

Application for Associate Fellow

Effective August 2020

Deadline: 2 November 2020



Society for
Technical
Communication

Candidate's Name	
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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.
- Be endorsed by a Senior Member of STC.
- Not currently be a member of the STC staff, Board of Directors, or Associate Fellows Committee.

In addition, any Senior Member of STC may submit a qualified applicant to the Associate Fellows Committee.

Instructions

Use this form to apply or submit a qualified applicant for the rank of STC Associate Fellow.

Due to a generous donation from an anonymous member, the fees for all Associate Fellow and Fellow applications have been waived! During this economic climate, it was a priority of our donor that the fee associated with applying for these two honorary ranks in STC would not be a deterrent for potential applicants. We encourage all members who meet the requirements and are interested in these ranks to apply!

- Include the name and contact information of a Senior Member in good standing who endorses your application. That person cannot also serve as a reference.
- Provide the names and contact information of three references. The Associate Fellows Committee will contact all references; you do not need to submit letters of recommendation with your application.
- Do not include any current member of the STC staff, the STC Board of Directors, or the Associate Fellows Committee as an endorser or reference.
- Provide examples for each of the evaluation criteria. Candidates are evaluated on overall contributions.
- Do not list an accomplishment in more than one category.
- Name the completed application *STCAssociateFellow_candidate name.docx* and email it to **associate.fellow@stc.org** by the deadline of 2 **November 2020**. The committee chair will confirm receipt.

See the [Associate Fellow Guidelines](#) on the [Honors page](#) for the evaluation criteria, timeline, and additional information.

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Submitting this Application

By submitting this application, you certify that you are an STC Senior Member, that the information you have provided is correct to the best of your recollection, that you have received one endorsement of your application (name listed in Section 1), and that you have listed three people who have agreed to be references on your behalf.

NOTE: If you are an STC Senior Member submitting on behalf of a qualified applicant, your submission is considered an endorsement of this application. You need not identify an additional endorser.

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1. Contact Information

Candidate

Name

Address

(

Street

Apt. Number

City

State/Province and Country **Zip/Postal Code**

Email Address

Telephone Numbers
(both numbers required)

(

Office

Mobile

Time Zone

STC Communities

**Number of years in
technical communication**

(Must be 15 years or more)

(

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**Number of years of
membership in STC**

**(10 year min. with at least 5
years as a Senior Member)**

(

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Endorser

- Applications must be endorsed by one STC Senior Member in good standing.
- An individual serving as an endorser cannot also serve as a reference.
- If you are an STC Senior Member submitting on behalf of a qualified applicant, your submission is considered an endorsement; please provide your contact information below.

Name

Address

(

Street

Apt. Number

City

State/Province and Country

Zip/Postal Code

Email Address

Telephone Numbers
(both numbers required)

(

Office

Mobile

Time Zone

Relationship to Applicant

I am a Senior Member of STC

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2. Career Overview

Briefly highlight the outstanding qualifications, contributions and activities of your career that qualify the you for the rank of Associate Fellow, including an overview of your career in technical communication, contributions to the advancement of the field of technical communication, original work in the field, and work in the service of STC. Describe the unique and exceptional contributions you made to the profession over a lifetime, as well as their significance.

Limit: 500 words.

Tip: This is easier to write after you have completed the application.

Career Overview

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3. Professional Qualifications, Academic and Work Experience (30%)

Describe your technical communication positions held, job responsibilities, consulting and freelance experience, academic degrees, and certifications (including Certified Professional Technical Communicator, or CPTC). Include all positions held during your technical communication career, with a minimum of the last 15 years.

If your resume includes all of this information, send a PDF version of your resume along with this application instead.

[] See attached resume

Date (MM/YY—MM/YY)	Employer, Title, and Description of work

Degree/Course of Study	Institution

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4. Intellectual Contributions (30%)

List your contributions to the field of technical communication, such as books, articles, talks, workshops, classroom/online teaching, blogs, STC Technical Communication Body of Knowledge (TCBOK), and training. Include links to any contributions that are online.

Include the publication name/website for articles and blogs, as well as the conference name/location for talks and workshops.

If you have listed a talk or webinar given at an STC Chapter, SIG, or Society-level event under **5. STC Chapter, SIG, and Society-level Service**, do not list it again here.

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)	Type of Publication

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

Date (year)	Name (include name of presentation, plus the conference name or name of sponsoring organization)	Type of Presentation

Websites, blogs, etc.

Date (year)	Name and type (include links)

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

Describe your 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.

Date (year)	Activity/Office Held	Description

If you have listed a talk or webinar given at an STC Chapter, SIG, or Society-level event under **4. Intellectual Contributions**, do not list it again here.

Chapter/SIG/Society Presentations

Date (year)	Name (include name of presentation, plus the STC event)	Type of Presentation

6. Recognitions and Awards (15%)

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

For non-STC awards or recognitions, include a brief description or link to a description online.

Date (year)	Honor or Award Received

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7. Involvement with Other Professional Organizations (10%)

Describe your service as a volunteer leader or committee member for other related organizations, as well as volunteer work for local community and non-profit organizations that utilizes your technical communication skills.

Related organizations include, but are not limited to: the Institute for Scientific and Technical Communicators (ISTC), International Association of Business Communicators (IABC), Association for Business Communication (ABC), IEEE Professional Communication Society (IEEE PCS), ACM Special Interest Group for the Design of Communication (SIGDOC), User Experience Professionals Association (UXPA), Association of Teachers of Technical Writing (ATTW), and American Medical Writers Association (AMWA).

Organization & Membership Dates	Office/Committee/Position	Description of Contributions

8. Additional Information

Add any other relevant qualifications not listed in other sections.

Additional Information

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9. References

List three individuals, not including the endorser, who are familiar with your accomplishments. Before submitting this application, obtain their agreement to act as references on your behalf and to respond to information requests from members of the Associate Fellows Committee.

Note: 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.

Guidelines

In the "How does this reference know the applicant?" field, explain briefly how the person serving as a reference knows you and is familiar with your work. References should be people with whom you have been involved in an ongoing way during your professional career. Try to include references from different areas of your career. Members of the Associate Fellows Committee will contact them. References need not be members of STC.

Reference #1 Name

Email Address

**Telephone Numbers
(both numbers required)**

(

Office

Mobile

Time Zone

STC Chapter/Community

**How does this reference
know the applicant?**

Reference #2 Name

Email Address

**Telephone Numbers
(both numbers required)**

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(

Office

Mobile

Time Zone

STC Chapter/Community

**How does this reference
know the applicant?**

Reference #3 Name

Email Address

**Telephone Numbers
(both numbers required)**

(

Office

Mobile

Time Zone

STC Chapter/Community

**How does this reference
know the applicant?**

10. Suggested Citation

Provide a suggested citation for your award plaque. The Associate Fellows Committee may edit the content. The citation should be professional and focus on your distinguishing attributes, achievements, or contributions.

Example: *For continuous and passionate promotion of the profession of technical communication and its practitioners across the globe and for conscientious, wise, and distinguished service as a Society leader.*

Suggested Citation (Limit: 35 words)

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Associate Fellow Administrative Processing Fee

A generous member is making a donation to cover the fees for processing all Associate Fellow applications this year.