



2019 Criteria for Fellow Designation

Documentation and Requirements

(Deadline to apply is March 29, 2019)

Purpose

The designation of Fellow is a culmination of a lifetime of service to the Society and the healthcare engineering community. Fellow status is an exclusive honor bestowed on those who are committed to advancing the field of healthcare engineering and facilities management through their contributions to the profession. Fellows are considered among the Society's most highly engaged and dedicated members who volunteer their time and lend their expertise to support the vision and mission of ASHE.

Eligibility

At the time of application candidates for Fellow, must:

1. Be a current member in good standing.
2. Have **ten (10) years** consecutive membership with ASHE (with no break in service).
**Candidate must have a recorded join date prior to January 1, 2010.*
3. Hold Senior status for **three (3) consecutive years** at the time of application.
**Candidate must have earned Senior status in 2015 or prior.*
4. Be actively employed at the time of application.
5. Meet all other requirements as outlined for Fellow status at the time of application.

Recipients receive

- A commemorative plaque presented at the 56th ASHE Annual Conference in July.
- One (1) year ASHE membership.
- Formal press release and recognition in ASHE communications and other promotional materials.

Review process

- Applications will be reviewed and evaluated by a select taskforce of ASHE members.
- An incomplete application will be deemed ineligible by the taskforce. Individuals whose application is deemed ineligible can resubmit the following year.
- Decisions made by the taskforce are final and subject to approval from the Executive Committee.

Notification of acceptance

Individuals approved for Fellow status will be notified by e-mail by **June 7, 2019**. Other applicants will be notified via e-mail by June 17, 2019.

Deadline to apply

The online application and all other required documentation must be submitted by **11:59 p.m., CST, Friday, March 29, 2019**.

Preparing supporting documentation

At the time of application, candidates for Fellow will be required to provide supporting documentation that will be reviewed by the committee in order to determine your eligibility for Fellow. The supporting documentation validates the answers/statements you provide on your application.

To ensure a thorough review of your application, be sure your supporting documentation is compiled and organized as indicated below, for easy reference and verification:

A. Cover page (*Name, title, company, phone, email*)

B. Professional Background

You must provide documentation to support all of the following listed below:

- ASHE membership
- Senior status
- Academic/Professional
- Continuing education
- Professional resume

C. Contribution to the Field

*You must provide documentation to support **ALL** of the categories listed below:*

- Leadership
- Lecturing
- Publishing

D. Professional photo/headshot (color, high-resolution in JPEG file format)

Once you have compiled your documentation, it should be scanned as **one (1)** PDF file document. You will be required to submit the PDF file of your supporting documentation and the JPEG file of your professional photo, as part of the application process.

Submitting an application

- Individuals interested in applying must do so online at www.ashe.org
 - Allow 30-45 minutes of uninterrupted time to complete the entire online application process
 - When instructed, upload the PDF file (documentation) and JPEG file (photo)
- Once submitted you will receive an e-mail notification confirming receipt of application.
- All documentation becomes the property of ASHE and will not be returned.

Questions

Contact Charmaine Osborne at cosborne@aha.org.

Disclaimer

ASHE reserves the right to modify the application process, eligibility requirements, criteria or any other rules associated with this program without prior notice.

Required criteria and documentation for Fellow

This information is your guide to preparing a comprehensive application for Fellow. Please review the grid below to ensure you have gathered the appropriate paperwork/information necessary to apply for Fellow. You are responsible for the accuracy and completeness of your application. An incomplete application will be deemed ineligible

Part I: PROFESSIONAL BACKGROUND		
<u>Criteria</u>	<u>Eligibility</u>	<u>Required documentation</u>
<p><u>ASHE MEMBERSHIP</u> Must have ten (10) years or more of consecutive ASHE membership with no break in service.</p>	<p>Candidate must be an ASHE member in good standing with ten (10) years or more of consecutive membership at the time of application. Candidate must have a recorded join date prior to January 1, 2010.</p>	<p>Individual must obtain an official letter from ASHE that confirms years of consecutive membership.</p>
<p><u>SENIOR STATUS</u></p>	<p>Candidate must hold Senior status for three (3) years or longer. Individuals with Senior status in July 2015 or prior are eligible to apply for Fellow status.</p>	<p>Copy of plaque or official letter from ASHE. Any documentation that will support criteria.</p>
<p><u>ACADEMIC PROFESSIONAL</u> All certifications, designations and licensures must be current and valid at the time of application.</p>	<p>Candidate must hold two (2) of the following:</p> <ul style="list-style-type: none"> • Doctoral • Masters • Bachelors • Associates • Vocational/Trade School (diploma) • Certified Healthcare Facility Manager (CHFM) • Certified Healthcare Constructor (CHC) • Other professional healthcare or engineering related certifications or licensures. 	<p>Documents can include any of the following;</p> <ul style="list-style-type: none"> • Copies of diplomas and degrees • Copies of current/valid licenses, credentials, certifications, etc. • Letters of verification • Any documentation that will support criteria
<p><u>CONTINUING EDUCATION</u> ASHE approved CEU credits must have the official ASHE and/or AHA logo/seal.</p>	<p>Document 50 contact hours of ASHE approved continuing education credits within ten (10) years of application. Education must have been completed after January 1, 2009.</p>	<p>Documents can include the following:</p> <ul style="list-style-type: none"> • Copies of continuing education certificates with the <u>ASHE and/or AHA logo.</u> • Official documentation verifying attendance and contact hours of the education program.
<p><u>PROFESSIONAL RESUME</u> Applicant must be actively employed at the time of application.</p>	<p>Candidate must have a ten (10) years' or more of experience in a position with primary responsibility related to the profession of healthcare engineering, facility management or as a healthcare architect or engineering consultant.</p>	<p>Include a copy of your resume or bio documenting your career history, work experience, and professional achievements.</p>
<p><u>CANDIDATE'S PHOTO</u></p>	<p>Include a high-resolution, color photo (head-shot) in jpeg file format.</p>	<p>Photo must be sent at the time of application</p>

Part II: CONTRIBUTIONS TO THE FIELD

Documentation previously submitted to meet Senior requirements cannot be re-submitted to apply for Fellow.

