

# Campus Representative User Manual

PROMOTING EXCELLENCE IN ENGINEERING EDUCATION

[MEMBERSHIP@ASEE.ORG](mailto:MEMBERSHIP@ASEE.ORG)

Revision Log / Change Log

New Tip Added (p. 10): Added a tip directing Campus Reps to a sample email at the end of the manual. The email provides customizable instructions for inviting eligible members to join ASEE through the Dean's Program.

## Table of Contents

<b>Forward .....</b>	<b>4</b>
<b>Society Organization .....</b>	<b>5</b>
<b>ASEE Sections and Zones .....</b>	<b>5</b>
Zone I.....	5
Zone II.....	6
Zone III.....	6
Zone IV .....	6
<b>ASEE Campus Representative Actions.....</b>	<b>7</b>
<b>Who To Contact .....</b>	<b>7</b>
<b>Why Join ASEE? .....</b>	<b>8</b>
<b>Membership Benefits .....</b>	<b>8</b>
<b>Membership Categories and Yearly Fees .....</b>	<b>9</b>
<b>Member Recruitment Programs .....</b>	<b>10</b>
Dean's Program .....	10
People joining without the Dean's Program .....	10
<b>Annual Awards for Member Recruitment.....</b>	<b>12</b>
Awards .....	12
How to Participate .....	12
Recognition and Celebration.....	14
<b>Annual Report and Outstanding Campus Representative Awards.....</b>	<b>15</b>
Purpose of the Report.....	15
Outstanding Campus Representative Awards.....	15
<b>Campus Representative Tools .....</b>	<b>17</b>
<b>Suggested Campus Representative Activities.....</b>	<b>17</b>
<b>Sample Welcome Letters.....</b>	<b>19</b>
Sample welcome letter – extended version.....	19
Sample welcome letter – short version .....	20
<b>Sample Renewal Letter .....</b>	<b>21</b>
<b>Useful websites.....</b>	<b>24</b>

<b>Sample Activity Report.....</b>	<b>25</b>
Campus Representative Activities.....	25
Dean / Administrative Head Activities .....	25
Additional Comments .....	26

## Forward

Thank you for becoming an ASEE Campus Representative! As a local liaison, you help promote quality in engineering and technology education, assist colleagues with questions, and share information about membership and activities. Your efforts support ASEE's mission to foster growth and excellence in engineering education.

This role offers significant personal and professional benefits. ASEE provides a manual detailing key tasks like promoting membership, organizing events, coordinating award nominations, and sharing resources about ASEE meetings. It is adaptable to your campus's needs. For inquiries or feedback, contact ASEE Membership at [membership@asee.org](mailto:membership@asee.org).

Campus Representatives play a vital role in advancing ASEE's mission at their respective campuses. Their primary responsibilities include:

- Encouraging membership: Promoting ASEE among colleagues and potential members.
- Organizing campus educational events: Planning activities that foster engineering education.
- Coordinating award nominations: Managing the nomination process for ASEE awards.
- Serving as an information resource: Sharing details about ASEE meetings, resources, and activities with campus members.

They act as the primary liaison between their campus and ASEE, supporting the Society's goals while adapting their approach to best suit their institution.

### Effective Campus Representatives ...

- Conveying information related to ASEE and building effective connections with colleagues. Outlining the benefits of ASEE membership during department meetings. Addressing colleagues' questions about ASEE resources or events with clarity and effectiveness.
- Plan events, coordinate award nominations, and maintain timelines. This includes coordinating a campus workshop or seminar on engineering education practices and managing logistics and schedules. Additionally, overseeing the nomination process for ASEE awards entails tracking deadlines and ensuring all submission materials are complete.
- Cultivate relationships with campus members to foster ASEE participation. Establish connections with colleagues and students to enhance ASEE involvement and attract potential members. Collaborate with other departments to organize interdisciplinary educational events.
- Tailor approaches to meet the unique needs and dynamics of their campus. Modifying ASEE materials or techniques to better resonate with the campus audience, adjusting event formats (e.g., virtual, hybrid, or in-person) to suit the institution's requirements.
- Are committed to advancing ASEE's mission and participating in its activities. Regularly sharing information about ASEE initiatives and opportunities- such as conferences and grants- even during a busy academic year while consistently promoting ASEE's mission by actively engaging with your campus community.

## Society Organization

The ASEE is organized into institutional, professional interest, and geographic councils. Chairs from these councils are part of the Board of Directors, representing all members.

