



Thank you for your interest in nominating an individual to the CMAA College of Fellows. Please review these materials to ensure that your nominee receives full consideration by the nominating committee.

## Overview

---

Selection to the College of Fellows is given in recognition to CMAA members who are industry leaders and who have made significant contributions to the CM profession, the industry, and the Association. 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 CM profession;
2. To identify and assist in the development of future leaders; and
3. To take an active role in the mission of CMAA.

## Nomination 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 in good standing. Nominations are reviewed by the Fellows Nominating Committee which consists of three (3) members of the College of Fellows, and three (3) members of the CMAA Board of Directors. The committee makes a final recommendation on selection to the CMAA Board of Directors. New Fellows are announced in August and recognized at the CMAA National Conference and Trade Show.

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

1. Significant contributions to the CM industry and CMAA (i.e. publications, lectures, furthered CMAA's Standards of Practice, and CM Education).
2. Serving the industry with distinction (honors, recognition, chairmanships, leadership roles, etc.).

A complete nomination consists of the following:

- A cover page (see template) that includes:
  - Candidate's name and contact information (address, phone numbers, email, title and company).
  - Present position and responsibilities.
  - Professional certifications and licenses.
  - Professional Memberships (if office-holder, please specify).
  - Name and contact information for the individual submitting the nomination, as well as a brief description of the relationship between the nominator and the nominee<sup>1</sup>.
- A 500-word narrative that describes the following:
  - Nominee's contributions to the construction management profession.
  - Nominee's contributions to the construction management industry.
  - Nominee's contributions to CMAA.
  - Nominee's contributions to their own organization.

---

<sup>1</sup> Individuals may not nominate someone with whom they have a reporting relationship of any kind.

CMAA College of Fellows  
2018 Nomination

- An additional 500-word narrative that describes the nominee’s commitment and potential contribution to achieving the mission and objectives of the College of Fellows.
- Eight (8) letters of support (see below).

#### Letters of Support

---

Letters of support are limited to one page and should be presented on letterhead (not simply an email). They should be addressed as follows:

2018 CMAA College of Fellows Nominating Committee  
c/o Kenzie Mahla, CAE  
CMAA

Letters are to be appended to the complete submission package.

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.

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

#### Nomination Materials

---

These materials should be submitted electronically as a single PDF, with bookmarks, to Kenzie Mahla, CAE at [nominations@cmaanet.org](mailto:nominations@cmaanet.org).

Please include your name, the nominee’s name, and “2018 Fellowship” in the subject line. All nominations are due by 11:59 p.m. EDT on July 1, 2018.

## General Information on the Nominee

First Name	
Last Name	
Home Address	
City	
State/Province/Postal Code	
Country	
Phone Number	
Email	
Current Employer Name	
Address	
City	
State/Province/Postal Code	
URL/Website	
Current Position	
Brief description of current role and responsibilities	
Professional licenses and certifications	
Current professional memberships, include offices currently held if applicable	
CMAA Member	(to be completed by CMAA staff)

## General Information on the Nominator

First Name	
Last Name	
Home Address	
City	
State/Province/Postal Code	
Country	
Phone Number	
Email	
Current Employer Name	
Address	
City	
State/Province/Postal Code	
URL/Website	
CMAA Membership	(to be completed by CMAA staff)
Briefly describe your relationship to the nominee	