◆IEEE

IEEE Region 3
Awards and
Recognition Committee

Program
Manual

Revised October 2018

For further information about the Region 3 Awards Program, contact the Awards and Recognition Committee Chair listed at:
http://www.ewh.ieee.org/reg/3/comp.html

To submit an award:
https://apply-ieee.smapply.io/

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1. INTRODUCTION

IEEE Region 3 sponsors a robust program of awards recognizing, rewarding, and promoting excellence in all facets of the professional lives of its members. The Awards and Recognition Committee (ARC) must take care to preserve the integrity of the evaluation and selection process to assure that it is both open and rigorous, and that it contributes to the prestige of the Region and the award recipients.

The Awards and Recognition Program is one of the most important of all Region 3 activities. It provides the means to recognize those members and Region entities that have brought improvement and recognition to our profession and to the Institute.

The awards are:

> 1) An expression of recognition for outstanding contributions to the art and science of electro technology,
>
> 2) An incentive to emulate excellence,
>
> 3) A presentation to the public of the achievements of the profession and its members, and
>
> 4) The identification of IEEE with these achievements.

2. GENERAL INFORMATION

The authority of the Region 3 ARC is defined in accordance with the *Region 3 Bylaws*, Article VII, and the *Region 3 Operations Manual*, Section A.1. Specific questions regarding the Region 3 Awards and Recognition Program should be addressed to the Region 3 ARC Chair or the Region 3 Director.

The Region 3 ARC meets in whole, or in part, in connection with Region 3 EXCOM meetings and the Region 3 Committee Meeting. Additional meetings may be called by the ARC Chair as required.

Funding for the Region 3 ARC comes from Region funds as well as from other sources and is determined at the start of each fiscal year and amended as appropriate during the year. A preliminary budget shall be submitted to the Region 3 Treasurer in sufficient time to support the Region's financial planning activities that occur during the Fourth Quarter of each calendar year.

This document and Region 3 officer contact information can be found on the Region 3 website at http://www.ewh.ieee.org/reg/3/

3. CHARTER

The Awards and Recognition Committee (ARC) shall assist the Region in formally recognizing, rewarding and promoting excellence in all facets of the professional lives of its members.

1. Develop and administer the professional award and recognition programs for sponsorship specifically by the Region. Presently available awards are:
   1.1. Outstanding Engineer Award, 1.2. Outstanding Service Award, 1.3. Joseph M. Biedenbach Outstanding Engineering Educator Award, 1.4. Daniel W. Jackson Award for exemplary service as a Past Region 3 Director, 1.5. Employer Professional Development Award, 1.6. Professional Leadership, 1.7. Director's Award, and 1.8. Exemplary Section Award.
2. Publicize to the Region 3 Committee the awards available through the Region and the other IEEE entities. Encourage and, to the extent possible, support the recognition of Region 3 members for non-Region 3 IEEE awards.
3. Actively encourage the Sections to nominate members for all appropriate awards and provide such aid as may be necessary for accurate, timely and professional nominations.
4. Present to the Executive Committee for approval the proposed awards recipients at the Executive Committee at least 45 days before the Awards Ceremony.
5. Provide pertinent and timely information to the Region 3 Delegate/Director so the recipients can be notified promptly.
6. Support the Region 3 Member Activities Committee in maximizing media exposure for award recipients, including the Region 3 Newsletter. Write an article announcing the winners if needed.
7. Provide pertinent information on awards to the SoutheastCon General Chair so the awards program can be printed. In addition, recipient photos, citations, and short bio may be displayed during the Awards Ceremony.
8. Ensure that the Awards Ceremony runs smoothly by preparing presentation, planning order, and providing award winners with information about travel.
9. Keep current documentation on Region awards and the overall management of the awards operation in the Region. Update and maintain the Region 3 Awards and Recognition Program Manual.
10. Manage the budget of the Awards and Recognition Program, including obtaining awardee travel costs from R3 treasurer. Submit a preliminary committee budget to the Region 3 Treasurer prior to the fall Region 3 Executive Committee meeting. Assist the Region 3 Finance Committee in the preparation of the detailed annual budget of the ARC within the bounds of the funds of the Region as well as other funds that may be available.
11. Actively encourage Sections and Chapters to recognize the accomplishments of their members.

