



Campus Rep Operating Manual

AMERICAN SOCIETY FOR ENGINEERING EDUCATION
MEMBERSHIP DEPARTMENT

TABLE OF CONTENTS

FORWARD	3
ASEE'S HISTORY	4
ASEE'S MISSION	6
ASEE'S VISION	6
ASEE'S VALUES	6
ASEE'S GOALS	6
SOCIETY ORGANIZATION	7
ASEE SECTIONS AND ZONES	8
ZONE I	9
ZONE II	9
ZONE III	9
ZONE IV	9
WHAT YOU SHOULD DO AS AN ASEE CAMPUS REPRESENTATIVE	10
WHO TO CONTACT	11
WHY JOIN ASEE?	11
MEMBERSHIP BENEFITS	11
ANNUAL SPREAD THE WORD RECRUITMENT CAMPAIGN	13
TO PARTICIPATE	13
CAMPUS REPRESENTATIVE AWARDS	14
SECTION RECRUITMENT AWARDS	14
ZONE RECRUITMENT AWARDS	14
RECRUITING STUDENT AND STUDENT ONLINE MEMBERS	14
OUTSTANDING CAMPUS REPRESENTATIVE AWARDS	14
ASEE AWARDS PROGRAM	15
CAMPUS REPRESENTATIVE TOOLBOX	16
MEMBERSHIP APPLICATIONS	16
MATERIALS	16
SUGGESTED CAMPUS REP ACTIVITIES	17
SAMPLE WELCOME LETTER, LONG VERSION	19
SAMPLE WELCOME LETTER, SHORT VERSION	20

Please note: many of the web links contained in this document are password protected and only available to Campus Representatives registered with ASEE HQ. If you are unable to access a webpage and believe this is an error, please email membership@asee.org

FORWARD

Thank you for volunteering to be the ASEE Campus Representative for your institution! Much of ASEE's work is done by dedicated volunteers whose highest concern is to promote quality in engineering and engineering technology education. As the local, grass-roots liaison for the Society, ASEE cannot overemphasize the importance of the services you provide to your campus and the Society. You are the direct link between your colleagues with questions, concerns, and comments about ASEE and the staff member who is best able to respond. Your role is vital in getting information on membership opportunities and ASEE activities to potential members on your campus. The growth, stability, and effective operation of ASEE in accomplishing its mission of promoting excellence in engineering education depend upon you and the other Campus Representatives across our nation.

As in any volunteer office, the ability to carry out one's responsibilities is related to one's commitment and available time. We encourage you to dedicate yourself to this position and actively participate in furthering ASEE's goals and beliefs. Although this office will require some of your valuable time, the rewards you will gain as a Campus Representative, both personal and professional, are significant.

This manual is written to help you maximize the usefulness of your time by providing a single source of useful information about the duties and activities of a Campus Representative. These duties include encouraging membership in ASEE, organizing educational events on campus, coordinating the nomination process for ASEE awards, and serving as an information resource about ASEE meetings and resources.

Please treat this manual as a guide only. You are the best judge of what will work on your campus, so amplify and modify the guidelines to suit your needs. If you have questions about your duties or suggestions for improving this manual, please contact the Membership Department at ASEE Headquarters at (202) 331-3520 or membership@asee.org.

ASEE'S HISTORY

Founded initially as the Society for the Promotion of Engineering Education (SPEE) in 1893, the society was created at a time of significant growth in American higher education. In 1862, Congress passed the Morrill Land-Grant Act, which provided money for states to establish public institutions of higher education. These institutions focused on providing practical skills, especially “for the benefit of Agriculture and the Mechanic Arts.” As a result of increasingly available higher education, more Americans started entering the workforce with advanced training in applied fields of knowledge. However, they often lacked grounding in the science and engineering principles underlying this practical knowledge.

