

## **AIME Awards and Scholarships Staff and Committee Guidelines**

Guidelines below apply to all AIME awards administered by AIME, unless otherwise noted. For Member Society Administered or Joint Engineering Awards, please contact the appropriate Society for award-specific rules. Note: Nomination Guidelines to be published on the website include only the Eligibility and Nominations sections below.

### **Purpose**

The AIME awards program was created to recognize extraordinary contributions by leaders of the AIME Member Societies to the mining, metallurgical, and petroleum fields, while remembering the exceptional industry leaders of its past.

### **Committee**

Each committee has 8 members (2 from each AIME Member Society) serving 3-year terms (note exceptions below). Members whose terms are expiring recommend replacements to Member Society President by August 30. This is to assist Member Societies in coming up with a pool of candidates. President gets recommended new member and alternate to AIME Staff by September 15. AIME Staff e-mails candidates by September 30 for agreement to serve and senior members of committee for agreement to chair. AIME Board ratifies committee slates. AIME Staff e-mails committee roster, task, timeline, and active list of past nominations to committee in April.

#### For Aplan only

Half members from SME and half members from TMS. Confined to members interested in coal or non-ferrous metallurgy.

#### For Douglas only

Half members from SME and half members from TMS. Confined to members interested in non-ferrous metallurgy.

#### For AIME Honorary Membership only

None. See eligibility below.

#### For AIME Distinguished Service and Smith Scholarship only

4 members (one from each Member Society).

#### For Smith Scholarship only

One member can be from WAAIME.

#### For AIME Distinguished Service and Hoover Nominating only

Society Presidents should consider nominating former AIME trustees.

#### For Marshall Scholarship only

AIME will utilize the SME Mining & Exploration Division Scholarship Committee, since they will be selecting similar candidates for their scholarships from the same list of schools.

## Promotion of Nominations Being Accepted

If Board approves budget for awards to be given, AIME Staff e-mails by February 1 a press release outlining deadline for nomination acceptance and by April 1 a press release announcing nomination close for inclusion in Member Society e-News and publications in April and May and/or AIME Staff includes in AIME quarterly newsletter, which is e-mailed to members by each Member Society or hard copy mailed to those without e-mail by AIME Staff. Press releases include a list of Member Society administered awards and how to find more information.

### Eligibility

There are no limitations regarding nationality or membership in the AIME Member Societies. Candidate must be living or passed away prior to May 1<sup>st</sup> of the nomination year and have not received another AIME Major Award. Preference is given to members of AIME Societies. If a committee member is nominated, they will either find a replacement committee member so that they can resign for the year or remove their nomination until their term is up.

#### For AIME Major Awards Only

No AIME Major Award winner is eligible to be nominated for another AIME Major Award.

#### For AIME Distinguished Service only

The primary aim of the award is to recognize member service to AIME at other than the Member Society level. Special consideration should be given to non-Honorary Members.

#### For Environmental Conservation only

Priority is given to contributions of an individual.

#### For Aplan only

Eligible areas for recognition are agglomeration, classification, comminution, electrical and magnetic separation, flocculation and sedimentation, froth flotation, and other related processing operations.

#### For Raymond only

Single- or dual-authored technical papers where the lead author is a member of the AIME Member Societies under the age of thirty-five at the time the paper was peer-approved/reviewed to be published in one of the below during the twelve months preceding May 1:

<b>Publications:</b>	SME	<i>Mining Engineering</i>	Monthly
		<i>Minerals and Metallurgical Processing</i>	Quarterly
		<i>Tunneling &amp; Underground Construction</i>	Quarterly
		<i>Transactions (hard copy in SME Pubs. Dept.)</i>	Annually in February
TMS	<i>JOM</i>	Monthly	
	<i>Journal of Electronic Materials (JEM)</i>	Monthly	
	<i>Transactions - A (TOC on TMS website)</i>	Monthly	
	<i>Transactions - B (TOC on TMS website)</i>	Bi-Monthly	
AIST	<i>Iron &amp; Steel Technology, including Transactions</i>		Monthly
SPE	<i>SPE Journal</i>	Quarterly	
	<i>Drilling &amp; Completion</i>	Quarterly	
	<i>Production &amp; Operations</i>	Quarterly	
	<i>Reservoir Evaluation &amp; Engineering</i>	Bi-Monthly	
	<i>Projects, Facilities &amp; Construction (online only)</i>	Quarterly	

On May 1<sup>st</sup>, AIME Staff reviews Member Society journals and transactions from the previous 12 months for technical papers that meet the above eligibility criteria. Staff e-mails the list of eligible papers to each Society by May 30 to determine which authors are members in good standing and were under age 35 when the paper was submitted for publication. If necessary, all papers eligible for the award are screened at the Member Society level, so that only a maximum of four papers from each Society are sent to the committee for review. Member Societies reply to AIME Staff by June 15. Eligible papers are forwarded by AIME Staff to the committee by June 30.

For AIME Honorary Membership only

Candidates for Honorary Membership are generally (1) members of the AIME Member Societies who are outstanding in their respective fields and/or who have performed unusual service to the Institute; (2) United States citizens, whether AIME Member Society members or not, who are particularly outstanding; or (3) citizens of foreign countries who are outstanding in their work combined with some official position of service to the profession. The AIME Board approved an Emeritus in November 2004 for Honorary Members of 10 years or more that are age 80 or over. This was to free up vacancies to allow for new Society nominations.

For Smith Scholarship only

In view of Henry DeWitt Smith's contributions to the mining industry, emphasis will be placed on this field, but any candidate for a degree in mineral or petroleum engineering is eligible.

