

AIHA Fellows Policy

Approved July 2018; Revised February 2025; Revised June 2025

Overview of the AIHA Fellows Policy

The Fellow designation recognizes and celebrates the accomplishments and contributions of distinguished AIHA members who are occupational and environmental health and safety (OEHS) professionals who have significantly demonstrated a commitment to preserving and ensuring health and safety in the workplace and communities around the world.

To be eligible for this esteemed honor, the nominee must have made significant contributions to industrial hygiene and/or related disciplines, through research, leadership, publications, education and/or service to AIHA as defined by the Fellows nominees scoring criteria. Further, the following conditions must be met, the nominee must be either a Full or Emeritus member of AIHA in good standing and must have had at least 15 years of continuous membership as a Full Member in good standing.

Note: The Fellows designation is limited to no more than five percent (5%) of the AIHA membership, and the Board of Directors (BoD) has set a cap of up to ten (10) new Fellows per year. Further, Fellows who do not maintain their AIHA membership will be considered Fellows and can use the FAIHA designation but will not be counted towards the five percent to allow capacity for new Fellows.

Nominations Process

Who Can Submit a Nomination?

- AIHA Volunteer Groups or AIHA local sections via an Officer, or AIHA members in good standing.
- Nominations must be submitted via the online portal (available during the open nomination period).
- Self-nominations are not permitted.
- Current members of the AIHA BOD, Fellows SIG Officers (on behalf of the Fellows SIG), as well as the Fellows Selection Committee, are excluded as nominators or nominees.
- Members of the Fellows SIG may nominate a candidate on their own or on behalf of an AIHA VG as described above.

Submission Requirements

For the nominee to be considered, a detailed summary of the nominee's achievements in at least three (3) of the seven (7) areas listed below must be provided. The nominee's CV and the descriptions provided by the nominator will provide the basis for evaluating the nomination.

- **Education and Training** (based on CV)
- **Professional IH Experience** (based on CV)
- **Original Research or Invention** demonstrated by the publication of papers in peer-reviewed journals or patents. (Some consideration will be given to articles in trade or non-peer reviewed journals.) The nominee must be the principal or secondary author or patent holder. Documentation detailing such must be provided with the submission.
- **Work in Policy Areas which** may include corporate, international, government (e.g., federal, state or province, and local) activities, as well as standards development and advocacy.
- **Technical, Scientific, or Management Leadership** in industrial hygiene
- **Exemplary Contributions** to improving education in industrial hygiene. Contributions to education include textbook authorship, editorships for IH compendia (e.g., Patty's), teaching PDCs, evaluations from those PDCs, giving short courses, developing training, and teaching tools. Documentation detailing such must be provided with the submission.
- **Direct Contribution to AIHA**, by serving as an officer, for a Volunteer Group, or in conference planning, and/or local/regional section activities. Documentation detailing these activities must be provided with the submission.

Be clear about what achievements the nominee has in the areas chosen. To check nominee membership qualifications, the nominee or nominator should check the information in their AIHA Member Dashboard, with any follow-up questions to the membership department at profcomm@aiha.org.

Nominators

- Nominators should inform and collaborate with the nominee(s) that they are submitting their name for an award.
- Do not rely on name recognition! Members of the Selection Committee may not be familiar with the nominees, so nominations are only as good as the information provided.
- Nominators can significantly improve the selection process by accurately completing the online nomination form and providing all required documents and supporting information (e.g., current, and detailed CV with supplemental information).
- It is crucial that nominators collaborate with the nominees when considering the criteria prior to submitting a nomination to ensure that the nominee's membership status and achievements align with the criteria.

- If you are nominating more than one individual, you will need to submit a separate nomination package for each.