4.   COMMITTEE STRUCTURE & RESPONSIBILITES

4.1 Region 3 Awards and Recognition Committee Membership

1. The Awards and Recognition Committee Chair shall be a member and represent Region 3 on the IEEE-USA Awards and Recognition Committee. The ARC Chair shall be an interface with the Awards and Recognition Committees of MGA and IEEE. The ARC Chair shall also assist the Region 3 leadership in developing a culture of recognition and acknowledgment.
2. The Region 3 Professional Activities Committee Chair shall appoint, with concurrence of the Region 3 Delegate/Director, one member of the ARC so long as this member is from an Area different from the ARC Chair.
3. The Region Delegate/Director shall recruit five more candidates who are currently serving or have previously served as Section Chairs in Region 3. These members shall be selected such that no two members of the ARC are from the same Area. The slate of five candidates shall be brought before the Region 3 Executive Committee for approval.
4. One past Region 3 Director or a delegate shall be a Mentor.

4.2 Region 3 Awards and Recognition Responsibilities & Committee Structure

General Responsibilities

The ARC makes awards recommendations and recommends policies for the consideration of the Region 3 EXCOM and other IEEE bodies as appropriate. The ARC ensures the proper conduct of the awards program, including recommending the modification and/or creation of new awards as needed.

Region 3 ARC Chair

The ARC Chair ensures that the awards submission website is current, and works with IEEE MGA staff to archive previous nominations and set the dates for opening and closing the current year's nomination submission process. The Chair reviews and accepts nominations on behalf of the ARC and supervises the evaluation of candidates for Region 3 awards. This includes distributing nominations to committee members, leading the review and selection of the best nominees, having the award instruments prepared and coordinating the presentations. The ARC Chair is responsible for the Region 3 Awards and Recognition Program as defined in the Region 3 Bylaws and the Region 3 Operations Manual. The Chair is also responsible for maintaining the Region 3 Awards and Recognition Program Manual.

The ARC Chair is an ex-officio member of the IEEE USA Awards Committee. The ARC Chair should be prepared to encourage nominations for Institute, MGA, IEEE-USA, and EAB awards.

Committee Membership

ARC Committee membership and associated responsibilities are listed in Table 4.1
.

Role	Number	Duties
Region 3 ARC Chair	1	See paragraph 'Region 3 ARC Chair' above. • Convening all meetings annually that are required to support a successful Region 3 awards program. • May appoint subcommittees as needed to support ARC activities. • May appoint 1 to 3 at-large, non-voting, members.
Region 3 Past Director or a delegate	1	• Provide support to the ARC Chair for annual leadership transition activities. • Attend ARC meetings.
Region 3 Current or Past Section Chairs	5	• Remain aware of activity and progress (or lack thereof), looking for roadblocks and getting the proper members working to remove them. • Suggest matches between awards available and potential candidates. • Review completed nominations and suggest improvements to the awards submission process, if necessary, to enhance the changes of a candidate being selected for an award. • Attend ARC meetings. • Work with local Sections to encourage local awards programs that could serve as feeders to the Region Awards.
Region 3 Professional Activities Chair Appointee	1	• Remain aware of activity and progress (or lack thereof), looking for roadblocks and getting the proper members working to remove them. • Suggest matches between awards available and potential candidates. • Review completed nominations and suggest improvements to the awards submission process, if necessary, to enhance the changes of a candidate being selected for an award. • Attend ARC meetings.

Table 4.1. Region 3 ARC Membership

5.　　ADMINISTRATION OF AWARDS

5.1　Responsibilities

The ARC Chair has the administrative responsibility at the Region level for the Region 3 awards program. The ARC determines the slate of annual award recipients for consideration and approval by the Region 3 EXCOM.

The Region 3 ARC reserves the right to present multiple awards or to withhold an award entirely if nominations of less than qualifying caliber have been received.

Nominations are solicited for the awards presented by Region 3 unless otherwise specified in Table 5.1.

Type	Identification	Frequency	Number	Action
Solicited	Region 3 Outstanding Engineer	Annually	1	ARC
Solicited	Region 3 Outstanding Service	Annually	1	ARC
Solicited	Joseph M. Biedenbach Outstanding Engineering Educator	Annually	1	ARC
Solicited	Professional Leadership	Annually	1	ARC
Solicited	Employer Professional Development	Annually	1	ARC
Solicited	Exemplary Section	Semiannually	As Req'd	ARC
Solicited	Exemplary Student Branch	Annually	As Req'd	ARC
Unsolicited	Student Professional Activities Service	As Warranted	As Req'd	SPAC
Unsolicited	Daniel W. Jackson	As Warranted	As Req'd	EXCOM

Table 5.1. Region 3 Awards Summary

5.2　Confidentiality of Nominees' Identities and Committee Deliberations

The ARC shall exercise extreme caution to maintain confidentiality in their deliberations, including the identity of nominees. Until the EXCOM has disposed of the nomination, and the Region 3 Director has informed the nominee, no word of the committee's recommendation should be given to nominees, nominators, or any other persons. This does not prohibit the ARC Chair, or an ARC committee member, from confirming that a nomination package has been received, but does preclude any other communications concerning the decision process during deliberations.