After a generation of students had passed through these new public universities, professors of engineering began to question whether they should adopt a more rigorous approach to teaching the fundamentals of their field. Ultimately, they concluded that engineering curricula should stress fundamental scientific and mathematical principles, not hands-on apprenticeship experiences. To organize support for this approach to engineering education, SPEE was formed amid the 1893 Chicago World’s Fair. Known as the World's Columbian Exposition, this event heralded the promise of science and engineering by introducing many Americans, for example, to the wonders of electricity. Emerging out of the Fair’s World Engineering Congress, SPEE members dedicated themselves to improving engineering education at the classroom level. Over its history, the society has put out several reports on the subject, such as the Mann Report (1907), the Wickenden Study (1the 920s), and the Grinter Report (1955).

During World War II, the federal government started to place more emphasis on research, prompting SPEE to form the Engineering College Research Association (ECRA), which was more concerned with research than SPEE had ever been. The ECRA spoke for most engineering researchers, sought federal funds, and collected and published information on academic engineering research. After the war, the desire to integrate the less research-oriented SPEE with the ECRA resulted in the disbanding of SPEE and the formation of ASEE in 1946.

ASEE was a volunteer-run organization through the 1950s. In 1961, ASEE established a staffed headquarters in Washington, DC, and undertook a more activist posture. However, through the 1960s, the Vietnam War and social unrest, in general, made the mood on many campuses anti-technology, anti-business, and anti-establishment. In the 1960s and 1970s, ASEE presidents Merritt Williamson and George Hawkins reorganized ASEE to represent its members better and return its focus to teaching. As a result of this new focus, ASEE began to administer several teaching-related government contracts, including NASA’s summer faculty fellowships and the Defense Department’s Civil Defense Summer Institutes and Fellowships. Currently, ASEE administers over ten government contracts, including the prestigious National Science Foundation's Graduate Research Fellowship Program.

Another result of the renewed emphasis on teaching was ASEE’s initiative for recruiting minorities and women into engineering. ASEE created the Black Engineering College Development program which used industry funding to upgrade engineering faculty in traditionally black colleges and to develop public information on these schools. ASEE also received several grants in the 1970s to research the status of women and American Indians and develop programs to attract more of these students to enter engineering. Since then, ASEE has continued to release studies on the subject in its *Journal of Engineering Education* and has created divisions devoted explicitly to developing programs and research in this area.

With the rise of Silicon Valley in the 1990s and the prospect of significant off-shoring of high-tech companies' activities, the importance of engineering education to America's continued success has finally made headlines. As a result, ASEE has seen a rise in membership and recognition over the recent years as a clearinghouse of information about engineering education and an essential tool in shaping the future of the field.

ASEE'S MISSION

ASEE advances innovation, excellence, and access at all levels of education for the engineering profession.

ASEE'S VISION

ASEE is the pre-eminent authority on the education of engineering professionals.

ASEE'S VALUES

Excellence, engagement, innovation, integrity, diversity, and inclusion.

ASEE'S GOALS

ASEE recognizes the term “engineering education” to encompass the full academic spectrum of instruction, research, scholarship, practice, and service. ASEE also has an enduring commitment to continuous improvement.

In the context of the above two statements, ASEE pursues the following goals:

Innovation - ASEE will advance the development of innovative approaches and solutions to engineering education.

Excellence - ASEE will advance excellence in all aspects of engineering education while continuously improving the member experience.

Access - ASEE will advocate for equal access to engineering educational opportunities for all.

Advocacy and Public Policy - ASEE will be the leading advocate for advancing the broad interests of engineering education.

Communities - ASEE will cultivate an inclusive community that engages all members and values the contributions of all stakeholders.

Communication - ASEE will implement a robust and transparent communication strategy effectively linking all stakeholders.

Diversity and Inclusion - ASEE will promote diversity, broadly defined, by modeling equity and inclusion through its policies and practices.

Internal Organization - ASEE will be a strategic and dynamic organization, with a knowledgeable and responsive staff, that enhances stakeholder engagement.

