

# How to Write an Effective Fellow Nomination

# Statistics - IEEE

Year	# Nominations	IEEE successful Fellows	%
2007	765	268	35
2008	773	295	38
2009	757	302	40
2010	797	309	39
2011	813	321	39

# Statistics - PES

Year	# Nominations	PES successful Fellows	%
2008	58	22	38
2009	40	14	35
2010	59	16	27
2011	45	12	27
2012	49		

# Classifications

Application  
Engineer/Practitioner

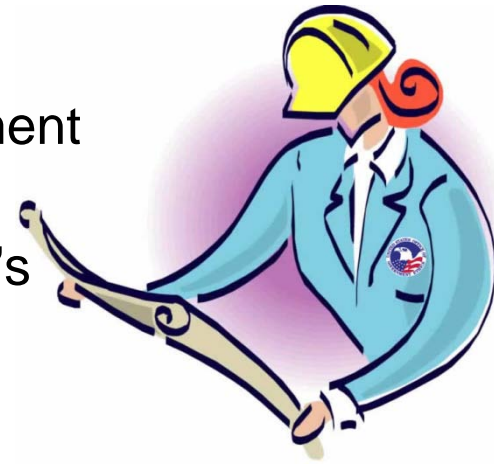
Educator

Research Engineer/Scientist

Technical Leader

# Application Engineer/Practitioner

- What product development, advancement in systems, application or operation, project management or construction activity, process development, manufacturing innovation, codes or standards development, or other application of technology was the direct result of the nominee's personal effort?
- Describe the innovation, creativity, and importance of the development, advancement or application of technology.
- List the most important tangible and verifiable evidence of the nominee's contributions and, if pertinent, relevant significant technical publications, e.g. patents, reports, articles.
- Where a team effort was involved, identify and document the specific technical contributions of the nominee.
- Describe and verify the lasting impact of the nominee's contribution on society.



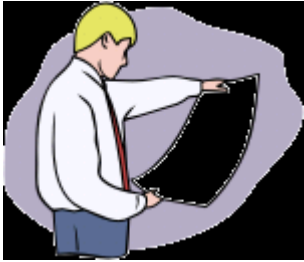
# Educator

- What impact has the nominee had on education in the field of interest of the IEEE?
- What unique and innovative curricula or courses has the nominee personally developed? What innovative and unique contributions has the nominee made to engineering education as an administrator?
- Has the nominee written a pioneering text in his/her field?



- What impact have these innovations had? What is the range of acceptance, local, regional or worldwide?
- Describe and verify the lasting impact of these efforts on engineering education.

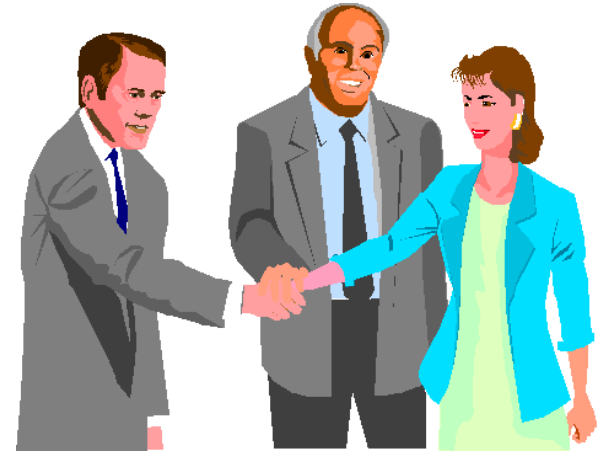
# Research Engineer/Scientist



- What inventions, discoveries or advances in the state of the art made by the nominee indicate innovation, creativity, and importance of the nominee's research?
- List patents, papers published in refereed journals and other tangible and verifiable evidence of the nominee's accomplishments.
- Where a team effort was involved, identify and document the specific technical contributions of the nominee.
- Describe and verify the lasting impact of the nominee's contributions to society.

# Technical Leader

- What outstanding engineering application or scientific accomplishments resulted from a managerial, team, or company-wide effort that was lead by this nominee?
- Explain the technical innovation, difficulties and risk involved, achieving economic acceptability, and other advantages.
- Describe and verify the specific technical contributions that the nominee made which made the achievement possible.
- Describe and verify the lasting impact of the nominee's contribution to society.



# Requirements for Fellow nomination

At the time the nomination is submitted, a nominee must:

- have accomplishments that have contributed importantly to the advancement or application of engineering, science and technology, bringing the realization of significant value to society;
- hold IEEE Senior Member or IEEE Life Senior Member grade;
- have been a member in good standing in any grade for a period of five years or more preceding 1 January of the year of elevation.

# **The Fellow evaluation process**

The process consists of two evaluations. The first evaluation is completed by the IEEE Society/Technical Council that the nominator identified on the nomination form. This is an extremely important evaluation because it is an impartial and even-handed view of the nominee's merit, by persons who are familiar with his or her work. Once the IEEE Society/Technical Council review is completed, their comments are given to the IEEE Fellow Committee.

