

International Association of Lighting Designers

IALD Fellow Procedures

A candidate for Fellow membership shall be a Professional member of the IALD and an outstanding member of the profession.

PURPOSE:

To provide a means of honoring and recognizing IALD members who have made outstanding contributions to and had significant accomplishments in the field of lighting design, as well as to the IALD Association.

QUALIFICATIONS:

The IALD Fellow designation shall be awarded to a member of IALD for valuable contribution to the art and science of lighting design and for their continued service to IALD.

The nominee shall have the following qualifications:

- Be a professional member of IALD for a minimum number of ten (10) years.
- Be a member in good standing with the organization.
- Have made a valuable contribution to the profession of lighting design that may include the following criteria. Although this criterion will be used during the evaluation process, nominee is not required to be strong in all categories.
 - Contributions to the IALD
 - Achievements in the field of lighting design (body of work)
 - Published works
 - Awards
 - Research
 - Service to the profession in the field of education
 - Advancement of public awareness of the profession
 - Service to the community at large

PROCEDURE:

1. The call for Fellows nominations shall be announced to the general membership during the month of **January**.
2. Candidates must be nominated by at least two voting members in good standing, one of whom must be an IALD Fellow.
3. Before nominating a candidate, it is incumbent upon the nominators to have a genuine familiarity with the nominated member and the member's work.
4. Preliminary nominations should be either mailed or e-mailed to the IALD Executive Vice President before the end of **February** to allow nominators enough time to receive and complete the required nomination application forms before the deadline.
5. Within 15 days of receipt of the nomination, the Executive Vice President or appointed staff shall forward the application forms to the nominators for completion.
6. The nominators shall work together to complete the application and supporting documentation. Nominees may be consulted for supporting information. Application forms and all required documentation shall be completed and returned to the Executive Vice President by **April 1**. All information shall remain confidential.
7. If a nomination form is not completed in full by the deadline date, the nominee shall not be considered in that year. If the candidate is to be reconsidered in a subsequent year, the candidate must be re-nominated. Nominations will not be carried over.
8. The IALD Executive Vice President or appointed staff shall evaluate the completed nomination forms for compliance with criteria based on the materials submitted. If the nominee meets all of the qualifications, the application form and supporting documentation shall be submitted to the Chair of the Fellows Executive Committee by **May 1**.
9. The Fellows Executive Committee shall review and evaluate all nominee applications and supporting documentation. The review process will be up to 60 days to allow the Fellows Executive Committee the opportunity to request further information to clarify or support the nominee. After the review is complete, they will recommend either approval or rejection of a nominee for election to Fellow.
10. After the review period, the Chair of the Fellows Executive Committee shall forward all nominee applications and supporting documentation to the Chair of the Membership Committee with recommendations and comments by **July 1**. Accompanying explanatory background information is required for those who are rejected.
11. Once the nominee applications are received from the Fellows Executive Committee, the Membership Committee will review their recommendations. Although the Membership Committee will take the recommendations of the Fellows Executive Committee very seriously, the Membership Committee reserves the right to reverse either an approval or rejection.
12. Each member of the Membership Committee shall review all nominee applications and recommendations from the Fellows Executive Committee then evaluate each nominee using an objective point scoring system. The scoring system will evaluate each candidate's strengths and weakness based on the required criteria and supporting documentation.
13. If the majority of a Membership Committee quorum scores the candidate above the minimum requirement, the candidate is approved for Fellowship.
14. If a candidate is not approved, the nominators of the candidate may request an explanation.
15. Approved candidates will be forwarded to the IALD Board of Directors for review and comment by **August 1**.

16. If the Board of Directors has comments regarding a candidate for Fellowship that has been approved, they shall be sent to the chair of the Membership Committee for consideration.

17. All nominees approved for Fellowship shall be inducted and honored at the next official IALD function or meeting befitting the honor.

**IALD FELLOW NOMINATION FORM
(To be completed by nominators)**

Name of Nominee _____
Firm Name _____
Firm Address _____
Firm Telephone Number _____
Firm Fax Number _____
Firm E-Mail Address _____

1. Nominator's Name _____
Firm Name _____
Firm Address _____
Firm Telephone Number _____
Firm Fax Number _____
Firm E-Mail Address _____

1. Nominator's Name _____
Firm Name _____
Firm Address _____
Firm Telephone Number _____
Firm Fax Number _____
Firm E-Mail Address _____

Nominee's Education:

Nominee's Professional History:

Organization Name: _____
Address: _____

Position held: _____
Years with organization: _____

Organization Name: _____
Address: _____

Position held: _____
Years with organization: _____

Organization Name: _____
Address: _____

Position held: _____
Years with organization: _____

IN A SEPARATE DOCUMENT, PLEASE COMPILE THE FOLLOWING:

Contributions to IALD

Please summarize candidate's service to the IALD, including positions held in IALD, committee work, and special projects.

Achievements in the Field of Lighting Design (body of work)

Please summarize candidate's achievements in the field of lighting design. Emphasis should be on the unique, outstanding and unusual.

Published Works

Please list publications, books, magazine articles that have been authored by the candidate and projects that have been published featuring the candidate's work. (Digital images will be required of these projects if the nominee is honored.)

Awards

Please list awards or honors that this candidate has received over entire career.

Service and/or Contributions to Lighting Education

Please summarize the nominees' involvement and/or service to education.

Service and/or Contribution to Lighting Research

Please summarize the nominee's involvement and/or service to research.

Advancement of Public Awareness of the Profession

Describe how you feel the nominee's work may be considered notable and how it has increased the public's awareness and appreciation for lighting design.

Community Service

Please summarize the nominee's involvement in community programs.

Letters of Reference

The two nominators must obtain three additional references.

Please note that these references do not need to be IALD members. Consider clients, civic leaders and other professionals outside the lighting field as possible references. Minimize references from friends, relatives, manufacturers and manufacturer’s representatives.

Letters of reference may be attached or may be sent directly to IALD headquarters office. This application will not be considered completed until the Executive Vice President has received all letters of reference.

Please list sources of references.

Name _____
Title _____
Firm Address _____
Firm Telephone _____
Years he/she has known nominee _____

Name _____
Title _____
Firm Address _____
Firm Telephone _____
Years he/she has known nominee _____

Name _____
Title _____
Firm Address _____
Firm Telephone _____
Years he/she has known nominee _____