5.3　Conflict of Interest

Care should be taken to avoid conflicts of interest on the ARC and its various subcommittees. In no case should a nominee, nominator, or endorser for an award serve in any capacity that affects the selection for that award. In addition, the ARC must ensure that in the awards process there is no other conflict of interest, or appearance of conflict of interest.

5.4 Awards Handbook

The ARC shall create and maintain a Program Manual, in which detailed procedures for the solicitation, review, and selection of nominees for each award will be set forth. This manual serves as the primary means of ensuring appropriate quality and continuity in the operation of the several awards subcommittees. The ARC may modify the Program Manual providing that its procedures are consistent with applicable policies and procedures of the IEEE. Changes to the Program Manual must be approved by the Region 3 EXCOM. The ARC Chair is responsible for seeing that a copy of the manual is made available to each member of the ARC and the EXCOM at the beginning of each calendar year.

5.5 Schedule of Nomination Deadlines

A schedule of nomination deadlines is established at the beginning of each year by the ARC.

5.6 Selection Committee

IEEE Region 3 ARC.

5.7 Presentation

Generally, the awards are presented by the Region 3 Director at the Region 3 annual SoutheastCon banquet with the assistance of the ARC Chair. Occasionally, the Region 3 Director, or a designee, may present Section Banners, or other awards, at another appropriate IEEE event.

5.8 Records

The Region 3 ARC Chair will maintain formal documentation and records on a year-to-year basis. Recipients of the various Region 3 awards and the significant anniversary dates for Region 3 Sections are on the Region 3 Awards Information web page and also are listed in Appendices B-G of this manual. A copy of all nominations will be kept on file for a period of four years.

Many of the awards are included in the Region 3 History Document. This document should be updated each year.

5.6 Awards Retirement

The ARC will consider awards that receive fewer than three nominations in two consecutive years as candidates for the development of a rejuvenation plan. The Chair may appoint a committee to elicit opinions of stakeholders and make recommendations for a rejuvenation plan.

5.7 ARC Budget/Expenses

The Region 3 annual budget is adopted by the EXCOM. The ARC Chair must exercise prudent financial management to assure that the awards program operates within that approved budget.

6.   NOMINATION PROCESS

6.1 Who May Nominate?

Nominators must be members of IEEE (Member or Higher Grade). ARC members cannot directly nominate, endorse, or otherwise publicly support nominees; however, members are encouraged to actively seek nominations. While the committee member is not required to recuse herself or himself from debate and voting, the committee member should announce their role in seeking, or supporting, a nomination to the ARC.

6.2 How to Nominate

The procedure in proposing candidates for various types of awards varies somewhat. This will be apparent from the forms and the descriptions of the awards and the qualifications by which candidates will be judged. Nomination packages, including letters of endorsement and supporting documentation, must be submitted electronically through the Region 3 Awards and Recognition Portal at https://apply-ieee.smapply.io/

The nominator can significantly influence the selection process by accurately completing the nomination form and by providing all required documentation. Supply relevant information in concise English. Please follow all instructions carefully. Consider the distinctive features of the award as described in the guidelines. Ask the question: Does the achievement fit the award?

Responses should be complete yet reasonably concise. Although supporting documentation in excess of that requested by the particular award may be accepted and considered, it is highly recommended that the entire nomination package not exceed eight (8) pages unless an award's s instructions specify otherwise. The Region 3 ARC will use its discretion in limiting the attachments that will be evaluated when an excessive volume of additional documentation has been submitted.

Nominators should be very careful that the accomplishments of the nominee match the criteria of the specific award for which he or she is being nominated.

6.3 Endorsements

Endorsers are not required to be members of IEEE (but nominators must be). A nominator may not also be an endorser for that nominee. While a cover letter from the nominator is acceptable and will be considered to be part of the nomination package, it does not suffice as one of the required letters of endorsement.

Letters of endorsement should be as current as possible. Letters over a year old will not be accepted. However, letters of endorsement, which have been accepted for a particular year, may be carried over for one additional year's competition without updating if a nominator wishes to resubmit that nomination.

6.4 Nomination Deadline

Nomination packages, including letters of endorsement and supporting documentation, must be COMPLETE no later than MIDNIGHT local time on the date of the nomination deadline or of the first business day following the published deadline when the deadline falls on a weekend or holiday. All nomination packages will be acknowledged within seven (7) days following receipt; acknowledgment is often automated through the awards website. Under extenuating circumstances and notification of such circumstances prior to the deadline, the ARC may grant extension deadlines.