Instructions for Submitting a Nomination

- Do not start the online nomination submission form until you have all the required information and ample time to submit.
- If you do not complete the process in one sitting, the system may not save the information, and you will have to restart the process from the beginning. It is recommended to develop your submittal in a working draft document, and when completed, cut and paste the responses to each section of the nomination form.
- Nominators can significantly improve the selection process by accurately completing the online nomination form and providing all required documents and supporting information (e.g., current, and detailed CV with supplemental information that substantiates the claimed information).
- If you would like a copy of your submission, click the box entitled "Send me a copy of my responses."
- Emphasize the impact that the nominee's achievements have had upon our profession.
- If the submission has been completed successfully, you will receive a confirmation email.

Fellows Selection Committee

The Fellows Selection Committee shall be composed of seven (7) Fellows; two of these members will be the Past Chair and Secretary of the Fellows SIG, and the remaining members will be selected through an open call process. The Fellow SIG officers are responsible for selecting the committee members and designating one of their officers (preferably the Past Chair) to serve as the chair of the Fellows Selection Committee. The additional (5) members of the Fellows Selection Committee will be selected in accordance with the Association's policies. If 5 additional members of the Fellows SIG do not step forward to serve on the Fellows Selection Committee, the Fellows SIG officers will serve to bring the selection committee to 7 members. If there is still an insufficient number of volunteers, all Fellow SIG officers will participate in the process. All members shall serve a one (1)-year term and carry voting rights. AIHA's President and CEO may serve in an ex-officio capacity.

The Fellows Selection Committee is responsible for evaluating nominations and selecting the most qualified recipients for the Fellows designation. The AIHA BOD has set a cap of up to ten (10) new Fellows per year. The final slate of awardees shall be presented to the AIHA BOD for approval. If none of the nominees meet the established criteria, there is no mandate to name new Fellows in

that year.

Selection Committee Requirements

- Must be current Fellows who are members of the Association in good standing.
- May research claims as deemed appropriate.
- Will work within the framework of the Association's policies when reviewing and ranking potential candidates.
- Reserves the right not to present an award when suitable selection(s) cannot be made.
- Should not be directly involved in nominations before their submission. General questions about what a nomination should include can be answered, but no comments on draft nominations.
- Will attend the mandatory preparatory meeting of the Selection Committee prior to the review of candidates to ensure that all reviewers are applying the same criteria during the review process.
- Will self-identify any relationships or affiliations that might be perceived as a source of potential bias and inform the Selection Committee Chair of any Conflicts of Interest (COIs) before any candidates have been discussed.
- Will recuse themselves from discussions related to corresponding nominations if any Conflict of Interest is identified.
- Will maintain strict confidentiality with nomination materials as well as internal group discussions

Nomination Review and Evaluation Process

Nominations should include supporting evidence for all claims made by the nominee, such as:

- A list of Volunteer Group involvement (should include information from the nominee's AIHA member dashboard among other supporting items),
- Copies of letters demonstrating successful completion as a PDC instructor,
- Copies of course evaluations,
- Designation letters (e.g., liaison appointments from AIHA to other associations),

- Links to publications or other relevant achievements

This supporting documentation is required to verify the claims without requiring reviewers to conduct independent research into the nominee's qualifications. The committee may base its evaluations on the materials provided.

Evaluation Procedure: The Fellows Selection Committee members will evaluate and score each nomination independently based on the predetermined criteria and scoring metrics. Scoring shall be performed in a manner that ensures each nominee's qualifications are assessed objectively. The Fellows Selection Committee will then meet to complete a final review, finalize and submit the recommendation to the AIHA BOD.

Numerical Cap: The AIHA BOD has set a limit of a maximum of 10 Fellow candidates to be selected each year.

Board Review: The slate of recommended Fellows will be submitted to the AIHA BOD for review and approval.

Fellows SIG Officers Tiebreaker: In the event of a tie, the Fellows SIG Chair and/or Vice Chair (if not already serving on the Fellows Selection Committee) shall make the final determination regarding which candidates will be awarded the Fellows designation.

Recognition and Awards

Within three weeks of the AIHA BOD Meeting when Fellow nomination recommendations were voted upon, all nominees will be notified.

