Application for Fellow

Effective 8/16

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| --- | --- |
| Name: |  |

**Deadline: 1 October 2016**

**Instructions**

Each STC member who was inducted as an Associate Fellow at or prior to the 2014 STC Summit is eligible for consideration for election to the rank of Fellow. Each year, the STC Fellows Committee considers the qualifications of Associate Fellows who submit their credentials to the committee for review, and then submits recommendations for Fellow to the STC Board of Directors. Upon a two-thirds majority vote of the board, the rank of Fellow is conferred upon a recommended Associate Fellow.

Use this application to describe your professional and service activities to the Fellows Committee. The committee members give the information in all the categories equal consideration; none is given more or less weight than another. Use the tables as a guide to formatting the information you provide. You may add as many table rows as you need. Stay within the specified word limits for descriptions; the committee members consider information within those limits. Do not attach cover letters or letters from references. The committee will contact references you provide for additional information regarding your qualifications.

Information in some sections of this application form can relate to content in other sections of the form; it can substantiate earlier or later information. For example, a Distinguished Chapter Service Award in the **Honors and Awards** section should have corresponding information in the **Service to STC** section that describes the effort and significant result that led to your receiving the award. (However, do not repeat information. For example, do not list STC publications in both the **Publications, Papers, Presentations and Electronic Materials** section and the **Service to STC** section.) Similarly, if you have made conference presentations for an organization other than STC and listed them in the **Publications, Papers, Presentations and Electronic Materials** section, indicate whether you are a member of that organization in the **Affiliations with and Contributions to Other Organizations** section. Please be sure to mention your accomplishments in all appropriate sections, but try not to repeat the information.

When describing your accomplishments, please do not use industry-specific or corporation-specific terms without defining them. For example, say “I received Acme Corporation’s highest-level award for interacting with customers, the *black belt* award,” rather than “I am a *black belt* at Acme Corporation.”

[September 2016] Note that the STC Board of Directors is considering changes to the selection criteria, including weighting percentages, that are set forth on pages 18-5 and 18-6 in the Guidelines for Applying for STC Fellow. While you are welcome to use those criteria as a guide when preparing your application, try to make the strongest case for yourself in all of the categories.

When you have completed this form, save it as *STC Fellow Name.doc* (where *Name* is your first and last name) and email it to Elaine Gilliam at the STC office: elaine.gilliam@stc.org, and copy committee chair Larry Kunz at lk81924@gmail.com.

The office will confirm receipt of your application via email within two business days. If you do not receive a confirmation, it remains your responsibility to resubmit your information. In the event of email issues, please contact committee chair Larry Kunz at (919) 986-0340.

Refer to [www.stc.org](http://www.stc.org/recog/honors01.asp) for links to: 1) Fellow Application: Submission Deadline and Procedure and 2) lists of STC Associate Fellows and Fellows.

Please note that the one-time administrative processing fee must accompany your application. This fee is not refundable.

1. Contact Information

|  |  |
| --- | --- |
| Name |  |
| Address |  |  |
|  | Street Address | Apt. No. |
|  |  |  |  |
|  | City | State/Country | ZIP/Postal Code |
| E-mail Address |  |
| Telephone Numbers(both numbers required)**(** |  |  |  |
|  | Daytime | Evenings/Weekends | Time Zone |
| STC Chapter/Community |  |

|  |  |
| --- | --- |
| Length of career in technical communication: |  years  |
| Date of STC Associate Fellow award (must be on or before May 2014): | ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

2. Overview

Briefly highlight the outstanding contributions and activities of your career that qualify you for the rank of Fellow. Include an overview of your career in technical communication, your contributions to the advancement of the field of technical communication, original work in the field, and your service to STC. An edited version of this overview may be provided to the STC Board of Directors in support of the committee’s recommendation. Please limit your overview to approximately 250 words.

Guidelines: This section enables you to highlight, in narrative form, your outstanding qualifications. Please briefly describe the unique and exceptional contributions you have made to the profession over your lifetime and their significance. You will have the opportunity to explain each item in more detail in the appropriate sections later in this application.

| Career Overview |
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3. Contributions to the Advancement of Technical Communication

List and describe the major highlights of your career. Please limit your descriptions to approximately 75 words each.