7.   BASIS OF SELECTION & PROCESS

7.1 Basis of Selection

The nominee must have BOTH been a member of IEEE and resided in Region 3 for at least the three years immediately preceding the deadline for nominations.

> Example: A nominee for an award whose deadline is December 1, 2011, must have been an IEEE member and resided within the current (2011) boundaries of Region3 since December 1, 2008.

Neither the Region 3 Director nor the Region 3 Director-Elect is eligible for nomination for a Region 3 award during his or her term of office.

> Example: A Director-Elect who will assume office in 2011may be nominated for a "2011" award since the nomination would have been submitted during 2010 – prior to elevation to that office. Conversely, a Director whose term of office ended in 2011 would not be eligible for a "2012" award since the nomination deadline for that award would have been in 2011 – during his or her term of office.

Members of the Region 3 ARC may not be considered for Region 3 awards during their term of office. They have the option of resigning from the Committee if they wish their nomination to be accepted.

A nominee cannot be considered for more than one Region 3 award in any one year.

Nominees of outstanding caliber are eligible regardless of
- Membership grade (Member or Higher Grade is required however),
- Having received similar recognition from another region or
- IEEE entity, or
- Professional affiliation or employer (i.e., government, industry, or academia).

7.2 Selection Process

The criteria for each named award are included in this Handbook (Section 8) and are also publicized on the web. After an initial ranking or "straw vote" of the nominees by subcommittee members, the members should discuss the results and consider other attributes and contributions of the nominees that cannot be captured by a point system. The subcommittee shall have a vote to identify the recommended awardee(s) or decide not to recommend any awardee(s).

If there are less than three nominations for an award and the subcommittee supports a nomination from the small pool of nominations, then the subcommittee chair shall be prepared to defend the subcommittee's recommendation based on qualifications of the nominee.

8.   REGION 3 AWARDS

8.1 Outstanding Engineer Award

Purpose

To recognize a member of Region 3 who, through technical and professional abilities, has made an outstanding contribution to the electro technology profession.

Schedule

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	Prior to January Region 3 ExCom Meeting
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	SoutheastCon or other suitable IEEE event

Scope

One award annually

Nomination Package

- "IEEE Region 3 Outstanding Engineer Award Nomination Form" completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

Specific Criteria

- Importance of the electro technology contribution and engineering achievements pertinent to this award.
- Level and extent of technical distinction and/or responsible charge of important work.
- Productivity of electro technology innovations(s), patents, proprietary designs, engineering leadership, papers, articles, and technical presentations (Sole responsibilities are preferable; if credit for the accomplishments is shared, the nominator must provide the name(s) of others jointly responsible.)
- Service to the Institute.
- Service to the electro technology profession in professional and technical organizations other than IEEE.
- Recognition through other honors.

Note: For nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

General Guidance

This award primarily recognizes the <u>technical</u> achievements of our members as engineers. This is not a service award, and, as a result, non-technical contributions receive less weight during the award evaluation process. Note that particular emphasis is placed on the <u>importance</u> of the individual's technical contributions rather than on their quantity.

Award Instrument

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at https://apply-ieee.smapply.io/

8.2 Outstanding Service Award

Purpose

To recognize a member of Region 3 who, through service to the Region and to the Institute, has made an outstanding contribution to the electro technology profession.

Schedule

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	Prior to January Region 3 ExCom Meeting
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	SoutheastCon or other suitable IEEE event

Scope

One award annually

Nomination Package

- "IEEE Region 3 Outstanding Service Award Nomination Form" completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

Specific Criteria

- Service to IEEE at the Region level *(This is the primary criteria for consideration for this award)*

- Service to IEEE at the Institute, Area, Council, Section, Subsection, Chapter, and Student Branch levels
- Service to the electro technology profession in professional and technical organizations other than IEEE
- Service to the community

Note: for nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

General Guidance

This award recognizes <u>service</u>, with particular emphasis placed on contributions made at the <u>Region</u> level. Region-level involvement might include activity as an elected or appointed member of the Region 3 Executive Committee or as its representative to other boards or committees. There also may have been work on a particular project that benefited the Region and its members.

Considered with much lesser weight are contributions made at other levels of IEEE and to other technical, professional, community, and civic organizations.

When describing accomplishments at any level, details of the <u>significance</u> of the activity is most important. Simple lists of positions held do not fully explain the nominee's contributions.

Examples of <u>contributions</u> rather than merely positions held might be that the nominee developed an innovative project that had a profound impact on the Region and its members by providing employment services or enhanced marketing of members' professional resources, that a new conference could be termed "ground breaking" for some reason or another, or that new ideas resulted in enhanced operation of the Region or reduced financial risk. An appointment at the Board level to represent Region 3 could have had a positive influence on the services offered to our members or resulted an improved way of doing business. The emphasis should be on how the contributions of the nominee should be recognized as an outstanding service to the members of Region 3.

