

# College of Fellows Operating Charter

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## **1. Purpose and Mission**

The SAVE International® (SAVE) College of Fellows (CoF) seeks to stimulate a sharing of interests among Fellows, promote the purposes SAVE, advance the value profession, mentor young value specialists, and be of ever-increasing service to our society. The College of Fellows comprises members of SAVE who are elected to fellowship by their peers.

Fellowship is one of the highest honors SAVE can bestow upon a member. Elevation to fellowship not only recognizes the achievements of the value professional as an individual but also evaluates before the public and the profession those value specialists who have made significant contributions to the Value Methodology, SAVE International, and society.

A Fellow is recognized as one of the society's outstanding individuals based on technical competence, accomplishment, service, ethical conduct, and leadership; an outstanding and dedicated individual whose professional leadership is of the highest distinction among members of SAVE International in the practice of the value discipline.

Fellows serve as SAVE's ambassadors with the obligation to serve the value profession by furthering the Value Methodology discipline. The role and responsibilities of the Fellows of SAVE are defined by the College of Fellows.

SAVE Fellows are permitted and requested to use the designation FSAVE following their names as recognition of distinction within the value profession.

### **Mission**

The College of Fellows' mission is threefold:

1. To represent a diverse community of industry leaders who lend their knowledge and insight to the strategic issues facing the industry and the value profession;
2. To identify and assist in the development of future leaders; and
3. To take an active role in the mission of SAVE.

## 2. History

In 1985, SAVE International asked the Lawrence D. Miles Value Foundation (MVF) to develop standard definitions for VM terms. MVF Chairman Don Parker formed the College of Fellows to accomplish this task and appointed Mike Zabych as the project manager for the definitions project. In September 1985, the SAVE Board of Directors under the leadership of President John A. Jonelis, formally approved the formation of the CoF with the first appointed Fellows:

- Hank M. Wales
- Thomas F. Cook
- Theodore C. Fowler
- James E. Ferguson
- William B. Dean
- Donald E. Parker
- Michael Zabych

Others were inducted into the CoF upon request and review; and in the 1990's, the SAVE Honors & Awards Committee developed requirements and a nomination process to become a SAVE Fellow. The CoF then voted to approve the nominations by a 2/3 majority.

In 1998, the first SAVE International *Consultants Directory*, which included the standard definitions, was published by the CoF. On July 2, 2003 Don Parker created the College of Fellows page on the MVF website, linking to Fellows' biographies and photos. Ginger W. Adams was appointed in 2003 as the first CoF dean and served for seven years. She initiated the CoF mentoring program for new SAVE members and managed the activities of the CoF. Stephen J. Kirk was elected the second dean in 2010.

A CoF breakfast is held annually at the SAVE Value Summit to discuss issues of importance. In 2013, a CoF medal was created and awarded to all SAVE Fellows. The Fellows page is now on the SAVE website. The CoF is periodically asked to assist with special SAVE projects such as development of the SAVE Function Analysis Guide, published in 2016. Service to the profession continues to be an important part of the College.

### **3. Dean of the College of Fellows**

Leadership of the CoF is performed by the elected Dean of the College.

#### **Selection**

Every four years, the CoF will elect a new Dean of the College. Nominations are to be sent to the current Dean of the COF by September 30 of that year. A ballot will be sent to all members of the COF in October. Voting will end on October 31. The person receiving the most votes will become the next Dean. If a tie, a runoff vote will occur.

The Dean of the CoF can be removed for cause or loss of confidence by CoF membership, by a majority vote of all CoF members. This majority will be comprised of a total of in-person votes at a meeting plus votes made electronically by those who are unable to attend the meeting in person.

The Dean may serve two consecutive terms based on election results.

#### **Responsibilities of the Dean**

- Provides leadership, agenda and helps to develop, promote and schedule activities, projects, and events for CoF members
- Works with and advises the Honors & Awards Chair for nominations
- Encourages qualified SAVE members to find sponsors for Fellowship nomination
- Assists sponsors in the nomination process
- Coordinates the Review Process and serves as the chair of the Selection Committee
- Acts as liaison and representative between CoF and SAVE International Board of Directors (SAVE BOD)
- Communicates important issues and matters from CoF to SAVE BOD
- Inventories the supply of SAVE CoF medal and orders additional stock, as necessary
- Insures the names of the SAVE CoF award recipients are published in *Value World*
- Provides yearly reporting on activities to the SAVE President
- Develops agenda for annual CoF Breakfast and other meetings that may occur
- Takes and distributes notes from all meetings, including reporting results of electronic votes and meetings; also responsible for keeping other written records for CoF

- Attends the annual strategic planning session of SAVE
- Coordinates and acts as the primary contact for CoF committees

#### 4. **ANNUAL SAVE CoF AWARDS AND RECOGNITIONS**

- **SAVE COF Medal**

This Medal honors a SAVE member's significant contributions to the profession and SAVE. See Appendix A for qualifications.

- **Honorary SAVE COF Medal**

This Medal honors an individual who has made significant contributions to the value profession and his/her value society. Qualifications are similar to Appendix A except that contributions may have been made by a respected professional other than a SAVE International member.

