

Contact Information

Name: _____

Address: _____

Street _____ Apt Number _____

City _____ State/Province _____ Country _____ Postal Code _____

Email Address: _____

Telephone Numbers: _____

(both numbers required) Daytime _____ Evenings/Weekends _____ Time Zone _____

STC Communities: _____

Length of Career in Technical Communication: _____ years

(must be 18 years or more)

Date of STC Associate Fellow Award: _____

(must be on or before June 2021)

Overview and Instructions

Becoming an STC Fellow is a lifelong journey of achievement, an honor bestowed by the Society upon Associate Fellows who have continued to make exemplary contributions to our profession and our organization. These contributions involve significant achievements that advance the profession and its recognition.

Fellow is the highest rank that the Society can confer upon a member. Elevation from the rank of Associate Fellow to Fellow is not an automatic progression. Successful candidates for Fellow must demonstrate career-long accomplishments in all categories of the application. Continuing excellence since becoming an Associate Fellow is an important factor, as are the depth and breadth of accomplishments over the span of a candidate's career.

Criteria for Consideration

- **Professional qualifications (academic and work experience) – 25%.** Research, teaching, academic degrees, certifications (including CPTC); career and skill progression, job responsibilities and thought leadership/strategy growth. Technical communication management and advancement within company are positives but not required.
- **Leadership in the technical communication profession – 20%.** Overall reputation and ethics; recognized as an industry leader who has positively influenced and advanced the technical communication profession. This leadership should be profession-wide and not limited to STC.
- **Publications and presentations – 20%.** Contributions to the field of technical communication not considered in *Leadership*, such as books, articles, talks, presentations, education/training provided, workshops led, blogs, TCBOOK work, and other industry contributions.
- **Honors and awards in technical communication – 15%.** STC Society-level recognition, competition awards recognizing quality of work, awards from other societies or organizations, recognition by employers or universities, and academic distinctions.
- **STC Society-level service – 10%.** Service at the Society level, Society offices held, committees served/chaired, length of service, variety of service. Since local service is part of Associate Fellow, Fellow focuses on Society-level involvement and service.

- **Involvement with other professional organizations – 10%.** Type and length of involvement (not just membership—can include assisting at events, bringing together with STC, sharing technical communication knowledge/experience), relevance to the candidate's career or to the field of technical communication and potentially to visibility of STC. Can include serving in leadership for other organizations but not required.

Instructions

An STC member must meet the following qualifications to be considered for the rank of Fellow:

- Inducted as an Associate Fellow at or prior to the 2021 STC Summit
- Member of the Society in good standing for at least 13 years
- Active in the Technical Communication profession for at least 18 years

Each year, the STC Fellows Committee considers the qualifications, contributions, ethics, and achievements 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. The Fellows are recognized at the STC Summit following the vote of the board.

Use this application to describe your professional and service activities to the Fellows Committee. The committee members give the information in all the categories consideration based on the evaluation criteria approved by the board. Use the tables as a guide to format the information you provide. You can add as many table rows as you need. Stay within the specified word limits for descriptions, where provided. The committee members consider information within the provided 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. 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 the same 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, but don't repeat the presentation details. Be sure to mention your accomplishments in all appropriate sections, but try not to repeat the same information.

When describing your accomplishments, 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."

When you have completed this form, save it as **STC Fellow Name.docx** (where **Name** is your first and last name). Submit the application and your resume or CV as PDF or .docx files to the Fellow committee at fellow@stc.org.

The Fellow chair will confirm receipt of your application via email within two business days. If you do not receive a confirmation, it is your responsibility to resubmit your information. In the event of email issues, please contact the STC office (+1 703-522-4114).

Refer to <https://www.stc.org/membership/recognition/honors/> for links to all Fellows information and materials, as well as the 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. Career Overview

Briefly (max 250 words) 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.

Guidelines: This section enables you to highlight, in narrative form, your outstanding qualifications. Briefly describe the unique and exceptional contributions you have made to the profession over your lifetime and their significance. You have the opportunity to explain each item in more detail in the appropriate sections later in this application. This section should highlight important contributions and **not** be just a list of job positions like a resume.

Examples:

- Published book about mobile, adaptive content development.
- Developed agile project management techniques for information development teams and shared experience at numerous professional conferences.
- Helped develop technical communication curriculum adopted by my university.

Career Overview

2a. Professional Qualifications (Academic/Education)

List degrees received and courses of study that are relevant to technical communication, such as UX courses.

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.

Examples:

- MA English, BS Computer Science
- PMP certification from PMI Institute
- Linguistics, Psychology 221: Patterns of Learning

Degree/Course of Study	Institution

2b. Professional Qualifications (Work Experience)

List the relevant jobs and/or teaching experience that highlight your outstanding career accomplishments, starting with the most recent (max 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, such as problems solved, money saved, and UX improved. Use as many rows as necessary.

Example:

- As a senior technical writer for Company X, I led the project to centralize our documentation in an online knowledgebase. Within three months of releasing the system to customers, we saw a 25% reduction in calls to customer support. Within a year, calls had decreased by 55%.