The Board governs ASEE activities and includes the President, President-elect, Immediate Past President, Vice President of Finance, Council Chairs, Vice President for External Relations, Vice President of Member Affairs, and the Executive Director.

Society members elect the President-elect, Vice Presidents, and PIC Chairs. The President-elect becomes the President, then Past President. The Board appoints the Executive Director. Current Board member details are on the ASEE website.

## ASEE Sections and Zones

ASEE members in the U.S. and Canada are divided into twelve sections within four zones. Each zone is managed by a Zone Executive Board, led by the Zone Chair and including several other section representatives.

Bylaws guide the operations of each section and zone and are updated regularly through meetings and reports. These bylaws can be found on the ASEE website alongside additional information about ASEE's structure.



### Zone I

- Northeast: 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, D.C.

## 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

## ASEE Campus Representative Actions

- Let everyone on your campus know you are their ASEE Campus Representative, and we will gladly assist them in any interactions with the Society.
- Collaborate closely with your dean to foster a positive image of ASEE on your campus and promote your dean's support for ASEE.
- Recruit new members and utilize your membership roster to reach out to recently lapsed members to encourage their renewal.
- Promote ASEE activities through your school's public relations office, campus newspapers, bulletin boards, email announcements, and more.
- Encourage attendance at Section and national ASEE meetings while inviting innovative instructors to share their ideas at ASEE gatherings.
- Promote ASEE's awards program and submit nominations.
- Encourage active involvement in ASEE's divisions and councils at both regional and national levels.
- Organize on-campus activities and informal gatherings to create a platform for faculty to exchange ideas and discuss related pedagogical issues. Such topics may include new faculty orientation, T.A. development, tutoring workshops, teaching effectiveness committee and course/instructor evaluation, peer review, new technology delivery systems, technical writing assistance, curriculum development, representing scholarly publications, and proposal writing workshops.
- Promote the fellowships offered by ASEE.
- Submit annual activity report<sup>1</sup>
- Welcome, new members! Inform them that you are their Campus Representative<sup>2</sup>
- Encourage lapsed members to rejoin<sup>3</sup>
- Review and update your institution's ASEE member roster<sup>4</sup>

## Who To Contact

- Contact your dean; their support and endorsement will be invaluable.
- Reach out to non-members. ASEE members might not have invited these non-members to join. Determine if this is the case. These individuals are suggested if your dean is involved in the Dean's Program.<sup>5</sup>
- Reach out to all new engineering or engineering technology faculty to encourage their active participation in ASEE.
- Reach out to lapsed members.<sup>6</sup>

---

<sup>1</sup> See [activity report](#)

<sup>2</sup> See [sample welcome letters](#)

<sup>3</sup> See [sample renewal letter](#)

<sup>4</sup> See [Campus Representative tools](#)

<sup>5</sup> See [Dean's Program](#)

<sup>6</sup> See [Campus Representative tools](#)



- Contact the members listed on your roster with a "Grace" status and help them renew before their three-month grace period expires.<sup>7</sup>
- Meet with undergraduate and graduate students to brief them on ASEE's student membership. If you are interested in starting a chapter at your school, please reach out to ASEE's Membership Department for information and assistance.
- Establish a working group composed of individuals interested in engineering and engineering technology education. Ideally, there should be a representative from each engineering department to serve as your point of contact.

## Why Join ASEE?

Joining the American Society for Engineering Education (ASEE) provides numerous benefits, especially for those passionate about advancing engineering education. Here are some highlights:

- **Professional Development:** ASEE offers workshops, conferences, and more than 50 professional interest groups, helping you stay informed about the latest trends and best practices in engineering education.
- **Networking Opportunities:** Engage with a diverse community of educators, researchers, and industry professionals at local and national events.
- **Members receive subscriptions to award-winning publications** such as Prism and have access to additional resources to stay informed about cutting-edge technology and research.
- **Exclusive Resources:** Access member-only tools, including an electronic membership directory, research papers, and job opportunities.
- **Discounts:** Take advantage of reduced rates for ASEE conferences and events, facilitating easier participation in their vibrant community.