Award Instrument

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at https://apply-ieee.smapply.io/

8.3 Joseph M. Biedenbach Outstanding Engineering Educator Award

Purpose

To recognize a member of Region 3 who has shared technical and professional abilities through teaching in industry, government, or in an institution of higher learning and in so doing has made an outstanding contribution to the electro technology profession.

Schedule

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	Prior to January Region 3 ExCom Meeting
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	SoutheastCon or other suitable IEEE event

Scope

One award annually

Nomination Package

- "IEEE Region 3 Outstanding Engineering Educator Award Nomination Form" completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

Specific Criteria

- Importance of educational contribution
- Level and extent of involvement in engineering education
- Output of patents, books, papers, technical presentations, and other educational products
- Service to IEEE
- Service to the electro technology profession in professional and technical organizations other than IEEE
- Recognition though other honors

Note: for nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

General Guidance

Remember that this award recognizes <u>educational</u> contributions, whether made in formal academic settings or within government or industry. <u>This award is not limited to teaching in academic institutions,</u> but, rather, includes continuing education and other non-traditional educational opportunities. Be specific and complete in describing the nominee's dedication and accomplishments. During the nomination evaluation process, particular emphasis is placed on the <u>importance</u> of the individual's educational contributions.

Award Instrument

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at https://apply-ieee.smapply.io/

Joseph M. Biedenbach Biography

Dr. Joseph M. Biedenbach (F) served the Institute in numerous offices at the Section, Society, Council, Region, and Institute level before his death on April 17, 1990, at age sixty-three. Dr. Biedenbach, through his dedication and innovation, exemplified the dedication of the Region 3 and Institute volunteer.

Dr. Biedenbach received the B.S. and M.S. degrees from the University of Illinois, the M.S. degree in Physics from the University of Michigan, the Ph.D. degree in Higher Education from Michigan State University, and a Master's in Business Administration from Southern Illinois University. Dr. Biedenbach worked for General Motors Corporation and at the General Motors Institute before joining the faculty at Purdue University where he served as Associate Dean at the Indianapolis campus from 1963-1968. He worked as Director of Engineering Education at RCA until 1973 at which time he joined the faculty of the Hershey Medical Center at Pennsylvania State University as an Associate Professor. Dr. Biedenbach joined the faculty of the University of South Carolina (USC) in 1974 as Professor and Director of Continuing Education for Engineers and was employed at USC until his death in 1990.

Dr. Biedenbach served Region 3 as a member of the Executive Committee and Chair of the Educational Activities Committee from 1978-1987. He was General Chair of the Region 3 Annual Technical Conference, SoutheastCon, in 1989. Dr. Biedenbach was instrumental in revising SoutheastCon operation management, significantly reducing conference risk to the hosting Section and Region 3. Dr. Biedenbach was a member of the Columbia Section and served as Newsletter editor from 1986-87 and Educational Activities Chair from 1984-1987. At the Institute level, Dr. Biedenbach served as a member of the Educational Activities Board (EAB) from 1971-1974, 1977-1981 and as a corresponding member from 1984-1986. He was the Continuing Education Chair from 1977-1979, New Resources Chair in 1981, and both Home Video Tutorial Program Chair and Satellite Project Chair from 1975-1977. Dr. Biedenbach served on the Regional Activities Board (RAB) in 1980 and the

United States Activities Board (USAB) during 1986-1987.

Throughout his Institute career, Dr. Biedenbach was a supporter of continuing education for engineers. In recognition of Dr. Biedenbach's dedication and years of outstanding service, Region 3 in 1990 renamed the Region 3 Outstanding Engineering Educator Award the "Joseph M. Biedenbach Outstanding Engineering Educator Award." The Joseph M. Biedenbach Outstanding Engineering Educator Award recognizes a member of Region 3 who has shared technical and professional abilities through teaching (in industry, government, or in an institution of higher learning) and in so doing has made an outstanding contribution to the electro technology profession.

8.4 Professional Leadership Award

<u>Purpose</u>

To recognize a member of Region 3 for outstanding leadership efforts in advancing the professional aims of IEEE in the United States.