1. Nominees who did not meet the basic criteria (e.g., who did not have 15 years of continuous membership with AIHA National) will be notified by AIHA staff via email that the nominee did not qualify, and for that reason.
2. Nominees who did meet the basic criteria but were not selected as new fellows will be notified by email from the Fellows Selection Committee Chair (the Fellows SIG Past Chair).
3. Those selected as new fellows will receive a phone call from the Fellows Selection Committee Chair (the Fellows SIG Past Chair) regarding the decision of the Selection Committee. The AIHA President is responsible for signing a letter of congratulations to be sent to the new Fellows after they've been personally notified of the results by the Fellows Selection Committee Chair

All Fellow recipients will be recognized as follows:

- Via a congratulatory phone call from the AIHA Fellows Selection Committee Chair (Fellows SIG Past Chair).

- A letter on AIHA letterhead signed by the AIHA President
- Via AIHA press release.
- In the AIHA Synergist.
- In the AIHA Connect conference guide.
- Interviews at AIHA Connect.
- Fellows pin
- Crystal award

FAIHA Designation Guidelines

The AIHA Fellows designation recognizes those who are full members in good standing, have 15 years of continuous Full membership, regardless of when those years occurred, and have made recognized contributions to industrial hygiene or related disciplines, either through research, leadership, publications, education, or service to AIHA.

These individuals have been nominated by an AIHA local section, committee, special interest group, or peers. Individuals are approved as Fellows by the AIHA BOD after recommendation by the Fellows Selection Committee.

The Fellow designation is limited to no more than five percent (5%) of the membership, and the AIHA BOD has set a cap of up to ten (10) new Fellows per year. Fellows who do not maintain their AIHA membership will continue to be considered as Fellows and can use the FAIHA designation but will not be counted towards the five percent to allow capacity for new Fellows.

The **FAIHA designation** must be used only as described in the guidelines. Please become familiar with the guidelines when developing business communications and marketing materials that include the designation. These include, but are not limited to, print, multimedia, and online communications, including business cards, letterhead, advertising, presentation materials, personal promotional literature, signage, and websites.

Adherence to the guidelines is vital to maintaining the distinctiveness, strength, value, and integrity of the FAIHA designation.

Rules for Proper Usage of the FAIHA Designation

1. The FAIHA designation must be clearly associated with the individual(s) authorized by the AIHA Board of Directors to use the designation.
 - **Correct Use:** John Smith, FAIHA
 - **Misuse:** ABC Company employs three FAIHA professionals
2. The designation must appear in all capital letters and without periods between the letters.
 - **Correct Use:** John Smith, FAIHA
 - **Misuse:** John Smith, F.A.I.H.A.
3. The designation must not be used as parenthetical expansion.
 - **Correct Use:** John Smith, FAIHA
 - **Misuse:** John Smith, Fellow AIHA; John Smith, AIHA Fellow
4. Resumes, letterhead, and business cards using the FAIHA designation must position the designation after degree(s) and/or certification(s).
 - **Correct Use:** John Smith, PhD, CIH, CSP, MS, FAIHA
 - **Misuse:** John Smith, PhD, CIH, FAIHA, CSP, MS
5. The FAIHA designation may only be used as a hyperlink on an FAIHA designee's website if the designation links directly to the AIHA website (www.aiha.org).

Using the AIHA Approved FAIHA Tagline

FAIHA designees are required to use the following tagline when featuring the FAIHA designation on websites, in advertisements, and on promotional materials:

- **Correct Use:** The FAIHA designation, which identifies industrial hygienists recognized for their achievement in the field of industrial hygiene, is owned by AIHA.
- **Correct Use:** The FAIHA designation, which identifies industrial hygienists who have been recognized for their achievement in the field of industrial hygiene, is owned by AIHA.

Space Limitation Alternative

- **Correct Use:** The FAIHA designation is owned by AIHA.