## Membership Benefits

As a member of ASEE, you gain access to various benefits designed to support your professional growth and engagement in engineering education. Here are some highlights:

- **Publications:** Enjoy subscriptions to acclaimed publications like Prism magazine, which covers groundbreaking technology, research advancements, and trends in engineering education. Additionally, you can access the Journal of Engineering Education and other pertinent resources.
- **Conferences and Events:** Enjoy discounts on registration for the ASEE Annual Conference and Exposition and other ASEE-sponsored events. These gatherings provide excellent opportunities for networking and professional development.
- **Professional Interest Groups:** Join one or more of ASEE's 50+ divisions to engage with peers who share your interests and expertise.

---

<sup>7</sup> See [Campus Representative tools](#)

- **Local Workshops and Meetings:** Engage in regional activities through ASEE's sections and zones to build connections with local colleagues.
- **Resources and Tools:** Gain access to member-only resources, including an electronic membership directory, research papers, job postings, and fellowship opportunities.

These benefits make ASEE membership a valuable investment for anyone passionate about advancing engineering education.

## Membership Categories and Yearly Fees

- **Professional Membership:** \$150. Tailored for individuals involved in engineering education, research, or practice.
- **Professional Online Membership:** \$135. It offers the same benefits as Professional Membership, with all materials accessible online.
- **Student Membership:** \$45. This membership is available to students interested in engineering or technology education.
- **Student Online Membership:** \$15. This option offers the same benefits as the Student Membership, with all materials accessible online.

## Member Recruitment Programs

### Dean's Program

Through the Dean's Program, deans can sponsor new ASEE members by covering their first year's membership, while ASEE will waive the second year—offering two years of membership free of charge. Eligible participants include first-time members and those whose memberships have expired for more than five years.

Members must use the promo code **“STW25-26”** to join when selecting the **Dean's Program membership** product online. This code reduces the cost by 50%, allowing two years for the price of one. The **2025-2026 promo code** is valid from **April 1, 2025, to March 31, 2026**.

### Eligibility and Process

- **Now Open to Former Professional Members:** The program permits former professional members absent for **more than five years** to rejoin.
- **Former Student Members:** Individuals who did not upgrade to professional membership may join without the requirement of a five-year lapse.
- **Recruitment Credit:** If applicants associate with your organization during signup, you will receive recruitment credit (i.e., if the organization listed on their ASEE profile matches the one on your profile).

### How to Join Online?

1. **Log in** to your existing ASEE profile or create a new one.
2. In step **two** of the **Purchase Wizard**, choose **Dean's Program**.
3. In step **three**, enter the promo code **“STW25-26”** and continue to checkout.
4. In step **four**, choose **“Bill Me”** under **Payment Options**, input the payer's email (usually the dean or assistant), and submit the order.

**Tip:** A sample email with step-by-step instructions for joining ASEE through the Dean's Program is included at the end of this Campus Representative Operating Manual. You can customize it and send it to eligible members you've recruited.

### Payment Processing

The recipient of the membership order email can pay through the **Quick Pay** link included in the order email or by entering the **order number and the applicant's email** on ASEE's Quick Pay page.

### People joining without the Dean's Program

Not all deans have budgets that allow them to pay for ASEE memberships, and some individuals aren't eligible to join ASEE under the Dean's Program. In these cases, you can still receive credit for recruiting them by providing the “CR26” promo code. Adding this code in step **three** of the **Purchase Wizard** won't give a discount to the individual.

However, you will receive credit for recruitment if the applicant selects your organization during the signup process.

#### Eligibility and Process

- **Now Open to Former Professional Members:** The program permits former professional members absent for **more than five years** to rejoin.
- **Former Student Members:** Individuals who did not upgrade to professional membership may join without the requirement of a five-year lapse.
- **Recruitment Credit:** If applicants associate with your organization during signup, you will receive recruitment credit (i.e., if the organization listed on their ASEE profile matches the one on your profile).

## Eligibility and Process

- **Now Open to Former Professional Members:** The program permits former professional members absent for **more than five years** to rejoin.
- **Former Student Members:** Individuals who did not upgrade to professional membership may join without the requirement of a five-year lapse.
- **Recruitment Credit:** If applicants associate with your organization during signup, you will receive recruitment credit (i.e., if the organization listed on their ASEE profile matches the one on your profile).

## How to Join Online?

5. **Log in** to your existing ASEE profile or create a new one.
6. In step **two** of the **Purchase Wizard**, choose **Dean's Program**.
7. In step **three**, enter the promo code **"STW25-26"** and continue to checkout.
8. In step **four**, choose **"Bill Me"** under **Payment Options**, input the payer's email (usually the dean or assistant), and submit the order.