SOCIETY ORGANIZATION

The overall activity of the Society is carried out through a system of thirteen councils. There are three types of councils: institutional councils, professional interest councils (PICs), and geographic councils (Sections and Zones). The thirteen Council Chairs sit on the Board of Directors, thereby directly representing the interests of all Councils and all institutional, corporate, and individual members.

The ASEE Board of Directors is the governing, policy-making and legally responsible body which oversees and coordinates all Society activities. It is composed of the President, President-elect, Immediate Past President, Vice President of Finance, the Chairs of the thirteen Society Councils, the Vice President for External Relations, Vice President of Member Affairs and Executive Director.

The individual members of the Society elect the President-elect, Vice President of Finance, Vice President for External Relations, Vice President of Member Affairs, and the Chairs of the four Professional Interest Councils. The President-elect automatically succeeds to the office of President, then Past-President. The Board appoints the Executive Director. You will find the names and contact information for current Board members on the ASEE web site.

ASEE SECTIONS AND ZONES

ASEE members in the United States and Canada are divided geographically among twelve Sections. ASEE has grouped the three Sections into four Zones. Below you'll find a map showing the Section and Zone boundaries as well as a listing of current Section officers and upcoming Section meetings.



Under the leadership of the Zone Chair, activities of the three Sections within each Zone are coordinated through the Zone Executive Board. The Zone Executive Board consists of the Zone Chair, the Chair-Elect or Immediate Past Chair as appropriate, and the Section Chair, Chair-Elect, and Section Campus Representative of each Section. A set of by-laws govern each Section. These by-laws are updated periodically by the Section leadership. The four Zones are also governed by a set of by-laws which cover Zone Executive Board composition, meetings, etc. These are also useful documents for Campus Representatives. You can find them all, and additional information about the Society's structure and activities on the ASEE web site.

ZONE I

NORTH EAST

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and Canada (postal codes beginning with A, B, C, and E)

ST. LAWRENCE

New York (except those zip code prefixes listed under the Middle Atlantic Section) and Canada (postal codes beginning with G, H, J, K, L, M, and N)

MIDDLE ATLANTIC

Delaware, Maryland, New Jersey, New York (zip code prefixes 005, 090, through 119, and 124 through 127), Pennsylvania (except those zip code prefixes listed under the North Central Section), and Washington, DC

ZONE II

SOUTHEASTERN

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and Virginia

NORTH CENTRAL

Michigan, except the Upper Peninsula, Ohio, Pennsylvania (zip code prefixes 150 through 154, 156, 160 through 165) and West Virginia

ILLINOIS-INDIANA

Illinois and Indiana

ZONE III

MIDWEST

Arkansas, Kansas, Missouri, Nebraska, Oklahoma

NORTH MIDWEST

Iowa, Michigan Upper Peninsula, Minnesota, North Dakota, South Dakota (zip code prefixes 570 through 574), Wisconsin and Canada (all of Manitoba plus Ontario postal codes beginning with P and R)

GULF SOUTHWEST

Louisiana, New Mexico, and Texas

ZONE IV

PACIFIC NORTHWEST

Alaska, Idaho, Montana, Oregon, Washington and Canada (Alberta, British Columbia, and Saskatchewan)