**Guidelines:** This section encapsulates your most outstanding qualifications, describing significant and unique contributions you have made to the profession and provides an over-arching synopsis of the application. It can summarize or highlight content presented later in the application; it can present one or more related activities that show outstanding contributions. Use as many rows as necessary.

| Contribution | Description |
| --- | --- |
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4. Professional Experience

List the relevant jobs and/or teaching experience that highlight your outstanding career accomplishments, starting with the most recent. Please limit your descriptions to approximately 50 words each**.** *Note: include both month and year, with beginning and ending dates for each item.*

**Guidelines:** Briefly describe your jobs and emphasize accomplishments above and beyond what is expected for those jobs. Do not provide complete information as given on a resume. Be specific about the accomplishments: quantify results, cite specific praise by a manager or co-worker, or give examples of national or international recognition. Give the name of a company, government agency, academic institution, or, if self-employed, a description of the work performed. You need not include job titles, but you should include specific accomplishments. Use as many rows as necessary.

| Date(month/yr—month/yr) | Employer andDescription of work |
| --- | --- |
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5. Publications, Papers, Presentations, and Electronic Materials

List relevant publications, papers, articles, presentations, books, and electronically-delivered materials for which you are the primary or contributing author, starting with the most recent.

**Guidelines:** List relevant presentations including lectures, seminars, and workshops. For publications, specify type, for example, book, article, or collection of works. Note any distinguishing features of a particular publication, paper, or presentation; for example, if it received an STC competition award or it was presented for a special event. List works produced that are distinguishing rather than those published in connection with your employment. Use as many rows as necessary.
*Note****:*** *List employment projects that received special recognition, such as an STC competition award. Do not duplicate this information in the Service to STC section.*

**Publications (Books and articles)**

| Date (year) | Name (for articles, include publication title) |
| --- | --- |
|  |  |

**Papers (Abstracts and proceedings papers)**

| Date (year) | Name (for abstracts, include publication title; for proceedings papers, include conference name) |
| --- | --- |
|  |  |

**Presentations (Seminars and other live presentations, including “webinars”)**

| Date (year) | Name (include conference or seminar name and sponsoring organization) |
| --- | --- |
|  |  |

**Electronic Materials (Websites and weblogs)**

| Date (year) | Name and type |
| --- | --- |
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6. Service to STC

Describe relevant involvement in STC at the community, regional, and Society levels, starting with the most recent. Please limit your descriptions to approximately 75 words each.

**Guidelines:** This information can include special activities, such as acting as program manager for a conference, contributing material to the STC Body of Knowledge, or judging in a local or international competition, as well as offices held. You also can note any unusual or distinguished contributions you have made as a result of your involvement in an activity or holding an office. It’s not necessary to describe STC elected offices (president, vice president, secretary, treasurer) unless you contributed something special while in that office. Do not include STC publications, papers, or presentations in this section. Use as many rows as necessary.

**Community-Level Service**

| Date(year) | Community and Activity/Office Held | Description |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

**Regional-Level Service**

| Date(year) | Region and Activity/Office Held | Description |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Society-Level Service**

| Date(year) | Activity/Office Held | Description |
| --- | --- | --- |
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7. Honors and Awards

List relevant honors and awards you have received, starting with the most recent.

**Guidelines:** Include both STC awards and non-STC awards. For non-STC awards, supply the names of the awards and brief descriptions of their significance. Use as many rows as necessary.

| Date (year) | Honor or Award Received |
| --- | --- |
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8. Educational Background

List degrees received and any other courses of study that are relevant to technical communication.

**Guidelines:** You can include honorary designations such as *cum laude*. Dates are not required. Include any special classes or certificate programs as well as degreed programs. Do not include STC workshops or conference sessions you have presented or attended. However, you can include the total number of STC Annual conferences (dates are not necessary) you have attended. Use as many rows as necessary.

| Degree/Course of Study | Institution |
| --- | --- |
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9. Affiliations with and Contributions to Other Organizations

List other organizations to which you have belonged, starting with the most recent. Please limit your descriptions to approximately 75 words each.

