

# **THE IEEE FELLOW NOMINATION PROCESS**

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# WEBINAR OUTLINE

- **Presentation on IEEE Fellow Nomination Form (Reference Nomination Form)**
- **Question and Answer Period on Fellow Nomination Form**
- **Comments on How Nominations are Reviewed**
- **Question and Answer Period on How Nominations are Reviewed**

# **THE IEEE FELLOW NOMINATION FORM**

# Four General Issues

- **Issue #1: How much assistance can the nominee provide to the nominator?**
- **Issue #2: Should data be entered on the nomination web site as developed or completed off-line and then entered?**

**(Sub-Issues: format, flow, content repeats,  
and word limits)**

- **Issue #3: Understand the dynamics of the IEEE web site where nomination data is to be entered.**
- **Issue #4: Have multiple eyes proofread!**

# **Section 1 – Nominees Information**

**(Standard Boiler-Plate Information)**

# **Section 2 – Nominator Information**

**The Nominator should have sufficient knowledge of and expertise in area of nominee's contribution.**

**(IEEE membership is not required.)**

## **Section 3 – Education**

**List degrees and specialized training in chronological order.**

## **Section 4 – Professional History**

**List engagements from earliest engagement to current engagement.**

# Section 5a – Category of Contribution

## **(1) Application Engineer/Scientist**

- **Normally someone from industry**
- **Contribution generally non-research**

## **(2) Educator**

- **From academia or industry**
- **Contribution impacted education**

# **Section 5a – Category of Contribution**

## **(3) Research Engineer/Scientist**

- **From academia or industry**
- **Contribution definitely research-oriented**

## **(4) Technical Leader**

- **From academia or industry**
- **Contribution by leading a team to a significant education result or technical accomplishment**



# Sections 5b-9 – Issues

- **Word Limits – Note that not all word processor packages count words the same way!**
- **Substance vs. Verbiage – What is said is more important than how it is said.**
- **Sentences vs. Lists – Sentences use up more words than lists. However, make all lists “parallel” – each item in a list should begin with the same structural form (e.g., noun, action verb, infinitive, etc.).**
- **Grammar – Have an expert check grammar and punctuation.**

## Section 5b – Nominator Personal Relationship to Nominee

The Nominator needs to address the following in **100 words or less**: the length of time nominator has known nominee, the significant contribution(s) of nominee, the significant impact of contribution(s), the evidence that the contribution(s) is/are outstanding, and the process by which the nominator became aware of this/these contribution(s).

## Section 5c – Nominee’s Contribution(s)

**[This section is the “marketing section”.]**

**Within the 750-word limit, address the following:**

- **what makes the contribution(s) of the nominee noteworthy,**
- **how the contribution(s) is/are distinct compared to the contributions of others,**
- **how the contribution(s) has/have resulted in a lasting impact on society,**
- **what characteristics of the contribution(s) qualify the nominee for elevation to the grade of Fellow, and**
- **why the nominee ranks near the top of his/her discipline.**

# Section 5c – Nominee’s Contribution(s)

**NOTE: SECTION 5c “SETS THE STAGE” FOR SECTION 6.**

- **A single, noteworthy contribution → GOOD**
- **Multiple contributions in a specialization area → GOOD**
- **Multiple contributions across a broad area → NOT GOOD**

**The evidence to support these claims is to be presented in Section 6.**

# Section 6 – Evidence of Technical Accomplishments

Issues within the **1,000-word Limit:**

- **Key:** Present and discuss 13 tangible, verifiable, noteworthy pieces of evidence (if that many exist) in support of accomplishments for work for which nomination is being made.
- **Creative Gamesmanship:** More than 13 pieces of evidence can be entered through multiple sub-citations.

**[Example: To provide evidence of societal impact, a Nominator used a citation of 11 legal documents (by document number) in one entry and a citation of 14 legal documents (by document number) in another entry.]**

# Section 7 – IEEE Activities

- Include as many activities as possible within the **250-word limit**
- List most prestigious activities first [Institute (offices followed by committees), Society (offices followed by committees followed by conferences), Region (offices followed by committees followed by conferences), Section/Chapter (offices followed by committees by conferences)]
- Use lists in order to increase amount of information that can be entered if activity has been at a high level

# Section 8 – Non-IEEE Professional Activities

- Include as many activities as possible within the **250-word limit**
- List most prestigious activities first (for each entity, offices followed by committees followed by conferences)
- Use lists in order to increase amount of information that can be entered if activity has been at a high level

# Section 9 – Proposed Citation

- Limit of **20-words**
- Use one of the four following wording formats

“for contribution to ...”

“for the development of ...”

“for research and application in ...”

“for leadership in ...”

