicate interest in becoming a Fellow or nominating a member for Fellowship.

The purpose of this phase is to aid interested candidates and nominators in understanding the role and purpose of the College and in preparing a nomination dossier that is responsive to the criteria.

Initial submissions are assigned to the Future Fellows Committee, which assigns an advisor to the candidate. The role of the advisor is to provide early feedback and advice to the nominator and the candidate regarding the readiness of the candidate to be considered for selection and the completeness of the dossier.

The role of the advisor is advisory only. Their role is not to make a judgment about a candidate's qualifications or readiness. Advisors are not responsible for the final selection of a candidate, and advisors may not serve on the Fellows Selection Committee.

Further, nominators and candidates are not obligated to accept an advisor's advice and may request a different advisor.

Process

The initial submission is made by either the nominator or the candidate; both must be members in good standing as defined in the CMAA Bylaws, and the candidate must have been a member in good standing for at least five cumulative years.

Submissions are completed through an online portal and can be made at any time during the year.

Initial submissions are assigned to the Future Fellows Committee, which assigns an advisor from among the current Fellows.

The advisor's role is to provide objective advice and assessment of the nominee's eligibility and qualifications for election to the College. This advice is shared with the nominator and the candidate before the submission of the nomination dossier (see below). Candidates are encouraged to include their potential nominator in Phase 1 so that the advisor can aid both.

Phase 1 initial submissions have two parts:

- Contact information for the nominator and the candidate.
- A 500-word statement that includes the following:
 - A statement of interest from the candidate

¹ Candidates who are pursuing nomination for the first time and any candidate who has completed both Phases 1 and 2, without being selected, must complete Phase 1. Any candidate who completed Phase 1 in a prior year but has not submitted a dossier in Phase 2, should contact CMAA staff before beginning Phase 2.

- A statement of commitment to the purposes of CMAA and of the Fellows
- A summary of the candidate's accomplishments and contributions to CMAA, the PM/CM profession, and the industry
- Candidates are encouraged, but not required, to identify the individuals they want to ask for letters of support during Phase 1 or as soon as possible (see Part 5 below). This gives these individuals time to prepare for the Phase 2 deadline.

Initial submissions can be made throughout the year.

Candidates, nominators, and advisors identify a timeline and plan for working together as a group. The process is informal and may last as long as a few months or a little as a few weeks or days.

Phase 2

Purpose

Phase 2 is the formal submission of a nomination dossier.

Process

Nomination dossiers are accepted only during the formal nomination period, usually April 1-May 31.

A complete nomination dossier has five parts:

PART 1 consists of a summary statement of 25-35 words. This statement is the most distilled version of the candidate's argument for elevation. It should directly communicate impact and establish clear themes throughout the dossier. If the candidate is selected, this statement will be read aloud at their induction.

PART 2 consists of a single 500-word narrative that describes the candidate's contributions to the growth and development of CMAA, CMCI, or the CMAA Foundation, and the resulting impact of those efforts. The narrative should tell a compelling story that illustrates how the candidate identified a need or challenge, developed and implemented a solution, and achieved meaningful results. Examples may include:

- Providing strategic leadership and insight into issues critical to the association or foundation or a chapter's mission and the impact or effect of their leadership.
- Serving as a volunteer leader at the national or chapter level, demonstrating sustained commitment, success, and recognition for impactful outcomes.

PART 3 consists of a single, 500-word narrative that describes the candidate's commitment to the Role and Purpose of the College of Fellows and highlights the candidate's ongoing dedication to the goals of the Fellows. Examples may include:

- Mentoring and developing future leaders of the profession.
- Providing thought leadership on key challenges and emerging trends.
- Engaging in discussions on issues of strategic importance and actively advancing the program and construction management profession.

PART 4 consists of a single, 500-word narrative that describes the candidate's accomplishments and the impact of their contributions in each of areas described below. As in the previous sections, these

should tell the story of the impact and long-term effect of the candidate's professional accomplishments and impact on the profession and industry:

- The PM/CM profession (e.g., 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 Body of Knowledge).
- The PM/CM industry (e.g., 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, is widely recognized, and provides inspiration to others in the field and the profession).

PART 5 consists of six (6) letters of support as follows:

- One (1) letter of support from the nominator who must be a CMAA member in good standing. This letter 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 or "ripple effect" of their achievements and contributions.
- At least two (2) of the six (6) letters must be from current CMAA Fellows.
- Letter writers should be individuals who know the candidate and who can speak to the impact or "ripple effect" of their contributions or achievements.
- The letters should:
 - Affirm or expand upon what is written in the narrative sections and strengthen the submission.
 - Cite specific examples that demonstrate the letter writer's personal knowledge of the candidate's achievements and commitments and the impact of the candidate on the association, profession, or industry.
- Form letters and general statements are discouraged.
- All letters are limited to two pages and are submitted as PDFs by the nominator.

Submission Mechanics

Once the nominator and the candidate have prepared the responses to Parts 1 through 4 and collected the letters, the nominator submits the dossier, including all six letters of support, to the online portal. Candidates and nominators are encouraged to review the complete dossier with the advisor before submission. Once a nomination dossier is submitted, it cannot be edited or added to.

Once the deadline passes, CMAA staff confirm whether the dossier is complete and whether all eligibility requirements have been met.

A portfolio of all eligible nominations is sent to the Fellows Selection Committee for deliberation. The committee consists of the Chair of the CMAA Board of Directors, two additional voting members of the Board, and three Fellows. The composition of the committee changes annually; no one may serve two years in a row.

The decision to advance a nomination for selection to the College 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. Further, nominations are considered independently of one another.

Once the Fellows Selection Committee determines the list of individuals to be advanced, it is sent to the CMAA Executive Committee for approval.

- **Selected Candidates:** A letter is sent to the selected candidate, and a copy is sent to the nominator and the advisor on behalf of the Chair of the CMAA Board of Directors and the Chancellor of the CMAA College of Fellows.
- **Not Selected Candidates:** A letter is sent to those candidates who are not selected, and a copy is sent to the nominator and the advisor. Candidates are offered an opportunity to schedule a debriefing with members of the Future Fellows Committee, staff, the nominator, and the advisor.

New Fellows may use the FCMAA designation as soon as they are notified of their selection; individuals are formally inducted into the College of Fellows at the CMAA National Conference.