<u>Schedule</u>

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	Prior to January Region 3 ExCom Meeting
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	SoutheastCon or other suitable IEEE event

<u>Scope</u>

One award annually

<u>Nomination Package</u>

- "IEEE Region 3 Professional Leadership Award Nomination Form" completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

Specific Criteria

- Recent IEEE responsibilities related to professional activities
- Tangible results and identifiable contributions made by the individual in advancing the professional aims of IEEE
- Importance of contributions at Region level
- Importance of contributions at other IEEE levels

Note: for nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

General Guidance

Remember that this award recognizes dedication, effort, and quality of accomplishment in advancing the aims of IEEE professional activities. Emphasize how these contributions have served the professional aspects of the economic, ethical, legislative, and social concerns of our members. These activities include improving the effectiveness of the IEEE's interface with government, addressing understanding and solutions to problems of technological policy, and enhancing the opportunity for members to sustain a successful lifetime career as engineers and science professionals. Be specific and complete in describing the nominee's long-term dedication as well as specific accomplishments. During the nomination evaluation process, particular emphasis is placed on those contributions made at the Region level of IEEE. However, do not neglect to describe service made at the Institute, Area/Council, and Section level.

Award Instrument

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at https://apply-ieee.smapply.io/

8.5 Employer Professional Development Award

Purpose

To recognize an employer in Region 3 for outstanding contributions in advancing the professional development of employees.

Schedule

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	Prior to January Region 3 ExCom Meeting
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	SoutheastCon or other suitable IEEE event

Scope

One award annually

Nomination Package

- "IEEE Region 3 Employer Professional Development Award Nomination Form" completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

Specific Criteria

For contributions to employee continuing education and professional development as evidenced by their quality, comprehensiveness, innovation or impact.

- Recent contributions related to the professional development of engineering and other employees in Region 3
- Tangible results and identifiable contributions made by the employer in advancing the professional development aims of IEEE
- Importance of contributions at Region level
- Importance of contributions at other IEEE levels

General Guidance

This award recognizes continuing dedication, effort, and quality of accomplishment in advancing the professional development of employees. Emphasize how these contributions have served the professional aspects of the economic, ethical, legislative, and social concerns of our members. These activities include addressing understanding and solutions to problems of technological policy, and enhancing the opportunity for members to sustain a successful lifetime career as engineers and science professionals. Be specific and address the following:

- why the organization is worthy of this recognition,
- *specific* contributions that qualify the organization for this award,
- what makes this organization's contributions outstanding,
- location of company, or one of its branches, in Region 3, and

- any additional details and supporting documentation.

During the nomination evaluation process, particular emphasis is placed on those contributions made at the <u>Region </u>level of IEEE. However, do not neglect to describe service made at the Institute, Area/Council, and Section level. This award is <u>not</u> given based on the quality of a company's product, quantity of sales, or similar metrics.

<u>Award Instrument</u>

A plaque, suitably inscribed, attesting to the contributions made by the employer.

<u>Nomination Form</u>

Submitted electronically through the Region 3 Awards and Recognition Portal at
https://apply-ieee.smapply.io/

8.6 Exemplary Section Award

<u>Purpose</u>

To recognize outstanding Section leadership, management, and administration for the immediate past Section year. To provide a mechanism that allows the Regional Director to visit, recognize the Section leadership and make the award presentation.

<u>Schedule</u>

Call for nominations	None
Nomination deadline	Six (6) months following the end of the Section year
Recommendation by ARC	Thirty (30) days following receipt of Nomination package
Region Executive Committee approval	The first EXCOM meeting following recommendation of ARC
Recipient notified	After EXCOM approval
Award presentation	At suitable IEEE event (Section or Regior

<u>Scope</u>

Up to one award annually to each Section in Region 3.

<u>Nomination Package</u>

- "IEEE Region 3 Exemplary Section Award Nomination Form," completed by the nominator
- Copies of actual documents are not required; the Section Chair certifies that the minimum performance criteria listed as "Qualifying Statements" have been met
- A concise statement for each item on the nomination form is sufficient
- Supporting documentation to support exemplary performance may be attached, but

the total amount of such attachments should not exceed six (6) pages

Specific Criteria

- Evidence of timely completion and maintenance of Section records and reports
- Level and extent of management, planning, and operational skills exhibited by the Section's officers during the year
- Effectiveness of Section's programs in serving its members
- Support of key programs and activities of IEEE and of the technical and professional community
- Support of organizational subunits within the Section's boundaries, including Subsections, Chapters, and Student Branches

Award Instrument

A certificate, suitably inscribed, attesting to the accomplishment of the Section.

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at https://apply-ieee.smapply.io/

8.7 Exemplary Student Branch Award

Purpose

To encourage though public recognition exemplary Student Branch operation.

Schedule

The Branch nomination package must be received no later than thirty (30) days prior to the Region 3 Annual Student Conference (typically SoutheastCon).

Scope

Up to one award annually to each Student Branch in Region 3.

