**INCOSE Fellow Letter of Support Form**

Please respect our one-page limit. Do not use type less than 10 points.

|  |  |
| --- | --- |
| Name of candidate |  |

 LAST, First, Middle

|  |  |
| --- | --- |
| Name of supporter (you) |  |

 LAST, First, Middle

|  |  |
| --- | --- |
| Name of nominator |  |

 LAST, First, Middle

|  |  |
| --- | --- |
| A. If you are **not** qualified to judge the work of the candidate, please check this box and *notify the nominator immediately*. |  |
| B. How long have you been in a position to observe the impact of the candidate and what has been your professional relationship with them? |  |
|  |

C. Based on the work of the candidate you have observed and for which you are competent to judge, please indicate rationale for each criterion (listed in the Accomplishments versus Fellows Criteria table of the Fellow Nomination Form) that the candidate meets or may not meet for Fellow grade. What distinguishes these contributions and the impact of these contributions from the norm?

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| --- | --- | --- | --- | --- | --- |
| E. |  |  |  |  |  |

 Date Your Signature INCOSE Membership Number

 (if applicable)

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|  |

 Business Affiliation

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 Street Address E-mail Address

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 City / State / Province Zip / Postal Code Country Tel. No. (Incl. area code)

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| F. Are you a Fellow of any professional society? If so, which society? |  |  |
|  |

G. Please attach a one-page bio highlighting your experience and knowledge that informs your insight and allows you to judge the impact of the Fellows candidate.

H. Please return this form to the nominator of the candidate for compilation of complete package which will be e-mailed to: INCOSE Fellows Selection Committee, address below.

**INCOSE Fellows**

**To INCOSE Fellow Grade Supporter**

Your name has been submitted as a potential supporter in an International Council on Systems Engineering (INCOSE) Fellow grade nomination of the individual whose name appears on the reverse side of this form.

**Who is Ineligible to Serve as Supporter for an INCOSE Fellow Candidate?**

Nominators may not serve as supporters for the Fellow grade nominations that they are submitting.

Ideal supporters are “active” members of INCOSE. The term “active” means that your INCOSE membership must be current. You must be qualified to judge the candidate’s work from a personal knowledge standpoint. A supporter that is not an INCOSE member is allowed to validate the internal work of the nominee if needed.

**Instructions for Preparing the Letter of Support Form**

The Fellows Selection Committee relies substantially on your statements. Generic letters of support and letters that largely repeat the words of the nomination are given little weight by the Fellows Selection Committee. A strong letter of support is one that clearly reflects both the uniqueness of the contributions and the corresponding impact of those contributions against the Fellows Criteria in your words.

Letters of support must cite specific evidence of the uniqueness and impact of at least one of the contributions of the candidate. Nonspecific comments, such as “this person’s work is outstanding”, without accompanying detailed justification, are not of value to the INCOSE Fellows Selection Committee. Comments about relative contributions of any work attributed to more than the nominee, for example, if you are a co-author of a listed work, are also very valuable to the Fellows Selection Committee. All letters of support must be submitted on an INCOSE Letter of Support Form.

The data in the Nomination Package should not be repeated word for word on this Letter of Support Form. Such appropriation of another’s words puts in question the supporter’s judgment of the candidate’s accomplishments. To that extent, it diminishes the Fellows Selection Committee’s confidence in the supporter and reduces its contribution to the candidate’s assessment.

If you are willing to serve as a supporter, please supply the information requested on the other side of this form and return it to the nominator of the candidate for inclusion in the Nomination Package. A candidate for Fellow grade will not be eligible for consideration by the Fellows Selection Committee unless at least four supporters submit their support forms to the Fellows Selection Committee **on or before December 1st**. The nominator of this Fellow grade candidate thanks you for your cooperation and for sending the completed form back at your earliest convenience.

**Summary of INCOSE Requirements for Fellow Grade**

The grade of Fellow recognizes unusual distinction in the profession and shall be conferred only by invitation of the Board of Directors upon a person of ***outstanding*** and ***extraordinary*** qualifications and experience in Systems Engineering and who has made important individual contributions to one or more areas of Systems Engineering.

Nominators will e-mail the completed Nomination Package by December 1st to:

Danielle DeRoche

INCOSE Fellows Administrator

info@incose.org