Requirements

1. The FAIHA designation must be used only as described in the guidelines and in accordance with AIHA requirements.
2. All FAIHA designees acknowledge that AIHA is the sole, absolute, and exclusive owner of all rights, titles, and interest in and to the FAIHA designation.
3. FAIHA designees agree not to challenge the validity of the FAIHA designation and the goodwill associated therewith in any country throughout the world.
4. FAIHA designees agree not to adopt, use, or promote any designation that is confusing, like the FAIHA designation, as determined by AIHA.
5. FAIHA designees agree not to use the FAIHA designation in any manner that, in the sole discretion of AIHA: discredits AIHA or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation, or other public policy; or mischaracterizes the relationship between AIHA and the designee/former designee.
6. FAIHA designees agree not to use the FAIHA designation in any manner that suggests or implies that AIHA has certified or endorsed any product, service or practice of the member.
7. FAIHA designees agree that AIHA has the right to terminate designees' and former designees' rights to use the FAIHA designation, with or without cause.
8. FAIHA designees agree that AIHA reserves the right to amend these Guidelines at any time, with or without notice.

Frequently Asked Questions

WHY HAS THE FAIHA DESIGNATION BEEN INTRODUCED?

The FAIHA designation is a simple, easily recognizable way to reinforce Fellow status and to increase visibility, serving to inspire more individuals to pursue Fellow status, which in turn contributes to a culture of engagement, involvement, and leadership throughout all parts of the AIHA community. Additionally, this will reinforce to current Fellows the “Call to Service” they accept by becoming an AIHA Fellow. By using the FAIHA designation, you agree to abide by the guidelines set forth.

WHO MAY USE THE FAIHA DESIGNATION?

Only recipients of the AIHA Fellow Award have earned the right to display the designation and may place the designation after their names on appropriate professional documents. In addition,



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AIHA may suspend or terminate an individual for cause and/or criminal and other unlawful acts.

WHAT HAPPENS IF I DO NOT MAINTAIN AN AIHA MEMBERSHIP AFTER RECEIVING THE DESIGNATION?

Fellows who do not maintain their AIHA membership will continue to be considered a Fellow, can use the FAIHA designation, but will not be counted towards the five percent of the membership count to allow capacity for new Fellows.

WHY IS THE AIHA BOARD SO CONCERNED WITH ENFORCING CORRECT USE OF THE FAIHA DESIGNATION?

Enforcement of the FAIHA designation is consistent with our mission. It is important that the FAIHA designation does not fall into common use. If the AIHA Board does not take appropriate steps to prevent the generic use of the FAIHA designation, it could lose its trademark rights, which means anyone could use the FAIHA designation even if they have not met the designation requirements.

WILL I BE HELD RESPONSIBLE FOR THIRD-PARTY MISUSE?

AIHA understands that third-party use of the FAIHA designation is not within your control. As an FAIHA designee, you have agreed to comply with the guidelines established above. We ask that you help educate third parties who may use the designation in association with your name, including the media, about the correct use of the FAIHA designation. AIHA will not bring a designee before professional review because of third-party misuse of the FAIHA designation. Designees may, however, be subject to the professional review process due to misuse of the FAIHA designation in their own materials, combined with an extended period of nonresponse to AIHA's request to stop misusing the designation. Designees should notify AIHA of improper use that comes to their attention.

HOW DOES AIHA MONITOR CORRECT USE OF THE MARK?

FAIHA designees help us by notifying us when they observe a potential unauthorized use or misuse of the FAIHA mark. In addition, AIHA may act should it find unauthorized use or misuse.

WHAT ARE THE CONSEQUENCES OF USING THE FAIHA DESIGNATION IMPROPERLY? HELP! HOW DO I KNOW IF I HAVE FULLY COMPLIED WITH THE REQUIREMENTS?

You may contact AIHA with any questions, comments, or concerns at (703) 849-8888. A member of the staff will answer any questions and proof your materials if you desire.