For Marshall Scholarship only

Enrolled full-time in an ABET-accredited Mining Engineering program and will be a junior or senior undergraduate in the subsequent school year (after the award is presented), demonstrated financial need, demonstrated interest in pursuing a career in the mining industry, e.g. extensive coursework, work experience, active in Member Society local chapter, student member of SME, more than one candidate from the same department may apply, and no funds shall be provided for any one student for a period of over 5 years.

**Nominations/Application**

Staff receives nominations from members by June 15. All nominations must include a completed AIME Award Nomination Form, biography/curriculum vitae, and up to 5 letters of recommendation. Staff forwards nominations to committee by June 30.

For AIME Major Awards only

Staff checks for overlap of nominees with SME's current slate of candidates. Note: the Fairless and Lucas nominations are not received until later in the year, so AIST and SPE, respectively, will be notified by September 30 of AIME Major Award recipients so that they can check for overlap with their incoming nominations.

For Hoover only

Nomination form on ASME website must be completed and submitted to AIME Staff by June 15.

For Raymond only

See Eligibility above.

For AIME Honorary Membership only

AIME Staff notifies Society Executive Directors of vacancies by May 1 (1/10<sup>th</sup> of 1% of membership can be AIME Honorary Members). Nominations from the general membership should go to the Society's Executive Director for consideration by the Member Society Board.

Each year a Society with a vacancy may nominate one candidate. Additional nominations may be made according to the following schedule:

<u>Number of Vacancies After Nominating One</u>	<u>Permissible Number of Additional Nominations</u>
1 to 10	1
11 to 20	2
21 and over	3

Nominating vacancies not used remain within the Society not using them. Vacancies caused by the deaths of incumbent Honorary Members will be treated no differently than vacancies caused by member growth. The AIME Board of Trustees is responsible for allocating to the Member Societies the number of Honorary Members, which can be selected on a yearly basis.

The AIME Board approved an Emeritus status in November 2004 for Honorary Members of 10 years or more that are age 80 or over. This eliminates the need for the sometimes difficult task of tracking older members and possibly allows for additional vacancies to open up sooner to the Member Societies.

#### For Smith Scholarship only

Candidates shall submit to AIME by June 15 (electronically preferred) a resume (contact information, experience, extra curricular activities, special skills, etc.); a letter setting forth the applicant's intended research and the contribution and/or benefits such research might yield, a description of the approach to the intended research, the applicant's aspirations upon completion of his or her tenure of study, what self-help and other outside help the applicant has drawn on regarding financial needs; at least 2 letters of recommendation from members of the faculty from the department in which the applicant is majoring; a transcript of grades; and anything else the applicant feels is pertinent. Nominations are forwarded to committee after June 15.

#### For Marshall Scholarship only

By April 1st, AIME staff notifies schools of scholarship availability. By June 15th, candidates must submit to AIME staff a completed application and two letters of recommendation (one from department chair showing the applicant's GPA and class standing and one from another professor, employer, or person in the mining industry who knows the applicant well). Nominations are forwarded to committee after June 15.

#### For Fairless Scholarship only

Guidelines and application are available at [http://www.aist.org/foundation/scholarship\\_program.htm](http://www.aist.org/foundation/scholarship_program.htm).

### **Voting**

AIME Staff can set up conference calls, if Chair would like. Rankings e-mailed from committee to Chair by July 30.

#### For AIME Honorary Membership only

At Society Board meeting

#### For Raymond only

The award in any year will be made to the author, otherwise, eligible, of that paper which in the judgment of the Committee of Award ranks highest in the following respects: a) Significance of the technologic

content of the paper, b) Proficiency of organization of material and the presentation thereof, c) Quality of literary style. Not more than one award shall be made in any calendar year, but the Committee may in its discretion determine that there shall be no award for a given year.

For Hoover only

Selected nomination(s) must be submitted to ASME by February 15 of the following year on the special nomination form.

**Decision**

Rankings from Chair to AIME Staff by August 15. Tabulations e-mailed from Staff to committee by August 30. Unsuccessful nominations are considered the subsequent two years at most. If nominations are not selected in three years, they are still eligible to be resubmitted.

For Hoover only

Decision is made by Hoover Board of Award which has joint representation from the 5 engineering Founder Societies at its meeting in April or May.

For AIME Honorary Membership only

From Society Executive Director to AIME Staff by June 15.

**Final Approval or Ratification**

By AIME Board in the fall.

For Hoover only

By Hoover Board at its meeting in April or May.

For AIME Honorary Membership only

By AIME Board at its annual meeting in August.

**Presentation**

At recipient's Society annual banquet the following year (except SPE administered awards, which are presented in the same year that the nominations are received). Non-members can designate to receive the award at a specific Member Society function or just have it sent to them.

For Hoover only

The award shall be presented at a meeting determined by the Board after consultation with the medalist.

For Smith and Marshall Scholarships only

AIME staff sends letter and check to recipient in September and letter, framed certificate, and Marshall background to school Dept. Head for formal presentation. AIME staff arranges for local Member Society representation at this event.

**Follow-up**

AIME Staff notifies Member Societies of selections by September 30. AIME Staff notifies recipients and principal nominators of selections by October 30. AIME Staff maintains all records for three years. Staff sends thank yous to committee members and special recognition items to Chairs by December 31. Recipients will be recognized in their Member Society publication and e-News.

For AIME Honorary Membership only

Recipients will be recognized in their Member Society publication and e-News.

For Smith and Marshall Scholarships only

AIME Staff requests a photo of the formal presentation from the school.

For Fairless and Lucas only

AIST and SPE, respectively, will check their nominations for overlap with other AIME Major Award recipients since no one can receive more than one AIME Major Award.

For all Society-Administered awards only

Member Societies send recipient name, photo, and bio to AIME no later than the Society's annual banquet for posting on the AIME website.