**Guidelines:** You can note any distinguishing achievements such as offices held in another organization. This is an appropriate section in which to include your service to your community, as well as contributions on statewide, nationwide, and global levels. It might highlight how you used your talents in various areas for the benefit of the public community, regardless of whether those talents were applied in technical communication or related fields. If appropriate, include information about how you used these interactions as opportunities to advance the technical communication profession and STC, and to provide mentoring to others in those organizations. Use as many rows as necessary.

| Organization and Dates of Membership | Description |
| --- | --- |
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10. Additional Information

Use this area to provide additional information not specifically covered in other sections of this application. Please limit your additional information to approximately 250 words.

**Guidelines:** This is your opportunity to present information that was not covered in any other section of this form or to emphasize ways in which you applied special skills to other areas related to technical communication. You might include testimonials about your special accomplishments or complimentary comments made by peers, superiors, or subordinates. Use as many rows as necessary.

| Additional Information |
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# 11. References

List at least three individuals who are familiar with your accomplishments and who have agreed, in advance of submitting this application, to act as references on your behalf and to respond to information requests from members of the Fellows Committee. *Note: To help avoid potential conflicts of interest, please do not include as references members of the STC Board of Directors, members of the Fellows Committee, or any member of the STC office staff.*

**Guidelines:** References should be people with whom you have been involved in an ongoing way during your career. Try to include references from different areas of your career. Members of the Fellows Committee will contact these references. References need not be members of STC.

|  |  |
| --- | --- |
| Reference #1 Name |  |
| E-mail Address |  |
| Telephone Numbers(both numbers required)**(** |  |  |  |
|  | Daytime | Evenings/Weekends | Time Zone |
| STC Chapter/Community |  |
| How does this reference know you? |  |
|  |
| Reference #2 Name |  |
| E-mail Address |  |
| Telephone Numbers(both numbers required)**(** |  |  |  |
|  | Daytime | Evenings/Weekends | Time Zone |
| STC Chapter/Community |  |
| How does this reference know you? |  |
|  |
| Reference #3 Name |  |
| E-mail Address |  |
| Telephone Numbers(both numbers required)**(** |  |  |  |
|  | Daytime | Evenings/Weekends | Time Zone |
| STC Chapter/Community |  |
| How does this reference know you? |  |
|  |

12. Biography

Provide a biographical summary suitable for publishing in the Honors Brochure, which is distributed at the Honors Banquet at the STC Technical Communication Summit should you be elected an STC Fellow. The Fellows Committee may edit the content of this biography and add pertinent information from your references. Please limit your biography to approximately 250 words.

| Biography |
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13. Submitting this Form

By submitting this application, you certify that you are an STC member in good standing, were inducted as an STC Associate Fellow at or prior to the **2014 Annual STC Technical Communication Summit**, that the information you have provided is accurate, and that all individuals named as references have agreed to be references on your behalf.

You will be notified when the Fellows Committee receives your application. If you do not receive confirmation of receipt within two business days of your submission, contact the STC office as soon as possible.



**Fellow Administrative Processing Fee**

**Payment Options:**

**CHECK: Make check payable to STC in US dollars. International members must make checks payable in US dollars and drawn on a US bank.**

Name

Address

ZIP/Postal Code \_\_\_\_\_\_\_\_\_\_\_\_ State/Province Country

Amount $ 25.00 USD

**CREDIT CARD:**

I , authorize the Society for Technical Communication to charge my credit card:

Amount $ 25.00 USD

Credit Card Type

Credit Card # Exp. Date /

Billing Address

ZIP/Postal Code \_\_\_\_\_\_\_\_\_\_\_\_ State/Province Country

Name on Card

Signature Date

**Please mail this form to:**

**Society for Technical Communication**

**9401 Lee Highway, Suite 300**

**Fairfax, VA 22031-1803**