PACIFIC SOUTHWEST

Arizona, California, Hawaii, and Nevada

ROCKY MOUNTAIN

Colorado, South Dakota (zip code prefixes 575 through 577), Utah and Wyoming

WHAT YOU SHOULD DO AS AN ASEE CAMPUS REPRESENTATIVE

- Let everyone on your campus know that you are their ASEE Campus Representative and will be happy to assist them in any dealing with the Society.
- Work closely with your dean to create a positive image of ASEE on your campus and publicize your dean's support of ASEE.
- Recruit new members and use your membership roster to follow up on recently lapsed members to encourage renewal.
- Publicize ASEE activities through your school's public relations office, campus newspapers, bulletin boards, email announcements, etc.
- Promote attendance at Section and national ASEE meetings and encourage innovative instructors to present their ideas at ASEE meetings.
- Publicize ASEE's awards program and make nominations.
- Promote active participation in ASEE's divisions and councils, both at the regional and national level.
- Organize on-campus activities and simple get-togethers to provide a forum for the faculty to exchange ideas and discuss related pedagogical issues. Such topics could include new faculty orientation, TA development, tutoring workshop, teaching effectiveness committee/workshop course/instructor evaluation and peer review, new technology delivery system, technical writing assistance, curriculum development, representing scholarly publications, or a proposal writing workshop.
- Promote fellowships administered by ASEE.
- Welcome new members and let them know that you are their Campus Representative (see sample letters at the end of this operating manual).
- Special Rates—discounted rates at the many ASEE sponsored conferences
- Review and update the roster of ASEE members at your institution. Please forward any updates to membership@asee.org.

WHO TO CONTACT

- Contact your dean. Their support and endorsement will prove invaluable.
- Contact non-members. They may have never been invited to join. Find out. If your dean participates in the [Dean's Program](#), these are the persons to recommend.
- Contact all new faculty in the engineering or engineering technology profession to encourage their active involvement in ASEE.
- Contact lapsed members.
- Contact members you identify on your roster and updates as "Grace" status and help them to renew before their three-month grace period expires.
- Meet with undergraduate and graduate students and brief them on ASEE's [student membership](#). If there is interest in starting a [chapter](#) at your school, please contact ASEE's Membership Department for information and assistance.
- Establish a working group of people interested in engineering and engineering technology education. Ideally, you might have a Representative from each engineering department who can act as a point of contact for you.

WHY JOIN ASEE?

The ever-increasing influence and rapid advance of technology demand a skilled, highly educated technical workforce. From defense to infrastructure to telecommunications to consumer gadgetry, the quality of our engineers affects the quality of our lives.

MEMBERSHIP BENEFITS

- All members receive online access to ASEE's award-winning monthly magazine for faculty members, students, administrators, and government and industry representing in all disciplines of engineering and engineering technology, [ASEE Prism](#).
- Members in the US and Canada receive membership in one of ASEE's geographic [Sections](#) at no additional cost. Section activities and [meetings](#) allow individuals to participate in professional activities at the local level and offer a chance for members to form regional networks of colleagues with common interests and goals.
- Members may also join any ASEE's special interest [Divisions and Constituent Committees](#). These special interest groups provide members with professional development and networking opportunities within their technical specialty or a particular academic interest or issue.
- For a nominal cost, members may receive a print subscription to the [Journal of Engineering Education](#), ASEE's quarterly scholarly journal of peer-reviewed papers and book reviews that highlight topics in engineering education. Members can also subscribe to ASEE's [Profiles of Engineering & Engineering Technology Colleges](#); the annual showcase of US and Canadian engineering colleges and universities. That publication provides a comprehensive profile of the institutions, their students, and their engineering and technology programs. All members have online access to the Journal and the Profiles data on the web.
- Substantial savings when you attend the ASEE [Annual Conference and Exposition](#) and other ASEE events and meetings. Note: Student members receive FREE registration for the ASEE Annual Conference and Exposition.

- Access to Members-Only areas of the ASEE web site like the electronic membership directory, or early access to classified ads announcing faculty, department head, and dean position openings and fellowship opportunities. Members may read the *Journal of Engineering Education* online and search its archives for papers by subject, author, and other criteria. All members have access to the archive of Prism back issues and money-saving personal benefits opportunities.
- All members will have unique opportunities to make valuable contacts and make contributions to the field by participating in ASEE Volunteer Leadership activities.
- Professional Gain—enhancement of professional credibility with a corresponding increase in job opportunities, salary, and promotions. Also, ASEE can provide networking opportunities with other individuals interested in engineering education.
- The Society's Image as a national leader with the ability to represent member interests
- Publishing Opportunities—many forums in which to publish and present papers (including annual and Section meetings, the *Journal of Engineering Education*, *ASEE Prism*).
- Fellowships—postdoctoral fellowships and Summer Faculty Programs administered by ASEE.