Nomination Package

- "IEEE Region 3 Exemplary Student Branch Award Nomination Form," completed by the nominator
- Supporting documentation requested by the nomination form

Specific Criteria

- This award is presented to the Student Branch(es) judged to have a ccomplished Branch operations in accordance with IEEE *Bylaws*. For award consideration, the

Branch must be nominated by a Branch officer, satisfy the nomination package requirements as defined on the nomination form, and be endorsed by the Branch Counselor/Advisor and appropriate Section officer.

Award Instrument

A certificate, suitably inscribed, attesting to the accomplishment of the recipient Student Branch(es).

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at
https://apply-ieee.smapply.io/

8.8 Student Professional Activities Service Award

Purpose

To recognize Student Branch and/or student member specific achievements and efforts in advancing the professional aims of IEEE in Region 3.

Schedule

Call for nominations	None
Nomination deadline	Six (6) months following the end of the Section year
Recommendation by ARC	Thirty (30) days following receipt of Nomination package
Region Executive Committee approval	The first EXCOM meeting following recommendation of ARC
Recipient notified	After EXCOM approval
Award presentation	SoutheastCon or other suitable IEEE even

Scope

As warranted.

Nomination Package

- A narrative describing the achievements of the Student Branch service related to advancing professional activities.
- One (1) letter of endorsement.

Specific Criteria

- Achievements shall support the professional activities goals and objectives established by the Region 3 Director and the Region 3 Professional Activities Operation Committee
- Although S-PACs and similar student programs are important, this award is not

intended to recognize these activities

Award Instrument

A plaque, suitably inscribed, attesting to the accomplishment of the recipient(s).

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at
https://apply-ieee.smapply.io/

8.9 Daniel W. Jackson Award

Purpose

To recognize a Past Director of Region 3, who through continuing service to the Region and
to the Institute, has made exemplary contributions to the electro technology profession. This
award is known as the "Daniel W. Jackson Award" in honor of the first recipient of this
award and whose service to Region 3 following his term as Region 3 Director serves as a
model for other Past Directors to emulate.

Schedule

This award shall be made on a non-scheduled basis. A candidate for this award can be
nominated at any time the Region 3 Executive Committee feels that a Past Director has
rendered the service to Region 3 that can be considered exemplary.

Scope

As warranted.

Nomination Package

- Region 3 Daniel W. Jackson Award Nomination Form,
  completed by the nominator
- Two (2) letters of endorsement

Specific Criteria

Nominees for this award must have served full terms as Region 3 Director-Elect, Director,
and Past Director and have continued to make significant service contributions to the
Region and Institute exceeding that normally expected of a Region 3 Past Director. Total
IEEE service should be included, but more weight should be given to post-Director service.

- Service to IEEE at the Region level (this is the primary criteria for consideration for
  this award)
- Service to IEEE at the Institute, Area, Council, Section, Subsection, Chapter, and
  Student Branch levels

- Service to the electro technology profession in professional and technical organizations other than IEEE

- Service to the community

General Guidance

Remember that this award recognizes service, with particular emphasis placed on contributions made at the Region level. Region-level involvement might include activity as an elected or appointed member of the Region 3 Executive Committee or as its representative to other boards or committees. There also may have been work on a particular project, which benefited the Region and its members.

Considered with much lesser weight are contributions made at other levels of IEEE and to other technical, professional, community, and civic organizations.

When describing accomplishments at any level, details of the significance of the activity is most important. Simple lists of positions held do not fully explain the nominee's contributions.

Examples of contributions rather than merely positions held might be that the nominee developed an innovative project that had a profound impact on the Region and its members by providing employment services or enhanced marketing of members professional resources, that a new conference could be termed ground breaking for some reason or another, or that new ideas resulted in enhanced operation of the Region or reduced financial risk. An appointment at the Board level to represent Region 3 could have had a positive influence on the services offered to our members or resulted in an improved way of doing business. The emphasis should be on how the contributions of the nominee should be recognized as an exemplary service to the members of Region 3.

Award Instrument

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the member.

Nomination Form

Submitted electronically through the Region 3 Awards and Recognition Portal at
https://apply-ieee.smapply.io/

9.   PRIOR AWARD RECIPIENTS

Up-to-date lists of prior award recipients can be found on the Region 3
Awards Information web page at http://www.ewh.ieee.org/reg/3/awards

