

## **ASA Fellow Nominations**

### **-Questions and Answers-**

<b>Question:</b>	I would prefer to submit a paper nomination form; is that possible?
<b>Answer:</b>	Unfortunately the ASA no longer accepts paper nominations. If you need assistance with the online nomination process please contact the ASA staff liaison listed on the Fellows Web page and they will assist you with as much of the nomination process as necessary.
<b>Question:</b>	I called to verify ASA membership of the person I was nominating and was told they are not currently eligible because there was a gap in the payment of their dues. Please explain this in further detail to me.
<b>Answer:</b>	In order to be eligible to become an ASA Fellow, the nominee must pay dues continuously for a minimum of three years. For various reasons, members sometimes fail to renew their dues exactly at the time of expiration. ASA does send out renewal notices three months prior to your expiration. Another is then sent out one month prior to your expiration and the last notice is sent out one month after you have expired in addition to follow up calls. ASA understands this, and allows a sixth month grace period. This means, for example, if your membership expires on January 1 and you renew by July 1 you will retain the same membership dates (which will not appear as a lapsed membership). If, however you fail to renew your membership within this window, your membership status now becomes inactive. If you pay your membership dues after the six month grace period, it is considered a new membership and not a renewal. This means that the person must wait for three years to be eligible for nomination as a Fellow of the ASA.
<b>Question:</b>	I started working on the nomination form, but I haven't finished yet. Can I save the form to complete it at a later date?
<b>Answer:</b>	Yes, the form allows you to save it and complete it later. You may save the form for <i>up to 2 months</i> by clicking the save button on the bottom of any of the form's pages. A link to the form will be emailed to you. Please save this email so that you can access the form when you wish to return to complete it. Click on the link in the email that was sent to you to access your partially completed form.
<b>Question:</b>	I did not renew my membership in a timely manner and the sixth month grace period has passed. Can I back-pay the dues I missed so I will qualify for Fellow nomination?
<b>Answer:</b>	No. No one is allowed to 'back pay' their dues and no one at ASA is allowed to 'back date' a membership record.
<b>Question:</b>	Can someone who is not a member of ASA nominate an ASA member for Fellow? Does the membership status of a nominator have any impact on the nominee's chances of becoming a Fellow?
<b>Answer:</b>	Non-members may nominate an ASA member for Fellow. The membership status of nominators has no impact on the chances of a nominee becoming a Fellow.
<b>Question:</b>	Can I nominate more than one person for Fellow?
<b>Answer:</b>	Individuals are limited to direct participation in at most two candidates' nominations per year. Direct participation includes serving as nominator or writing a letter of support. Thus, for example, an individual may write letters of support for two candidates, or serve as nominator for one candidate and write a support letter for another candidate. Indirect participation, through the encouragement of others to nominate people or to write supporting letters, is not limited, and indeed Fellows are encouraged to urge others to nominate potential Fellows.
<b>Question:</b>	What happens if I have made a mistake or omission in the nomination that I submitted to ASA? Will someone contact me and allow me to make the necessary corrections? Will the corrections be accepted after the submission deadline?
<b>Answer:</b>	An ASA staff member previews each nomination submitted. If errors or omissions are found the ASA will contact the nominator and instruct them to make the necessary corrections before the submission deadline. Corrections will not be accepted after the submission deadline.

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<b>Question:</b>	Why does the nomination form require that I supply gender and employment sector data about the candidate? Does this information play any role in the committee's decision when selecting the Fellows?
<b>Answer:</b>	The gender and employment sector data is used for statistical purposes only; it plays no role in the committee's decision when selecting Fellows. The committee <u>does not</u> select a specific ratio of males vs. females or a specific number from each employment sector. Each candidate is evaluated and selected based on individual merit. This data is used for a report that is published annually in Amstat News and is also provided to the Caucus on Women in Statistics.
<b>Question:</b>	The nomination form requires that I submit the letters of support as a single PDF attachment and the CV as a PDF attachment. My letters are not in one file and/or my attachment is not in PDF format and I do not have the software to convert it; where can I get help?
<b>Answer:</b>	The Fellows Web page contains a link that will direct you to the Adobe Acrobat Web site, which offers the software necessary for converting documents to PDF format. If you are unable to obtain the software from Adobe Acrobat please contact the ASA staff liaison listed on the Fellows Web page and they will assist you with converting the documents to PDF format. <u>Do not</u> mail the documents to the ASA; we cannot guarantee that they will be matched up with the correct nomination.
<b>Question:</b>	I am unable to attach my letters of support and/or CV; what should I do?
<b>Answer:</b>	<u>Do not</u> finalize your nomination; save it for completion later. Contact the ASA staff liaison listed on the Fellows Web page and explain the problem to them. They will most likely have you email the documents to the ASA and will attach them to your nomination. They will then have you go back into your nomination and verify that the documents have been correctly attached. You will then be responsible for completing and finalizing your nomination.
<b>Question:</b>	I accidentally clicked the 'Finalize' button on my nomination but now realize that was a mistake. Is there anything that can undo this?
<b>Answer:</b>	Yes, we can 'un-finalize' a nomination. Contact the ASA staff liaison listed on the Fellows Web page and explain the problem to them and they will take care of the problem.
<b>Question:</b>	I lost/damaged my Fellows paperweight, pin, certificate, or awards program; how do go about getting a new one? Is there a charge for any of these items?
<b>Answer:</b>	Contact the ASA staff liaison listed on the Fellows Web page and explain that you need a new one. We will be happy to replace the item(s) free of charge.
<b>Question:</b>	I was planning to nominate a colleague this year, but unfortunately (s)he recently passed away. Can I still nominate this person?
<b>Answer:</b>	This award is not intended to be a posthumous recognition. Nominations should be made only for living nominees. Nominators are requested to contact the ASA office promptly if they become aware that a nominee has passed away. If the Committee becomes aware of the death of a nominee before the incoming Fellows have been selected, the name will be removed from consideration. Once the list of new Fellows for a year has been finalized by the Committee, the list will not be revised.