## Payment Processing

The recipient of the membership order email can pay through the **Quick Pay** link included in the order email or by entering the **order number and the applicant's email** on ASEE's **Quick Pay** page.

## Annual Awards for Member Recruitment

The "Spread the Word" program is ASEE's annual initiative to promote membership, designed to reward and incentivize Campus Representatives from each Section who excel at recruiting and retaining members. Running from April 1 to March 31 each year, its primary goal is to expand ASEE's membership.

## Awards

ASEE offers two recruitment programs to help encourage membership and receive credit for recruiting members.

- 1) The Campus Representative in each section who recruits the most members will be honored at the annual Campus Representative reception, which takes place during ASEE's Annual Conference and Exposition.
- 2) The Campus Representative maintaining the highest percentage of on-campus faculty membership in each section will also be recognized at the awards reception.

## How to Participate

- Encourage all colleagues to join ASEE, including those who have never been members or those with lapsed memberships. The focus is on attracting new engineering and technology faculty and faculty from related disciplines such as computer science, mathematics, physics, chemistry, and education.

- Promote ASEE membership to graduate and undergraduate students, emphasizing its many benefits. Students embody the future of engineering, engineering education, and ASEE. Engaging their interest helps ensure a thriving future for the Society. ASEE also offers the Student Division, a student-led organization within ASEE.
- Give promo codes to the people you recruit and make sure they affiliate with your organization when choosing their organization during the joining process.
- Engage with your dean about sponsoring new faculty through the Dean's Program. In this program, the Dean covers the first year of membership, and ASEE provides the second year at no cost to the new member.
- Please continue recruiting throughout the year; however, only individuals joining by April 1<sup>st</sup> will be counted toward recruitment awards, which will be distributed during the following ASEE Annual Conference and Exposition. Members recruited after April 1<sup>st</sup> will count toward next year's recruitment total.

#### Recruiting Professional and Professional Online Members

Awards are granted in two categories for recruiting professional and professional online members: faculty from other disciplines, administrators, and non-academic engineering professionals.

- 1) **Total Number Recruited:** Recruit at least five new or returning members to fulfill the qualification.
- 2) **Percentage of Engineering and Technology Faculty Who Are Members:** While administrators and faculty from other departments contribute to the percentage, professional members from industry do not. To be eligible, recruit a minimum of five members.

#### Section and Zone Recruitment Awards

The top recruiter in each category from ASEE's twelve sections will receive a plaque displaying their name, school, and section.

#### Society-Wide Recruitment Awards

The top Campus Representative in each category among all Section winners will receive an award:

- An engraved plaque featuring their name, school, and section.
- Complimentary registration for the ASEE Annual Conference and a \$200 travel expense check.
- The representative may choose a five-year ASEE membership if they do not attend the conference.

**Note:** A minimum recruitment of five professional members is necessary to qualify for Society-wide awards.

#### Recruiting Student and Student Online Members

The program also includes recruiting Student Members. One award will be given per Zone to the Campus Representative that recruits the most new student members. Each winner will receive a certificate featuring their name, school, and Section.

**Note:** A minimum recruitment of five student members is necessary to qualify for student recruitment awards.

### Recognition and Celebration

Award recipients will be celebrated at a special reception during the ASEE Annual Conference, where they will receive their plaques and personal thanks from ASEE board members and staff.

## Annual Report and Outstanding Campus Representative Awards

As a Campus Representative, you must file an annual report of your activities. This report must be completed and submitted online; ASEE will share the link through the Campus Representative listserv.

**Submission Deadline:** The report is due by October 31st each year. Mark your calendar to meet this deadline.

### Purpose of the Report

This report highlights ASEE activities conducted on your campus and serves as a resource for promoting ASEE and engineering education to ASEE headquarters and your Section Campus Representative.

ASEE Headquarters may highlight successful Campus Representative activities in \*ASEE PRISM\*, newsletters, and the ASEE website.

Your Section Campus Representative uses this report to assess candidates for the Section Outstanding Campus Representative Award.

### Outstanding Campus Representative Awards

ASEE acknowledges outstanding contributions to its mission through two prestigious awards:

- 1) Outstanding Campus Representative Awards in each section
- 2) Outstanding Campus Representative Awards in each zone.

These awards recognize outstanding Campus Representatives from ASEE's 12 Sections and, ultimately, from its four geographic Zones.