*****IMPORTANT*****

Individuals must fulfill the requirements and provide documentation for **ALL three (3) categories**
(Leadership, Lecturing, and Publishing)

CATEGORY #1 – LEADERSHIP

<u>Criteria</u>	<u>Eligibility</u>	<u>Required documentation</u>
<p>Candidate must show examples of the leadership experience.</p> <p>Leadership experience can be with:</p> <ul style="list-style-type: none"> • ASHE National • ASHE Affiliate chapter • Another national/state healthcare/engineering related professional organization. <p>Leadership experience must be within ten (10) years; between After January 1, 2009.</p>	<p>Candidate must provide two (2) DIFFERENT examples of Leadership experience</p> <p><u>EXAMPLES OF LEADERSHIP</u> <i>ANY of the following will qualify as one (1) example of leadership experience:</i></p> <ul style="list-style-type: none"> • President (<i>Vice/Past/Elect</i>) • Treasurer • Secretary • Board Member • Chairman/Vice-Chair of a national/chapter committee and/or taskforce • Recipient of ASHE Regional Leader Award (<i>formally Emerging Regional Leader Award</i>) • Completion of ASHE Leadership Institute program (4yrs) • Served on an ASHE national committee/taskforce <ul style="list-style-type: none"> a. <i>Three (3) years of service on an ASHE committee/taskforce = 1 example of Leadership experience</i> <li style="text-align: center;">**OR** b. <i>Six (6) years of service on an ASHE committee/taskforce experience = 2 examples of Leadership experience</i> 	<p>Official documentation from the professional organization verifying the leadership position held and year.</p>

CATEGORY #2 – LECTURING

<u>Criteria</u>	<u>Eligibility</u>	<u>Required documentation</u>
<p>Candidate must demonstrate expertise in lecturing and presenting to an audience of their peers at either a program or conference</p> <ul style="list-style-type: none"> • Speaker • Panelist • Trainer • Moderator • Lecturer 	<p>Candidate must provide two (2) DIFFERENT examples of Lecturing.</p> <p>Each example <u>must meet all</u> of the following criteria:</p> <ol style="list-style-type: none"> 1. Lecturing example was conducted within ten (10) years from the time of application – *After January 1, 2009 2. Each lecturing example <u>must</u> be on a <u>different</u> topic and/or issue related to healthcare facility management and/or engineering. 3. Each lecturing example <u>must</u> meet the following guidelines: <ol style="list-style-type: none"> a) Presentation must be 60 minutes or longer. b) Must indicate your level of participation and/or involvement. c) Presentation must be outside the realm of your current job function/capacity. d) Address audience/peers on local and/or national platform. 	<p>Documentation <u>must</u> include ALL of the following:</p> <ul style="list-style-type: none"> • An outline/summary that describes your presentation. <i>(Do not submit entire PowerPoint presentation)</i> • Copy of program brochure or other proof to verify date, time, and location of presentation. • Identify your role in the presentation. • Identify the audience for your presentation.

CATEGORY #3 - PUBLISHING

<u>Criteria</u>	<u>Eligibility</u>	<u>Required documentation</u>
<p>All examples of Publishing must meet the following criteria:</p> <ul style="list-style-type: none"> • Each example of Publishing must be printed or approved for publication within ten (10) years from time of application *After January 1, 2009. • At least 800 words and written on a healthcare or engineering related topic. • Printed and/or approved for publication by ASHE or a national healthcare/engineering related publication/organization. • All written works must list the applicant as the original author and/or contributor. 	<p>Candidate <u>must</u> provide examples of one (1) of the following, as described below:</p> <ol style="list-style-type: none"> 1. One (1) original article published by ASHE <p align="center">***AND***</p> One (1) white paper/article approved by ASHE. <p align="center">-----</p> 2. Two (2) published articles <p align="center">At least one article must be published by ASHE.</p> <p align="center">-----</p> 3. Author or co-author of a Management Monograph written for ASHE. <p align="center">-----</p> 4. Author or co-author of a published book specific to healthcare engineering/facility management written for ASHE <u>OR</u> for a national healthcare engineering/facility management related publication/organization 	<p>Documentation must meet the following guidelines:</p> <ul style="list-style-type: none"> • Copy of the published article listing title, author, date of publication and name of publication. • Copy of your article/white paper and letter and acceptance of publication. • Copy of the cover and/or other pages listing title, author and date of publication • Copy of the book cover or other pages listing title, author and the date of publication.

Checklist for submitting the application for Fellow

- Verify ten (10) years of consecutive membership and obtain official letter from ASHE.
- Gather the documentation which will be used to determine your eligibility for Fellow status.
- Compile and organize documentation in order according to the above outline.
- Scan all documents and save as one (1) PDF file.
- Take professional photo (headshot) and save as JPG file.
- Go online to www.ashe.org to complete your application by **March 29, 2019**.
- Schedule 30-45 minutes of uninterrupted time to complete the online application in its entirety. You will not be able to save your work and go back later to complete the application.
- Have your two electronic files available and ready to upload at the time of application (PDF-documentation) and (JPG-photo)
- Be sure you have documentation to support the answers/statements provided on the application.
- When instructed upload the required documentation (supporting documentation and color photo)
- Got questions? Send an email to cosborne@aha.org