# Levels of review

**Technical Committees and maybe PEEC (academics)**

**PES Fellow Committee – click on “About PES” then click on “PES Organizational Manual/Chart and Committee Directory” – need your IEEE logon and password.**



**IEEE main Fellow Committee – see IEEE web site for the Fellow Committee**

# Technical Committees and PEEC

- Example (PSOC): Any request for Committee evaluation of Fellow nominations will be sent to the Chair by the Chair of the PES Fellows Committee for evaluation and recommendation. The Chair will convene an ad hoc group of Committee members eligible to participate in the ad hoc group. Qualifications to participate are:
  - Must be Fellow Grade
  - Must not be a member of the PES or IEEE Fellow Committees
  - Cannot be a Fellow Reference for any candidate considered by PSOC
- The Chair will distribute or otherwise make available the nomination forms for the candidate(s) to be graded by the Committee to the ad hoc group. Each member of the group will prepare an independent ranking of the candidate(s) and forward to the Chair by the required date. The Chair will determine a combined ranking and distribute to the group. By email or conference call as determined by the group, the group will determine a consensus ranking and Individual Evaluation Form for each candidate and a Summary Form ranking the candidates. The Chair will transmit the IEFs and Summary Form to the Chair of the PES Fellows Committee.

# The PES Fellow Committee

- Nagu Srinavas (Novi, MI), Chair
  - V. Madani (Oakland, CA), Vice Chair
  - S. Meliopoulos (Atlanta, GA)
  - I. Kamwa (Varenes, QC, Canada)
  - C. Vournas (Athens, Greece)
  - M. Kato (Japan)
  - N. Martins (Brazil)
  - M. Adibi (Potomac, MD)
  - S. Kolluri (New Orleans)
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- The PES Fellow Committee does not see the reference letters, so it is good to have “prominent names” (no matter what they write).

# The main IEEE Fellow Committee

- 52 people representing 10 regions and 44 societies (typically 4 are PES)
- About 800 nominations are evaluated – up from 500 about 10 years ago.
- Each member of the committee evaluates about 100 candidates – assigned at random. They read all the references – they don't care about the names, but they do care about what is written!
- Maximum number of newly-elected Fellows (0.1% of voting members) -- about 320 (success will be about 40%) – this is fairly consistent over the years.
- Fellow Committee recommends proposed slate of candidates to the IEEE Board of Directors for final approval.



# The Fellow Committee Procedure

- Evaluation (Five judges per candidate)
- 1. Individual Contributions
  2. Society Evaluation
  3. Evidence of Technical Accomplishments
  4. Professional Activities
  5. References
-

# Society and Reference Evaluations

- Extraordinarily Qualified (EQ)
- Highly Qualified (HQ)
- Qualified (Q)
- Not Qualified (NYQ)
  
- An unusually large percentage of EQ and HQ evaluations by a society is a flag to the judges.

# Main Committee vs Society

- In most cases, successful candidates were EQ or HQ by the society.
- In some cases, EQ or HQ candidates were not successful and Q candidates were.
- The committee attempts to fairly interpret differences in society evaluations

# IEEE PES Fellow Nominations Endorsements and References



# The Nominator

Any person, including non-IEEE members, is eligible to serve as a nominator. The following are exceptions: members of the IEEE Board of Directors, members of the IEEE Fellow Committee, IEEE Society/Technical Council Fellow Evaluating Committee Chairs, members of IEEE Society/Technical Council Fellow Evaluating Committee reviewing the nomination, or IEEE Staff. Self-nomination is not permitted.

# Who supports the nomination?

- The nominator
- References provide information about the value of the nominee's contributions
- Endorsement letters provide information about the personal and technical reputation of the nominee



# Reference writers' considerations

- Submit reference by deadline!
- Knowledge of the nominee's technical contributions
- Knowledge of the value of the nominee's technical contributions
- Ability to support the nomination when considering the nominee's contributions compared to a senior engineer's contributions

# What are the nominee's technical contributions?

- The nominator will normally ask if you are willing to be a reference
- Obtain information from the nominator
  - especially a copy of the nomination
  - and/or a copy of the nominee's CV
- Try to limit the reference information to (a few) specific contributions

# What is the value of the nominee's technical contributions?

- Try to give a personal perspective. As a fellow (or senior member in Region 9) your personal view will carry weight with the evaluation committee(s)
- No point in repeating the nomination claims for the value of the contributions. The evaluators are looking for confirmation from a different perspective from the nomination.
- A mediocre reference is worse than no reference.
  - If you are not convinced of the value of the nominee's contributions, let the nominator know. They may be able to find other references

# Who might endorse a nomination?

- Up to three endorsement letters are accepted, but none is required
- Endorsements indicate respect for the nominee in the community
  - Maybe from a local IEEE Section or Chapter Chair
  - Or from a technical committee chair
  - Or from a professional engineering organization
  - Or from any other organization that is involved in electrical engineering
- But will have less impact from an individual that does not represent any engineering organization
- Endorsements are not meant to serve as references; so do not have to attest to the value of the contributions of the nominee, but more to the image of the nominee in the endorsing community/organization

# Who sees the references and endorsements?

- Endorsements go with the nominations through initial stages of review
  - By technical committees
  - By Society fellow committees
- References are seen only by the IEEE Fellows committee.
- Therefore, references are used for final ranking
- Initial ranking depends on the nomination and evaluations by the technical committees and societies

- The nomination is the major source of ranking information
- Endorsements are seen more widely than references, but are not depended upon for determination of the value of the contributions
- References may be the ultimate tie breaker(s) and (preferably) should not repeat information provided in the nomination.