### Award Selection Process

- **Section Awards:** The Section Campus Representative selects winners based on the activities reported in the Campus Representative Activity Report. Awards are given at the Annual Section Meetings.
- **Zone Awards:** Winners of the Section Awards advance to compete for the Zone Outstanding Campus Representative Awards, which the Zone Chair selects. These awards are presented at the awards luncheon during the ASEE Annual Conference.

### Criteria for Recognition

Recipients will be evaluated based on the following contributions:

- **Enhancing Engineering Education:** Achieving excellence in on-campus ASEE programming.
- **Promoting ASEE Membership:** Growing individual membership in the Society.
- **Encouraging Faculty Engagement:** Inspiring faculty participation in National, Division, and Section meetings.
- **Recognizing Excellence:** Submitting ASEE award nominations to showcase exceptional teaching and research activities while supporting the New Engineering Educators program.
- **Supporting Publications:** Encouraging faculty to submit articles to ASEE publications.



- Promoting Research Contributions: Encouraging faculty to submit papers for presentation at Section and National meetings.

#### Award Presentation

Winners of the Zone Outstanding Campus Representative Award will be formally recognized at the ASEE Annual Conference awards luncheon alongside other national award recipients from the ASEE Awards Program.

## Campus Representative Tools

- A promotional poster for membership opportunities<sup>8</sup>
- Current and recently lapsed ASEE members at your institution: As a Campus Representative, you can access and download a roster by logging into your ASEE account and clicking the green button on the right side of the landing page. (If your browser's zoom level is low, you may need to increase it to make the button visible.)
- ASEE non-members from your institution. If individuals are no longer affiliated with your organization, you can remove them from your list by clicking "Manage" next to your organization's name on the "Organization" tab of your profile, then selecting "Roster," and finally clicking "Remove" next to the person's name. Removing their name from your non-member roster will take an overnight system refresh.
- A complete list of all Campus Representatives.
- All ASEE Institutional Members are categorized by Section.
- A comprehensive inventory of all ASEE Institutional Members.
- Ideas for structuring a section meeting

## Suggested Campus Representative Activities

- Target Tenured Faculty
- Remind members that a decade of ASEE membership qualifies them for nomination as a Fellow.
- Maintain a record of papers, presentations, and other forms of ASEE member involvement in regional (Section and Zone) and national meetings.
- Keep track of ASEE and other education-related awards received by fellow ASEE members at your institution within the year.
- Maintain a list of faculty and staff who serve as ASEE section or division officers.
- Compile a roster of faculty and staff participating in ASEE section meetings.
- Promote ASEE membership through email outreach to all faculty.
- Distribute flyers inviting non-member faculty to join ASEE.
- Post announcements and promotional materials on bulletin boards in faculty lounges.
- Send a campus newsletter encouraging faculty to contact you for more information about ASEE membership.
- Share a letter from your Section Chair to promote ASEE membership.
- Deliver a memorandum from the Dean or Administrative Head to non-member and past-due member faculty, urging them to consider or reconsider membership.
- Highlight the benefits of ASEE membership for graduate students.
- Visit new faculty and send them personalized letters.

---

<sup>8</sup> See Useful Links > Campus Representative Tools

- Engage with non-member and lapsed member faculty.
- Contact current members to express gratitude for their membership.
- Have your department cover the dues for student members for their first year.
- Discuss ASEE membership benefits during unrelated meetings.
- Make personal connections with current members, non-members, and lapsed members.
- Place ASEE publications in student lounges and waiting areas within engineering buildings.
- Distribute announcements for the ASEE Call for Papers.
- Encourage Deans, Directors, or Department Chairs to cover registration fees and travel costs for participants at ASEE meetings.
- Advocate for paying membership fees for anyone presenting papers at Section or national meetings.
- Participate in live video conferences.
- Urge the College, school, or department to contribute to the fund supporting the Section's Excellence in Engineering Education Award.
- Send memos and emails to all faculty about ASEE and regional and national meetings to promote attendance and paper submissions.
- Include ASEE in the Dean's meetings with Chairs or the faculty agenda.
- Publish information related to regional and national conferences.
- Share campus newsletter updates on section and annual meeting announcements.
- Host luncheon meetings to discuss engineering education topics like university/industry cooperative initiatives.
- Organize seminars or workshops for engineering faculty to exchange teaching methods.
- Share articles from ASEE publications with non-member faculty.
- Distribute information about ASEE fellowship opportunities to faculty.
- Arrange informal meetings before and after each regional and national conference.
- Establish a student chapter.
- Create and manage a section webpage.
- Develop a local ASEE homepage for the School of Engineering.
- Set up an email listserv for engineering faculty communication.
- Invite faculty to exchange teaching ideas at student chapter meetings.
- Inform Department Chairs about ASEE award programs and assist them in identifying potential candidates.