ANNUAL SPREAD THE WORD RECRUITMENT CAMPAIGN

SPREAD THE WORD is the membership promotion program that ASEE conducts each academic year, offering awards and incentives to the Campus Representatives from each Section who are most effective in recruiting and retaining members. The program begins each August and runs through April 1. You will be emailed program-specific membership applications in the weeks leading up to the start of the campaign.

THE GOAL of the program is to increase the number of ASEE members.

TO PARTICIPATE

- Invite all of your colleagues to join ASEE, those who have never been ASEE members and those who have lapsed, members. Look for new engineering and technology faculty— and contact faculty in related disciplines, like Computer Science, Math, Physics, Chemistry, and Education.
- Tell students, both graduate, and undergraduate, about the benefit of ASEE membership. Students are the future of engineering, of engineering education, and ASEE. Capturing their interest now is the best way to ensure the future! And now we can offer students their student-led organization within ASEE — the Student Division.
- Provide membership applications for the persons you recruit. Make sure you write your name in the top right corner of each application, so you can be sure to get credit for recruiting the member
- Talk to your dean about sponsoring new faculty members through the Dean's Program, in which the dean pays for the first year of membership and ASEE picks up the tab for a second year at no cost to the new member. It's a great deal, and it's a great way to get younger faculty members involved in ASEE — and the Dean's Program members will count toward your recruitment total if your name appears on the application form.
- Remember that all new applications for the Dean's Program MUST use the Dean's Program [Application form](#).
- Continue to recruit members throughout the year, but applications and payments received by April 1st will be tallied and count towards the recruitment awards distributed at the following ASEE Annual Conference and Exposition.

CAMPUS REPRESENTATIVE AWARDS

SECTION RECRUITMENT AWARDS

For the Spread the Word recruitment program, there are two sets of awards for the recruitment of Professional or Professional Online Members (including faculty members from other disciplines, administrators, and non-academic engineering professionals):

1. The total number of Professional or Professional Online Members recruited (new and lapsed). You need to recruit a minimum of five members to be eligible.
2. The percentage of your engineering or/and technology faculty who are ASEE Professional or Professional Online Members. (Administrators and faculty from other departments count toward the percentage, but professional members from industry do not.) You need to recruit at least five members to be eligible.

The most productive recruiter in each category from each of ASEE's twelve Sections will receive a plaque with their name, school, and Section, along with a token of the Society's appreciation.

ZONE RECRUITMENT AWARDS

Also, for the Spread the Word recruitment campaign, the top Campus Representative in each category among the Section winners will receive an engraved plaque with their name, school, and Section along with complimentary registration to the upcoming annual conference and a \$200 check toward travel expenses to the annual meeting. You must recruit at least five members to be eligible for either of the Society-wide awards.

RECRUITING STUDENT AND STUDENT ONLINE MEMBERS

The Spread the Word program is also extended to the recruitment of Student Members. There is one award per Zone for recruiting the highest number of new Student or Student Online Members. Each winner will receive a plaque with their name, school, and Section, along with a token of the Society's appreciation.

Award recipients will receive their plaques and the personal thanks of ASEE board members and staff at a reception in honor of all Campus Representatives at the annual conference.

OUTSTANDING CAMPUS REPRESENTATIVE AWARDS

As Campus Representative, you must file a report of your activities each year. This report is completed and submitted online. You will find a link to the report in the "Campus Representative Toolbox." Copies of your submitted report will be sent to your Section Campus Representative, dean, and ASEE's Membership Department. The report is due by the 31st of October each year. Please mark this in your calendars.

This report documents the ASEE activities at your campus. Thus, it provides ideas for the promotion of ASEE and engineering education to ASEE Headquarters and your Section Campus Representative. ASEE Headquarters will use the report to highlight successful Campus Representative activities in *ASEE PRISM*, in newsletters, and on the ASEE web site. Also, your Section Campus Representative uses this report to select the Section Outstanding Campus Representative for the Section.