#### 5. **Nomination Process**

A nomination for the College of Fellows may be made by SAVE members, chapter officers, the SAVE board of directors, or Fellows in good standing directly to the SAVE Business Office (SBO). All nominations will be consolidated by the SBO and given to the Director – Honors & Awards who will confirm the proper completion of the nominating package and give the completed documents the Dean of the College of Fellows. The required letters of support must be included in the nomination packet along with documentation that the nominee is a model value professional who has:

- Made significant contributions to the Value Methodology industry and SAVE, e.g., publications, lectures, furthering SAVE's Standards of Practice, and Value Methodology education;
- Served the value profession with distinction (honors, recognition, chairmanships, leadership roles, etc.)

## **Nomination Submittal**

### **1. Nominator**

Provide nominator contact information (address, phone numbers, email, title and company). A nomination from individuals who serve under the nominee is not allowed. Self-nominations are also not allowed.

### **2. Nominee Data**

Provide candidate's name and contact information (address, phone numbers, email, title and company); present position and responsibilities; professional certifications and licenses; professional memberships (if office-holder, please specify).

### **3. Nominee Contributions & Accomplishments (500-1000 words each)**

Describe the nominee's contributions to the value profession. Describe the nominee's contributions to the value industry. Describe the nominee's contributions to SAVE. Describe the nominee's contributions to his/her own organization.

### **4. Nominee's Commitment to the Future**

Please discuss why you think the nominee would be a meaningful participant in the College of Fellows by providing his/her knowledge and insight into strategic issues facing our industry and the value profession.

### **5. Nominee Supporters**

Please list the supporters of this nominee and attach their letters of support.

- If this is a SAVE Chapter Nomination, it must be supported by at least five current officers/directors and be accompanied by five letters of support;
- If this nomination is from the SAVE Board, it must be supported by five board members;
- If this nomination is from the College of Fellows, it must be supported by five Fellows;
- If this is a nomination from the general membership, it must be supported by ten members in good-standing.

## 6. Basic Criteria

Complete the basic criteria form. See Appendix A for a listing of the criteria.

## 7. Nomination Materials

Nomination materials are to be sent by February 1<sup>st</sup> to: SAVE International, [info@value-eng.org](mailto:info@value-eng.org).

## 6. Fellows Selection

A Fellows Selection Committee, consisting of five (5) members of the College of Fellows (one is the Dean) will be formed each year. The President of SAVE will nominate four of the members of the CoF to serve on the Selection Committee and the SAVE Board of Directors will give final approval of the Selection Committee. The committee, except the Dean, will consist of different CoF members each year with a five-year hiatus from reselection.

**Fellows.** The Committee will meet, at least 60 days before SAVE International's Annual Business Meeting to review fellow nominations to the College of Fellows. The nominees' materials will be assessed and, with consensus among at least four of the five Committee members, the names of no more than two nominees who meet the qualifications will be sent to the current Fellows for approval. Election will reflect a 2/3-majority approval from votes cast by the Fellows.

**Honorary Fellows.** The Committee will also review honorary fellow nominations to the College of Fellows. Candidates' qualifications will be discussed and final selection made by the CoF. A maximum of one candidate will be selected as honorary fellow in a given year.

## Appendix A

### SAVE College of Fellows Qualifications

Requirements for Fellow include:

- Be at least forty (40) years of age
- Be nationally/internationally recognized in the practice or motivation and teaching of the Value Methodology; and/or the corporate manager of the Value Methodology within industry or government
- Have fifteen (15) years in the VM profession
- Have been an active and participative member of SAVE International for ten (10) years; held Chapter or National Office (including service as a director) for at least 4 of those years (for an honorary fellow, in his/her value society)
- Have demonstrated accomplishments in at least eight (8) of the ten (10) **Basic Criteria** areas listed below. Five (5) of these must be of the highest caliber and nationally or internationally recognized.

1. Enhance the application of the Value Methodology standards with unique techniques such that other value professionals endorse, and emulate the new developments and practice.

2. Use the Value Methodology to achieve major project accomplishments beyond the normal success stories.

3. Improve technical, managerial, and administrative programs to make any type of work more effective in terms of improving the mission of the company or organization, i.e., improve performance, reduce costs, improve quality, or any other key performance and quality feature.

4. Establish major VE/VA/VM programs in your company or government agency, or as a consultant to others that is successful, long lasting, and supportive of the entity's success.

5. Benefit SAVE International and the value profession by achieving a major accomplishment such as chairing the creation/revision of guides and manuals of practice, writing/editing a society publication, sponsoring a seminar or major public SAVE event, or similar activities.
6. Conduct research of previous publications, articles, case studies, standards, and other resource material in the Value Methodology or other management or technical areas. Publish the results in SAVE International media or other professional journals.
7. Communicate, promote and disseminate information about VE/VA/VM to potential users of the Value Methodology.
8. Educate - Serve the value profession as a teacher, educator, or lecturer in value engineering or value management. Share the Value Methodology in interdisciplinary work and bring the knowledge of other professions into the value profession.
9. Contribute humanitarian public service to a local, state, national, or international organization (including hospitals, government, schools, etc.) as a director, committee member, or as an individual.
10. Contribute to the technical community. Achieve major accomplishments in other professions, societies, standards committees, service organizations, and similar activities.