## Sample Welcome Letters

Use your member roster to identify and welcome new members. Below are some sample welcome letters.

### Sample welcome letter – extended version

Dear [new member name]:

ASEE Headquarters recently notified me of your membership with ASEE. On behalf of the [unit name] in the American Society for Engineering Education, I welcome you as a new member.

Founded in 1893, ASEE ranks among the oldest educational and professional organizations. It is dedicated to enhancing and expanding the educational processes that cultivate technically skilled and well-rounded engineers and technologists. ASEE's initiatives play a vital role in enhancing engineering education at colleges and universities across the United States and Canada, with international universities also showing interest in ASEE's activities.

Now that you're a member, I encourage you to participate actively in ASEE. Here are some suggestions to help you engage with the Society and advance your career alongside fellow professionals in engineering and engineering technology education: Be committed to participating actively in any capacity you can and familiarize yourself with the Society and its members.

Attend the ASEE Annual Conference, which provides a fantastic opportunity to connect with educators and industry representatives nationwide. The [year] conference is scheduled to take place at [location] on [dates].

Please don't hesitate to contact me if you need assistance. You can contact me at [phone] or via email at [e-mail]. Additionally, you can email ASEE Headquarters for information or guidance regarding any matter or membership questions at [membership@asee.org](mailto:membership@asee.org).

We acknowledge that one of the most valuable services the Society can provide to its members is organizing activities that enhance the entire engineering education process and then disseminating this information to all stakeholders. We invite you to participate in the Society's activities and share innovative techniques and methods for efficient and effective engineering education. Your contributions can help ASEE improve as a Society by sharing your expertise and insights.

I look forward to meeting 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 welcome you as you embark on your ASEE membership journey. Throughout my more than [number] years as a member of ASEE and my participation in Society activities, I have found my association with the Society professionally rewarding and stimulating. I hope you experience the same.

I eagerly anticipate meeting you and collaborating with you in ASEE. Information regarding the ASEE Annual Conference, which ASEE will host this year in [location], will be provided to you through ASEE PRISM, the magazine for all ASEE members. I hope you can join us.