Awards have been created to honor those individuals who have achieved excellence in their roles as active supporters of ASEE; the Section Outstanding Campus Representative Awards and the Zone Outstanding Campus Representative Awards. These awards recognize the outstanding Campus Representatives for each of the twelve Sections, and ultimately for each of the four geographic Zones. The Section Campus Representative chooses the Outstanding Campus Representative from their Section based upon the activities reported in the annual Campus Representative's Report. ASEE presents the Section Outstanding Campus Representative Award at the Annual Section meetings. The appropriate Zone Chair then selects the Zone Outstanding Campus Representative Award winners from these Section winners. The criteria for both awards include the following:

- Improvement of engineering education through excellence in on-campus programming of ASEE activities.
- The promotion of individual membership in the Society
- The encouragement of faculty attendance at National, Division, and Section meetings
- The recognition of outstanding teaching and research activities on his or her campus by submitting ASEE award nominations and support of the New Engineering Educators program.
- The encouragement of faculty members to submit articles to ASEE publications
- Encouraging faculty members to submit papers for presentation at Section and national meetings

ASEE will present the Zone Outstanding Campus Representative Award at the awards luncheon at the ASEE Annual Conference along with the Society's other national awards.

ASEE AWARDS PROGRAM

Outstanding teaching and research activities on your campus should be recognized. You are encouraged to submit nominations for educators worthy of an ASEE award. Criteria for ASEE awards are published online as the Awards Nomination Guidelines.

The following are suggestions for increasing the effectiveness of your awards program.

- Increase the awareness of your faculty by prominently advertising the ASEE awards program.
- Please think about volunteering to chair or serve on your institution's awards committee. If there is no awards committee, offer to create one; faculty colleagues deserve recognition for their excellent work.
- The dean of your engineering college and the department chairs should be personally reminded of this awards program well before the deadline for nominations.

CAMPUS REPRESENTATIVE TOOLBOX

Please log on to the Campus Representative [Toolbox](#) to find the following:

MEMBERSHIP APPLICATIONS

- Spread the Word Individual Membership [Application](#)
- Dean's Program Membership [Application](#)
- Administrator's Program Membership [Application](#)
- Industrial Advisory Board Membership [Application](#)

MATERIALS

- Faculty [Roster](#) – a list of all current, past and non-members at your institution
- A [list](#) of ASEE Annual Conference presenters and attendees from your institution
- A [list](#) of ASEE members from your institution and the volunteer leadership roles they've held at ASEE and the ASEE-related awards they've won
- Membership promotional [poster](#) and [brochure](#)
- A [list](#) of all Campus Representatives
- A [list](#) of all Campus Representatives by Section
- A [list](#) of all ASEE Institutional Members
- A [list](#) of all ASEE Institutional Members by Section
- [Presentations](#) which have been given by Campus Representatives at past conferences
- [Suggested](#) Campus Representative Activities