10.   REGION 3 SECTION ANNIVERSARY DATES

Section	Established	Anniversary			
		25	*50*	*75*	*100*
Alabama	5/22/2029	1954	1979	2004	2029
Atlanta	1/14/2004	1929	1954	1979	2004
Broward	4/11/1975	2000	2025	2050	2075
Canaveral	5/5/1905	1977	2002	2027	2052
Central Georgia	12/19/1982	2007	2032	2057	2082
Central North Carolina	11/12/1965	1990	2015	2040	2065
Central Savannah River	1/31/1972	1997	2022	2047	2072
Central Virginia	5/19/2022	1947	1972	1997	2022
Charlotte	11/3/1965	1990	2015	2040	2065
Chattanooga	6/1/2012	1937	1962	1987	2012
Coastal South Carolina	1/31/1972	1997	2022	2047	2072
Columbia	1/31/1972	1997	2022	2047	2072
Daytona	12/1/1965	1990	2015	2040	2065
East Tennessee	9/2/1936	1961	1986	2011	2036
Eastern North Carolina	11/3/1965	1990	2015	2040	2065
Evansville-Owensboro	3/10/1950	1975	2000	2025	2050
Florida West Coast	2/1/1952	1977	2002	2027	2052
Gainesville	10/8/1959	1984	2009	2034	2059
Hampton Roads	3/1/1961	1986	2011	2036	2061
Huntsville	11/11/1953	1978	2003	2028	2053
Jacksonville	1/28/1931	1956	1981	2006	2031
Jamaica	11/23/1977	2002	2027	2052	2077
Lexington	5/16/1905	1988	2013	2028	2063
Louisville	10/15/2026	1951	1976	2001	2026
Memphis	5/22/1930	1955	1980	2005	2030
Miami	2/3/1949	1974	1999	2024	2029
Middle Tennessee	12/1/1959	1984	2009	2034	2059
Mississippi	6/28/1951	1976	2001	2026	2051
Mobile	1/22/1953	1978	2003	2028	2053
Nashville	6/28/1951	1976	2001	2026	2051
Northwest Florida	5/16/1905	1988	2013	2038	2063
Oak Ridge	2/1/1950	1975	2000	2025	2050
Orlando	5/13/1959	1984	2009	2034	2059
Palm Beach	8/1/1961	1986	2011	2036	2061
Piedmont	1/31/1972	1997	2022	2047	2072
Richmond	5/16/1905	1988	2013	2038	2063
Savannah	10/14/1954	1979	2004	2029	2054
South Brevard/Indian River	12/1/1984	2009	2034	2059	2084
Tallahassee Area	5/21/1982	2007	2032	2057	2082
Tri Cities	8/21/1981	2006	2031	2056	2081
Virginia Mountain	6/23/1949	1974	1999	2024	2049
Western North Carolina	11/3/1965	1990	2015	2040	2065
Winston Salem	11/3/1965	1990	2015	2040	2065

11.   OTHER IEEE AWARD PROGRAMS

The IEEE offers a wide variety of awards and recognition vehicles that can be used to highlight member participation in a variety of administrative, advisory, and technical roles. Because the details of these programs change on a regular basis, web links (accurate as of the date of publication) are provided here to allow the nominator to access the most up-to-date information.

11.1 IEEE Awards Board

The IEEE Awards Board (AB) administers the awards and recognition program of IEEE. Through its awards program, the IEEE advances the interests of its members by recognizing their contributions in advancing the fields of interest to IEEE to the benefit of society. By this means, the image and prestige of the organization, its members, and the profession are all enhanced. The IEEE Awards Program honors members and other professionals for their service to the society.

For nearly a century, the IEEE Awards Program has paid tribute to technical professionals whose exceptional achievements and outstanding contributions have made a lasting impact on technology, society, and the engineering profession.

https://www.ieee.org/about/awards/index.html

11.2 IEEE Educational Activities Board Awards

IEEE Educational Activities Board (EAB) Awards recognize and honor individuals and companies for major contributions to engineering and technical education.

https://www.ieee.org/education/awards/eab-awards.html

11.3 IEEE Members and Geographic Activities Awards

The awards and recognition program of the Member and Geographic Activities Board (MGA) is designed to promote, recognize and reward excellence in the MGA operations and IEEE geographic unit activities (Regions, Councils and Areas, Sections, Chapters, Student Branches, and Student Branch Chapters).

https://www.ieee.org/communities/geographic-activities/awards.html

11.4 IEEE-USA Awards

IEEE-USA has authorized the presentation of Awards and Recognition for the purpose of recognizing excellence, outstanding service and contributions in furtherance of its objectives. The awards are administered by IEEE-USA's Awards and Recognition Committee and have been approved by the IEEE Awards Board and the IEEE Board of Directors. IEEE-USA Awards are given to recognize professionalism, technical achievement, and literary contributions to public awareness and understanding of the engineering profession in the United States. In addition to IEEE-USA awards, other forms of recognition are also available, including awards from other entities within IEEE and also

outside the organization.

http://www.ieeeusa.org/volunteers/awards/index.html

11.4 Society Awards

In addition to the programs listed above, each Society also offers its own awards and recognition programs. The nominator is referred to the Society web pages for further information.