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

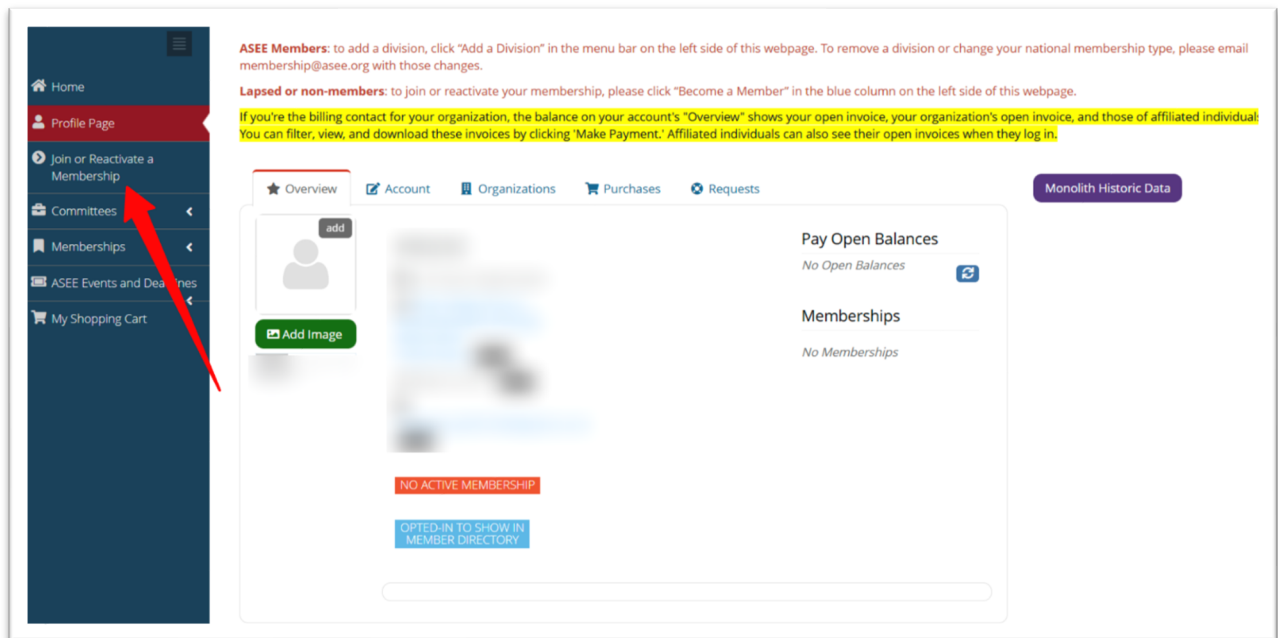
Sincerely yours,

[Campus Representative name]

Campus Representative, [school name]

## Sample Renewal Letter

Use your member roster to identify recently lapsed members and encourage them to reactivate their memberships. They can easily do this by logging into their ASEE accounts and choosing “Join or Reactivate a Membership” on the left side of the landing page.



Below is an example of a reactivation letter for lapsed members.

Dear [Member Name],

I noticed that you haven’t renewed your ASEE membership, and I hope you will consider continuing your involvement to support ASEE’s work and maintain access to valuable benefits.

Your membership offers numerous benefits that support professional growth and enhance the impact on engineering education.

- **Publications:** Stay informed with access to ASEE’s award-winning magazine, Prism, and other key publications and journals highlighting cutting-edge technology, research breakthroughs, and significant trends in engineering education.
- **Conferences:** Enjoy substantial savings on registration fees for the ASEE Annual Conference and Exposition and other ASEE-sponsored events. These conferences provide prime networking opportunities and foster the exchange of ideas and information.
- **Local Workshops:** Engage with peers through section and zone activities and meetings, allowing them to participate in professional activities at the local level and form regional networks with colleagues who share your interests and goals.
- **Professional Interest Groups:** Choose from over 50 professional interest divisions that offer professional development and networking opportunities within your area of expertise.

- Resources & Tools: Access member-only resources, tools, and content, including an electronic membership directory, paper searches, communities, awards, publishing opportunities, webinars, newsletters, and more.

Membership in [Unit Name] is one of the most valuable benefits ASEE offers, and I'd love to see you stay involved!

Best,

[Campus Representative Name]

Campus Representative, [School Name]

## Sample Dean's Program Enrollment Letter

**Subject:** Instructions for Joining ASEE — Dean's Program

Hello,

For those interested in joining ASEE, the dean has generously agreed to cover your membership fees. As a first-time ASEE member, you will receive two years of membership.

To get started, please create an ASEE account at **ASEE.org**. After setting up your account, you'll receive a confirmation email — be sure to check your junk or spam folders if you don't see it.

Once your account is confirmed, navigate to your profile page and click '**Join**' or '**Reactivate a Membership**' on the left side of the screen. You'll then complete the Purchase Wizard by following these steps:

1. **Step 1** — Enter the requested information and click **Next**.
2. **Step 2** — Select the **Indiv – Dean's Program** member product (\$270), then click **Review & Check Out**. On the next page, you can add any optional divisions to your cart and click **Review & Check Out** again.
3. **Step 3** — In the lower right corner, enter the promo code **STW25-26**, click **Apply**, and then click **Check Out**.
4. **Step 4** — Choose **Bill Me** under Payment Options and enter my email address (<**your email address**>) under Confirmation Email. Finally, click **Submit Your Order**. The system will email me a copy of your invoice with a link to complete payment.

Please also make sure to enter your **full mailing address** in your profile to ensure you receive all applicable member products.

If you have any questions, please contact [membership@asee.org](mailto:membership@asee.org).

