

Thank you for your interest in nominating a member of the Construction Management Association of America (CMAA) 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 suggestions and “helpful hints” are based on feedback captured from Fellows Selection Committees over the past few years. It is designed to assist the candidate, the advisor, 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 suggestions apply only to the preparation of the formal dossier (i.e., Phase 2 of the Nomination Process).

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

Overall | Helpful Hints

- 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.
- A complete dossier has five parts and hints for preparing each part are below:
 - Part 1 is a 25–35-word summation of the reason for the candidate’s nomination. This statement will be read aloud at the induction ceremony if the candidate is selected.
 - Part 2 is a 500-word narrative that describes the candidate’s commitment to the mission of CMAA, CMCI, or the CMAA Foundation.
 - Part 3 is a 500-word narrative that describes the candidate’s commitment to goals of the Fellows.
 - Part 4 is a 500-word narrative addressing the candidate’s contribution and impact on the profession and industry.
 - Part 5 consists of six (6) letters of support including a letter from the nominator.

Part 1 | Helpful Hints

This is a final summation of the nomination. It should be succinct and clear.

- Think of this as the “headline” for the nomination. An example is “for outstanding contributions to the growth and development of the XXX Chapter and for being a champion of certification with public owners in Iowa.”
- If the candidate is selected, it will be read during their induction.

- Write it last, after you have completed all the other sections and reviewed the letters.

Parts 2-4 | Helpful Hints

In these sections, the candidate, and the nominator work together to prepare three, separate 500-word narratives or essays.

General Advice

- Be specific and cite examples.
- Use the language of the prompts (see below) in the narrative.
- Write complete sentences or paragraphs; 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 good practice to develop each narrative in a Word file and then cut-and-paste it into the relevant section of the submission.

Part 2 | Narrative Prompts

Contributions to the growth and development of CMAA, CMCI, or the CMAA Foundation.

You may find these prompts helpful as you write the response to Part 2. These are offered to get you started; it is not necessary to respond to every prompt.

Being 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, the Foundation, or CMCI; 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 3 | Narrative Prompts

Commitment to the goals and purposes of the CMAA Fellows.

You may find these prompts helpful as you write the response for Part 3. These are offered to get you started; it is not necessary to respond to every prompt.

To mentor future leaders within the profession and the association by sharing their knowledge and experience.

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

To provide thought leadership to identify and address the challenges facing program and construction management professionals.

- 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

To take an active role in the continued growth and development of CMAA by providing advice and counsel on issues of strategic importance.

- 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

To take an active role in defining and documenting the continuing development of the profession and its essential value to the industry.

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

Part 4 | Narrative Prompts

Achievements and contributions and the impact of the candidate's contributions to the profession, the industry, and the association.

You may find these prompts helpful as you write the response for Part 4. These are offered to get you started; it is not necessary to respond to every prompt.

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 and the impact of those contributions (e.g., significant, complicated programs or projects delivered over a lengthy 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 include but are not limited to 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.

- Contributions to technical advancement or the growth and development of technical expertise that has benefited the industry (e.g., authoring 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 programs; 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 5 | Helpful Hints

You will need a total of six (6) letters of support.

- 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) additional 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 impact of their achievements and contributions.
- At least two (2) of the six (6) letters must be from current CMAA Fellows. If the nominator is a Fellow, you will need one additional letter from a current Fellow. There is a list of current Fellows at <https://www.cmaanet.org/about-us/college-fellows>. A few Fellows have included access to their LinkedIn profiles; feel free to use these links to contact them.
- 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 in the narrative sections and strengthen the submission.

- Cite specific examples of 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.