



Clerical Checklist for Submitting New Fellow Nominations

Please submit required materials as separately-scanned, individually-titled documents.

(A) Use the following naming convention for file or scan titles:

[Last name of nominee] space [two-letter state abbreviation, in caps within parentheses] space [type of nomination document]. For example: **Smith (TX) Proposal.**

The nomination documents are: **Proposal, Proposer Letter, Resume, Written Materials, Seconds.**

For seconding letters (there should be at least *two*), add a dash and the last name of the ACREL Fellow submitting the letter; for example: **Smith (TX) Second – Jones**

(B) The order in which the documents should be assembled and submitted is:



Proposal The two-page nomination form; check that the form is signed.



Proposer letter A proposer letter needs to address in detail from personal experience, why the nominee is a “distinguished practitioner” and has met the “give back” requirements. While the proposer letter need not follow any particular format, it should include information about how long and well the proposer has known the nominee and in what context. It is appropriate for the proposer to advocate on behalf of a nominee and to state why the candidate would be a worthy addition to ACREL. The proposal letter should also indicate why the nominee satisfies ACREL’s Statement of Professionalism, especially with regard to his or her professional integrity and civility and should cite specific instances of the nominee’s collegiality and willingness to participate in programs such as those run by the College, as we expect new Fellows not to just sit on the sidelines. Fellows will have the opportunity to review the letter from the proposer (who presumably is the Fellow who knows the nominee best) before casting their ballots. If the proposer has information about the nominee which should be kept confidential, it should be disclosed to the Chair of the MSC who will disclose it to the committee members but will otherwise cause such information to be kept confidential.



Resume Note that there is a *required format* for form of **ACREL Resume**. Attachments such as Martindale-Hubbell listing, firm website biography, etc. should be noted in the Resume and appended to the same document. Please do not submit such attachments as separate documents.



Written Materials Please use the same naming convention as above; for example: **Smith (TX) Written Materials**. Send each individual publication, article, etc. as a separate document, adding sequential numbers to the file name if more than one is submitted. *Do not append to the nominee's Resume.*



Seconds Each seconding letter must include the required certification (for form of seconding letter [click here](#).)

Send the *complete* set of nominations materials to jaburgess@acrel.org attaching each document as a separate file. If one or more seconding letters are not available for inclusion in your single transmission with other nominating documents but will be submitted separately, *include in your cover email* sending the documents the *name(s) of the ACREL Fellow(s) who will submit seconding letters*.