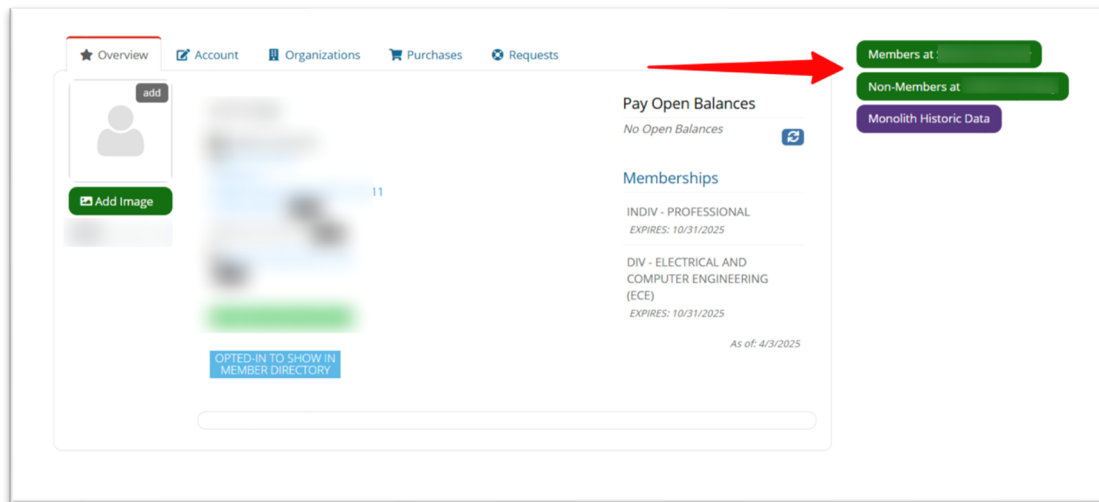
Regards,  
[Your Name]



## Useful websites

- [Campus Representative Tools](#) (password protected; click “Login” in the webpage’s upper right corner to view the Campus Representative materials)
- [Prism Magazine](#)
- [The Journal of Engineering Education \(JEE\)](#)
- [Advances in Engineering Education \(AEE\)](#)
- [ASEE Division Journals](#)
- [E-newsletters](#)
- [ASEE Fellowships](#)
- [ASEE Webinars](#)
- [ASEE Divisions](#)
- [ASEE Awards](#)
- [ASEE Institutional Councils](#)
- [ASEE Sections and Zones](#)
- [ASEE Articles of Incorporation](#)
- [ASEE Governing Documents](#)
- [ASEE Policy Statements](#)
- [ASEE Member Directories](#)
- [ASEE Job Listings](#)
- [ASEE Events](#)
- [ASEE Council Events](#)
- [Section and Zone meeting](#)
- [ASEE member benefits information](#)
- [User leadership roles](#)
- [User division memberships](#)
- [ASEE PEER](#)
- [Join ASEE](#)
- [Renew individual membership](#)
- [Reactivate a lapsed individual membership](#)
- [Edit electronic communication preferences](#)
- [Update mailing address and email address](#)
- [Reset password](#)

- On-campus member and non-member rosters – log into your account and click either the member or non-member roster button on the right side of the landing page (see screenshot below)



## Sample Activity Report

Below are the questions that will be asked in the Annual Campus Representative Report. Please do not copy and submit this report. ASEE HQ will email you a link to complete the report online at the appropriate time.

### Campus Representative Activities

From the following list of ASEE-related items, select the ones you accomplished at your institution during the past academic year.

#### Recruitment and Retention

##### Conferences and Publications

- ☒ Posted (or sent) information related to ASEE conferences (National and Section) to members
- ☒ Contacted Dean or Department Chairs concerning funding ASEE travel/registration expenses for members
- ☒ Distributed 'Call for Abstracts / Papers' for the National or Section conferences

#### Pedagogical Activities

- ☒ Sponsored a luncheon/seminar/workshop

Please describe any additional ASEE-related activities (e.g., brown bags, guest speakers, journal club) you have initiated or continued at your institution during the past academic year.

### Dean / Administrative Head Activities

Select your dean (or Administrative Head) 's actions to promote and support ASEE.

- ☒ Is a current member of ASEE

- ☒ Attended the ASEE Section Conference
- ☒ Attended the ASEE National Conference
- ☒ Presented a paper or moderated a session at the ASEE Section Conference
- ☒ Presented a paper or moderated a session at the ASEE National Conference
- ☒ Sponsored the Dean's Program during the previous academic year
- ☒ Sponsored participation in the NETI workshop
- ☒ Paid for membership renewals
- ☒ Paid (in whole or in part) for Campus Rep expenses related to the ASEE National or Section Conferences
- ☒ Paid (in whole or in part) for ASEE member expenses related to the ASEE National or Section Conferences
- ☒ Contributed to the Section Outstanding Teacher (or Best Paper) Award

Please describe any additional ASEE-related activities that your dean (or Administrative Head) has sponsored or promoted during the past academic year.

### Additional Comments

Please provide any additional comments or suggestions that you have related to this report or ASEE activities and programs in general. Campus Reps are not required to list papers submitted by individuals from your institution to ASEE's Annual Conference.