Date (month/yr—month/yr)	Employer and Description of work

3. Leadership through Contributions to the Advancement of Technical Communication

List and describe major highlights of your career (max 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. These contributions should be industry-wide and not STC positions, since there is another section of this application for that information. Use as many rows as necessary.

Examples:

- Improved Science Fair Experience for Students and Judges: For six years, I volunteered as a mentor to local high school students, advising them on their papers and coaching them on presentation skills. After my third year, the State Science Fair Committee asked me to develop and deliver judges' training, with the goal of improving how they communicate feedback to students.
- Started Academic-Industry Outreach Program. Ten years ago, I established this program to connect technical communication students with industry practitioners in our area. Through quarterly socials and online forum discussions, we improved student engagement and increased internship opportunities. Several instructors created class projects using ideas discussed in the forum.

Contribution	Description

4. 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 that are distinct from 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 Society-level Service to STC section.

Examples:

- 2018: WritersUA West Full-day Minimalism workshop
- 2016: STC Intercom article “The Essentials of User Centered Design” (May issue)

Publications and Papers (books, articles, abstracts, and proceedings papers)

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

Presentations (seminars, workshops, and other live presentations, including webinars)

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

Electronic Materials (websites and blogs)

Date (year)	Name and type (include links)

5. Honors and Awards in Technical Communication

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.

Examples:

- 2019 APEX award of excellence, STC best of show, award of excellence, etc.
- 2018 Distinguished Chapter Service Award, President’s Award
- 2017 Aspire Award, bestowed by Company X, which recognizes projects that “use and apply best practices that accelerate business innovation” for developing a content strategy toolkit and methodology that reduced the company’s documentation library by 75%.

Date (year)	Honor or Award Received

6. Society-Level Service to STC

Describe relevant involvement in STC at the Society level, starting with the most recent (max 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 the international competition, as well as offices held. You may also 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.

Examples:

- 2018, STC Summit Proposal Reviewer: Reviewed and recommended sessions for the User Experience track.
- 2017, STC Competitions Judge/Team Lead: Evaluated entries and served as team lead.

Date (year)	Activity/Office Held	Description

7. Affiliations with and Contributions to Other Organizations

List other organizations to which you have belonged, starting with the most recent (max 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.

Examples:

- Parent-Teacher Association, 2010–2015: Served as newsletter editor of the elementary school’s PTA for two years. Also served as the book fair committee chair for three years, during which I created promotional materials for use in the school and local community, as well as organized a community-wide book drive in coordination with the book fair.
- American Medical Writers Association (AMWA), 2013–today: Organized joint meetings once a year with local STC chapter and advertised events for both groups to the combined membership.

Organization & Membership Dates	Description of Contributions

8. Additional Information

Use this area to provide additional information not specifically covered in other sections of this application (max 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

9. 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, do not include as references current 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			
	'Email Address		
	Telephone Numbers (both numbers required)		
	(
	Daytime	Evenings/Weekends	Time Zone
STC Chapter/Community			
How does this reference know you?			
<hr/>			
Reference #2 Name			
	'Email Address		
	Telephone Numbers (both numbers required)		
	(
	Daytime	Evenings/Weekends	Time Zone
STC Chapter/Community			
How does this reference know you?			
<hr/>			
Reference #3 Name			
'Email Address			

Telephone Numbers (both numbers required)			
	Daytime	Evenings/Weekends	Time Zone
STC Chapter/Community			
How does this reference know you?			

10. Biography

Provide a biographical summary (max 250 words) 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.

Biography

11. Citation

Provide a citation (35 words or less) 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 citation.

Citation

12. 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 **2021 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.

When you have completed this form, save it as **STC Fellow Name.docx** (where **Name** is your first and last name). Submit the application and your resume or CV as PDF or .docx files to the Fellow committee at fellow@stc.org.

The Fellow chair will confirm receipt of your application via email within two business days. If you do not receive a confirmation, it is your responsibility to resubmit your information. In the event of email issues, please contact the STC office (+1 703-522-4114).



Society for
Technical
Communication

Fellow Administrative Processing Fee

The Fellow application requires a \$25 USD processing fee. Credit card is the preferred payment method.

Credit Card

Fill in the credit card information below.

Note: The CVV is the 3- or 4-digit security code on the back or front of your credit card.

I, [YOUR NAME], authorize the Society for Technical Communication to charge my credit card \$25 USD.

Billing Address:				
City:	State/Prov:	Country		
Postal Code:				
Credit Card information (Only when paying by credit card)				
Card type (circle one):	American Express	VISA	MasterCard	Discover
Card number:				CVV:
Expiration date:				
Signature				Date

Check

If you send a check, make it payable to STC in US dollars. International members must make checks payable in US dollars and drawn on a US bank. Print this page and mail it with your check to:

Society for Technical Communication
3251 Old Lee Highway, Suite 406
Fairfax, VA 22030, USA