SUGGESTED CAMPUS REP ACTIVITIES

- Target Tenured Faculty.
- Remind members that 10-years of ASEE membership will make them eligible to be nominated for Fellow status.
- Keep a list of papers, presentations, and other kinds of involvement of ASEE members in regional (Section and Zone) and national meetings.
- Keep a record of ASEE or other education-related awards fellow ASEE members at your institution received during the year.
- Keep a list of faculty/staff members who are ASEE section/division officers.
- Keep a list of faculty/staff members who participated in ASEE section meetings.
- Promote ASEE membership through emails to every faculty member.
- Distribute flyers inviting non-members faculty to join ASEE.
- Post announcements and promotion forms on bulletin boards in faculty lounges.
- Send a campus newsletter asking faculty to contact you for information on ASEE membership.
- Distribute a letter promoting ASEE membership from your Section Chair.
- Send a memorandum from the dean/administrative head of the college to a non-member and past-due member faculty, encouraging them to consider/reconsider membership.
- Promote the benefits of ASEE membership to graduate students.
- Personally visit new faculty and send them a personal letter.
- Personally visit with non-members and lapsed member faculty.
- Personally contact current members and thank them for their membership.
- Have your department sponsor dues for student members for the first year.
- Discuss the benefits of ASEE membership during a non-ASEE related meeting.
- Attempt personal contacts with current members, non-members, and lapsed members.
- Keep ASEE publications in student lounges and waiting areas in the engineering buildings.
- Distribute ASEE Call for Papers announcements.
- Encourage dean/director/department chair to participants' registration fees and travel expenses for ASEE meetings.
- Encourage dean/director/department chair to pay for membership on anyone presenting papers at the section or national meetings.
- Participate in live video conferences.
- Encourage the College/school/department to contribute to the fund supporting the section's Excellence in Engineering Education Award.
- Send memos and emails to all faculty regarding ASEE, regional and national meetings, to encourage both attendance and submission of papers.
- Have ASEE put on the agenda for dean's meeting with chairs or faculty.
- Publish material relating to regional and national conferences.
- Publish in the campus newsletter section and annual meeting announcements.
- Host luncheon meetings to discuss engineering education issues, such as university/industrial cooperative efforts.
- Organize seminars/workshops for engineering faculty members to discuss their teaching methods.
- Distribute articles from ASEE publications among non-members.

- Distribute information to faculty about ASEE fellowship opportunities.
- Organize Informal meetings before and after each regional and national conference.
- Start a student chapter.
- Create and host a section web page.
- Establish a local ASEE home page for the School of Engineering.
- Establish an email listserv for engineering faculty.
- Invite faculty to share teaching ideas, etc., at student chapter meetings.
- Inform Department Chairs of ASEE awards programs and help them identify candidates.

SAMPLE WELCOME LETTER, LONG VERSION

Dear [new member name]:

ASEE Headquarters recently informed me that you had joined ASEE. On behalf of the [unit name] of the American Society for Engineering Education, I want to welcome you as a new member.

Founded in 1893, ASEE is one of the oldest educational and professional organizations. It has striven through the years to improve and expand the educational process that produces technically competent and broadly educated engineers and technologists. ASEE's efforts contribute significantly to the quality of engineering education at colleges and universities throughout the United States and Canada. International universities are also influenced and interested in the activities of ASEE.

Now that you have joined ASEE, I want to encourage you to be an active participant in the Society. The following are a few suggestions that will help you get involved in ASEE and grow professionally with others in engineering and engineering technology education.

1. Commit to being an active participant in any way you can. Become familiar with the Society and its members.
2. Attend the ASEE Annual Conference. It, too, provides an excellent opportunity to interact with many educators, as well as industry Representatives, from all over the country. The [year] conference will be held in [location] on [dates].

Please feel free to call or write to me if I can be of any assistance. My telephone number is [phone]. My email address is [email].

You can also call or write ASEE Headquarters if you need information or guidance on any matter, or with any membership question. The number is 202-331-3500.

We recognize that one of the most critical services the Society can render for its members is to organize activities to enhance the entire process of engineering education and then to promulgate this information to everyone concerned with the process and the outcome. We invite you to participate in the Society's activities and share with us the newest techniques and methods for efficient, effective engineering education. You can help ASEE become a better Society by sharing your talent and knowledge with us.

I hope to meet you soon.

Sincerely,

[Campus Representative name]

Campus Representative, [school name]

SAMPLE WELCOME LETTER, SHORT VERSION

Dear [new member name]:

As ASEE's Campus Representative at [school name], I extend a warm welcome to you as you begin your ASEE membership. Over the more than [number] years that I have belonged to ASEE and have participated in Society activities, I have found my association with the Society to be professionally rewarding and stimulating, and I hope that you will, too.

I am looking forward to meeting you and working with you in ASEE.

Information about the ASEE Annual Conference, which will be held this year in [location], will reach you through ASEE PRISM, the magazine for all ASEE members. I hope you will be able to attend.

Congratulations on becoming a member of ASEE. I hope you will be an active participant in ASEE activities.

Sincerely yours,

[Campus Representative name]

Campus Representative, [school name]