**For leadership in the integration of engineering design education into the electrical engineering curriculum. ← 14 WORDS**

- **Choose wording carefully!**



## **Section 10 – Evaluation by Society/Technical Council**

- **List one and only one Society or Council.**
- **Membership in indicated Society/Council is desired but not required.**

# Section 11 – Fellow References

- **Must be an IEEE Fellow or IEEE Life Fellow (Affiliation in Society reviewing nomination not required)**
- **Need minimum of five references but no more than eight references**
- **Increase probability that at least five references respond by deadline by inviting eight references**
- **Use people in the field of contribution(s) who know of nominee's work and will give high praise to contribution(s)**
- **Find potential references by entering key words in the search engine located on the top line of the IEEE Fellow Directory**

# Section 12 - Endorsements

- **Anyone who knows of nominee's professional involvement or contributions – even non-IEEE members – can be used.**
- **IEEE (Institute, Society, Region, Section/Chapter) leaders are excellent sources.**
- **Nominations are limited to three endorsers; so, chose wisely.**

# **Deadline for Submission of Candidates for 2017 Elevation to Fellow**

**Everything (nomination, all references, and submitted endorsements) must be received on-line by IEEE prior to 1 March 2016.**

# **Suggested Time Line for Nomination**

- **October 15 – Complete Detailed Nomination First Draft**
- **October 30 – Complete Nominator Selection**
- **November 15 – Complete Detailed Nomination Second Draft**
- **November 30 – Complete Recruiting of Fellow References**
- **December 10 – Complete Detailed Nomination Third Draft**
- **December 30 – Complete Recruiting of Endorsers and Conduct Nomination Grammar and Punctuation Review**
- **January 15 (by Nominator) – Complete Entry of Total Nomination Content on IEEE Web Site**
- **Weekly to 1 March (by Nominator) – Check Fellow Reference and Endorser Submissions and Send Weekly Reminder to Missing Submitters**

# Nomination Constraints

- The Nominee cannot be a member of the IEEE Fellow Committee, an IEEE Society/Technical Council Fellow Evaluating Committee Chair, a member of IEEE Society/Technical Council Fellow Evaluating Committees reviewing the nomination, a member of the IEEE Board of Directors, or a member who is prohibited from publishing in IEEE publications.
- The following individuals cannot serve as an IEEE Fellow references: the person submitting the nomination, a member of the IEEE Board of Directors, a member of the IEEE Fellow Committee, a member of the IEEE Society/Technical Council Fellow Evaluating Committee reviewing the nomination, a Chair of a Society/Technical Council, or a member of the IEEE Staff.

**QUESTION AND  
ANSWER PERIOD ON  
IEEE FELLOW  
NOMINATION REVIEW**

# **COMMENTS ON HOW NOMINATIONS ARE REVIEWED**



# Step 1 – IEEE Fellow Staff

**The IEEE Fellow Staff divides nominees into a list for each Society/Council that contains the nominees being referred to that Society/Council and transmits the nomination form to the appropriate Society/Council contact.**

## **Step 2 – Society/Council Review**

- **Each nomination must be reviewed in detail by at least five members of the Society/Council Fellow Committee.**
- **The Committee must assign a score of between 0.0 to 100.0 to each nominee with no two nominees having the same score.**
- **These scores are forwarded to the IEEE Fellow Staff for use by the Institute Fellow Committee.**

# Step 3 – Institute Fellow Staff

- **The Staff divides the 50-member Institute Fellow Committee into ten, as-closely-balanced-as-possible, five-member review subcommittees.**
- **The Staff assigns each subcommittee one-tenth of the nominees to review – between 800 and 900 total files. Each file contains the nomination form, the Society/Council Fellow Committee Score, each Fellow Reference, and each Endorser review.**
- **In addition, the Staff develops a set of curves showing how each Society/Council Fellow Committee rated their set of nominees along with a composite curve for the entire set.**

## **Step 4 – Institute Fellow Subcommittees**

**Each subcommittee member must individually score each assigned nominee a grade between 0.0 to 100.0 (with no ties) in four categories:**

- Individual technical/professional contribution (40% of final composite score),**
- Society/Council evaluation (25% of final composite score),**
- Evaluation by references and endorsers (15% of final composite score), and**
- Professional activities (10% of final composite score).**

**[The remaining 10% of the composite score is an “age correction” computation.]**

# Step 5 – Institute Fellow Staff

- **Using a complex algorithm, individual subcommittee member scores are combined in each category, weighted properly, and normalized against the scores from all subcommittee so that the results of each subcommittee are equalized.**
- **All nominees are ordered from high composite score to low composite score.**
- **Using the IEEE Bylaw-mandated cutoff point, the 5% of nominees just above the cutoff and the 5% of nominees just below the cutoff are identified.**

# **Step 6 – Institute Fellow Committee**

- **Each subcommittee meets (face-to-face) to re-evaluate the 5% above the cutoff and the 5% below the cutoff to determine if the ordering of these nominees should be adjusted. (Also, all citations are reviewed for appropriate wording for all nominees being recommended.)**
- **The entire Fellow Committee then meets to review and approve any reordering recommendations by the individual Fellow Subcommittee.**
- **Once a final ranking of Fellow nominees is established, the Committee structures a formal recommendation (names and citations) to the Board of Directors for elevation to Fellow.**

# **Step 7 – Board of Directors' Election**

**At its (late) November meeting, the Board of Directors, in Executive Session, considers the recommendation from the Institute Fellow Committee, and elects those felt appropriate to the grade of Fellow.**

## **Step 8: IEEE Fellow Staff Notification**

**Following the November Board Meeting, the Staff notifies newly-elected Fellows and the Nominators of nominees not selected for elevation.**



**QUESTIONS AND  
ANSWERS ON HOW  
NOMINATIONS ARE  
REVIEWED**

**THANK YOU FOR  
PARTICIPATING IN  
THIS IEEE REGION 3  
WEBINAR**