

# Associate Fellow Guidelines

These guidelines describe the evaluation criteria and requirements for the rank of Associate Fellow used by the STC Associate Fellows Committee, as well as the application process, and committee composition.

## The Associate Fellows Committee

The STC President, subject to Board approval, appoints the Associate Fellows Chair and up to four additional committee members, all of whom must be STC members in good standing and hold the rank of Associate Fellow or Fellow. The committee is responsible for nominating candidates to the STC Board of Directors for the rank of Associate Fellow.

The roles, responsibilities, and goals of the Associate Fellows committee are listed in the Associate Fellows Committee Charter.

## Definition of Associate Fellow

Associate Fellow is one of the three honorary ranks in the Society. It is the second-highest rank that the Society can confer upon a member (Fellow being the highest). This honor recognizes members for their outstanding achievements in and contributions to the arts and science of technical communication, and for sustained and significant service to STC. Associate Fellows are recognized as leaders in the field and have a reputation for professionalism and effectiveness as STC volunteers.

The rank of Associate Fellow is conferred on an individual only once by a two-thirds vote of the STC Board of Directors. That individual is then recognized at the following STC Summit. However, if an approved candidate for Associate Fellow allows their membership to lapse before they are officially recognized, they will not receive the honor.

Associate Fellows retain this honorary rank for life, unless they are elevated to the rank of Fellow. In that case, they rescind the title of Associate Fellow for the new rank.

On the [Associate Fellow page](#) you can find the **STC Associate Fellows Application** and the [Historical list of STC Associate Fellows](#).

## Requirements

To be considered for Associate Fellow, an applicant must:

- Have been active in technical communication for at least 15 years.
- Have fulfilled ten years of service as an STC Member (with at least five years at the level of Senior Member), as of the application submission deadline.
- Be engaged in the field at the time of application.

## Applying for Associate Fellow

Any Senior Member of STC may submit a qualified applicant to the Associate Fellows Committee. In addition, qualified members may apply directly to the Associate Fellows Committee, provided they

name an endorser who is a Senior Member of STC. Endorsers cannot also be used as references on the application form.

**Members of the STC Board, the Associate Fellows Committee, and the STC office staff are ineligible to serve as references or endorsers for applicants for Associate Fellow.**

If an application is incomplete, or qualified references are not provided, the chair of the Associate Fellows Committee will contact the submitter and either request revisions or refuse the applicant for that program year.

## Evaluation Criteria

The Associate Fellows Committee evaluates applicants on the following criteria:

### Professional Qualifications, Academic and Work Experience (30%)

Career synopsis: Technical communication positions held, job responsibilities, consulting and freelance experience, academic degrees, and certifications (including CPTC).

### Intellectual Contributions (30%)

Contributions to the field of technical communication, such as books, articles, talks, workshops, classroom/online teaching, blogs, TCBOK, and training.

### STC Chapter, SIG, and Society-level Service (15%)

Sustained service (5 years or more) at the Chapter, SIG, and/or Society level. Service includes holding office, serving as a committee chair or committee member, and speaking at Chapter, SIG, or Society-level events (including webinars). Length and variety of service are considered.

### Recognitions and Awards (15%)

STC Society-level recognition (including Distinguished Chapter/Distinguished SIG Service Award), STC competition awards (chapter or regional level), awards from other related societies or organizations, recognition by employers or universities, and scholarships and academic distinctions.

### Involvement with Other Professional Organizations (10%)

Service as a volunteer leader or committee member for other related organizations. Also volunteer work that utilizes technical communication skills for local community and non-profit organizations.

## References

The Associate Fellows Committee requires references from **three** individuals who are familiar with the applicant's accomplishments in the field of technical communication. References should be people with whom the candidate has been involved in an ongoing way during his or her professional career, but they do not need to be STC members.

## Timeline

- **31 December 2023:** Application deadline. The committee chair will confirm receipt of your nomination via email within two business days. If you do not receive a confirmation, it is your responsibility to contact the chair of the committee, and if necessary, resubmit the application

form. In the event of email issues, please contact the STC Office at [stc@stc.org](mailto:stc@stc.org), or Jamie Gillenwater [jamie.gillenwater@gmail.com](mailto:jamie.gillenwater@gmail.com).

- **February 2024:** Applicants will be contacted by phone with the decision of the committee, after the confirmation vote of the STC Board of Directors.
- **February 2024:** STC will contact honorees soon after they have been notified by the committee for a headshot that will be used in Society publications.
- **May 2024:** Honorees will be recognized at the STC Summit, which will be held May 17-19 in Bloomington, MN.