

**AWS PRIVATE SECTOR INSTRUCTOR MEMBERSHIP AWARD
NOMINATION FORM – Complete and follow attached submission instructions**

***Designate level of desired recognition: National-Private Sector__ or
District-Private Sector__ or Section Private Sector__ ; More than
one level of recognition may be designated*

District Affiliation:	Section Affiliation:
Member number:	Years of membership held in AWS:
Name of Nominee:	
Home Address:	
Home Telephone:	
Institution Affiliation:	
Institution Address:	
Institution Telephone:	Email Address:
Present Position	Years in Position
Academic Background:	
Percentage of Time Devoted To Welding Instruction:	
Primary Subjects Taught:	
Other Subjects Taught:	
Special Meritorious Activities:	
Other Outstanding Accomplishments:	
American Welding Society Activities:	
Other Technical Society Activities:	
Publication Records:	
Technical Presentations:	
Any Other Pertinent Information Beneficial To The AWS Education Selection Committee:	

****ADDITIONAL SUPPORT DOCUMENTATION MAY BE ATTACHED ****

Forward completed nomination packet to your District Director and they will send the completed packet to: nationalawards@aws.org

Chelsea Steel
Program Manager, Executive Office
Telephone: 786-937-9545

****Submission deadline for nomination is August 1, one year prior to year of recognition.****

Instructions for completing the Private Sector Instructor Award nomination form:

1. Type all information neatly or print in dark ink.
2. List the name of the Section sponsoring the nominee and note the District in which the Section is located. Provide the AWS Membership number along with years of AWS membership and the years in the current Section.
3. Nominee's name: Last name, first name and middle initial and then include home address, city, state, zip code and home phone number.
4. Institution affiliation and including the address, city, state, zip code and telephone number.
5. Current position: Provide title of present occupation including years in present position.
6. Academic background: Construct a complete background of all formal education including names of educational institutions, dates of diplomas or degrees and any other information which might demonstrate professional training.
7. List the approximate percent of time devoted to training in welding instruction.
8. Primary subjects taught: Present all major subjects or topics for which the nominee is responsible, and include sufficient detail to describe these instructional responsibilities.
9. Other subjects taught: List any other subjects which the nominee has volunteered or was required to teach.
10. Special meritorious activities: Show examples of unique educational, instructional or training activities for which the nominee is known or has been involved.
11. Other outstanding accomplishments; List those professional accomplishments which would be found outside the primary instructional responsibilities.
12. American Welding Society activities: Provide a summary of activities which the nominee has been involved on a local, District or National AWS level.

13. Other technical society activities: Show any membership in other technical societies and the responsibilities involved with that membership.

14. Publication record: Present the topics and names of publications, along with the dates of the publication for all documents authored or coauthored by the nominee.

15. Technical Presentations; List the subject, location and date of any presentation made outside the normal instructional responsibilities of the nominee.

16. Any other pertinent information beneficial to the AWS Education Committee: Provide any additional material which would be beneficial to support the case of this nominee for consideration as the Howard E. Adkins Instructor Membership Awardee.

Private Sector Instructor Membership Award

Instructions for submitting a candidate:

1. General:

a) All letters and supporting documentation must be attached to the Nomination Form, and submitted as a package.

b) The Section shall forward the package of supporting documents of their Private Sector nominee to their District Director for consideration.

c) Each District Director shall forward his/her District's Private Sector nominee package of documents the AWS Awards Committee Secretary.

****NOTE: The following requested information is not mandatory but will assist in providing proper publicity for the recipient.**

Employer Letter(s):

a) Letters of Nomination must be prepared on company stationery (letter-head) by nominee's current employer, supervisor, or a current client if self-employed.

b) The letter must describe specific instances of work experience which indicate superior teaching performance or a special contribution to the field of welding instruction.

c) The letter must be signed by the nominee's immediate supervisor, or an individual designated by him/her, and dated within twelve months of submission for consideration.

Peer Letter(s):

a) Person(s) originating the letter supporting the nomination should have personal knowledge of

the nominee's capabilities, character, and/or participation in specified activities to which he/she can attest.

b) Person(s) originating the letter must sign and date the letter not longer than twelve months prior to submittal. Electronic signatures are acceptable.

c) More than one letter may be submitted.