

# IEEE PES Reference Manual for Preparing Effective Nomination (September 2017)

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## 1. Introduction and General Information

This IEEE Awards recommendations and guidelines for Nominators on preparing an effective Nomination is similar to and consistent with higher order governance documents (IEEE Awards and Fellow Committee Operations Manual and Handbooks). There are no normative requirements in this reference document. For PES Fellow nominations, there is a separate reference document for preparing effective nomination. The Fellow Committee Operations Manual and its Handbooks are also available to the nominators..

The PES Awards web site maintains a historical listing of previous Recipients for each type of the Awards approved, and the respective citations. Qualifications for each nominee will determine merits for receiving Award in a respective field. Some Awards may not have a candidate in a particular year.

Eligibility requirements vary for each of the Award. The PES Awards web site highlights eligibility for each Award. There may be exclusion clause for a particular Award. Nominator is responsible to verify for eligibility of the nominee, and also request for reference and endorsement letters from those that will not have conflicts with the Award Requirement at the

time of submission. The on-line nomination process includes a reminder to the nominator to validate eligibility and conflicts of interest for the respective Award in order to prevent nullifying a nomination. PES, being one of IEEE's Organizational Units, follows IEEE Policy 4.4H for IEEE Policy for Eligibility and Process Limitations. This conflict of interest limitation shall apply to all awards given by the IEEE or any of its organizational units.

Amendments to IEEE Awards Guides require the approval of the PES Governing Board. Where there is a Benefactor or Sponsor, the GB will seek additional agreements once the GB reviews the merits of amendments for consideration.

## **2. Writing Effective Nomination**

The Nomination form is a critical document during the elevation and awards evaluation process, and as such, the content is crucial to the success of the nomination. Nominations are reviewed and assessed by multiple audiences: the contributing Reference writers, the respective technical review committee members, and the PES Awards Chair and PES Vice President of membership and image when necessary, see Citation section. A good nomination package would be easy to assess accomplishments. Nomination should be prepared in a way that abstains from conflicts and any informed IEEE member is able to understand the impact of the Nominee's contributions. To assist the review committee members and those looking over the nominations during Awards evaluation cycle, define acronyms, and briefly explain the state of the art before the Nominee's contribution. It is also useful to provide accurate source. In general, a well written nomination and supporting documents is ten (10) pages or less.

## **3. The Nomination Form**

It is important to prepare the Awards nomination forms diligently, follow the instructions for completing the nomination form. Review the instructions carefully and follow the length requirements when appropriate. As a general rule, the review committee members are knowledgeable industry members looking for the attributes including,

1. The Nominee's *individual technical contribution(s)* to the field
2. The *evidence* provided that documents this contribution
3. The *already evident impact* the contribution has had on the field

Concise narratives that clearly present these attributes are more likely to be effective. Inclusion of additional supporting material helps only when relevant. Excessive narrative, when not supported by evidence, can reduce the ability of the evaluation committee to identify the significance of the Nominee's contribution.

#### **4. Individual Contributions and Categories**

The Nominator should describe, in this section, the one (or two) most distinctive contribution(s) made by the Nominee. This should include a brief description of what the Nominee has invented, created, or discovered and the lasting impact of the contribution. Note that impact must have already occurred, and speculation on the nominee's possible future impact does not strengthen the nominee's case.

The nominator should consider the Nomination Category that best fits the Nominee. The choice for the Nomination Category depends on the nature of the nominee's contributions. For the Awards that require IEEE and / or PES membership some information is provided to help nominators with preparing nomination forms.

**Application Engineer/Practitioner – Responsible for product development, advancement in application or operation, process development, manufacturing innovation, codes or standards development, or other PES related application of technology.** For example,

- Whether contribution is in the form of product development, advancement in systems, application or operation, project management or implementation activity, process design or improvement, manufacturing innovation, codes or standards origination and implementation, etc., in the areas of technology application were the direct result of the Nominee's individual contributions. When the listed contribution is part of group participation, such as a Standards Committee, the nominator, or the respective reference or the endorser, should clearly state the critical role the nominee has had.
- What innovation and/or creativity have been demonstrated? What has been the importance of the implemented technology development, advancement or application?
- What is the most important tangible and verifiable evidence of the Nominee's contributions including, if pertinent, relevant significant technical publications (patents, reports, articles) and presentations? Provide citation numbers and verifiable source of citations when applicable.

**Educator – Responsible for advancing electrical engineering and scientific technology through education by the developing curriculum and/or courses that are innovative and unique to PES.** For example,

- The impact of nominee's contribution to education in the field of interest to PES
- Unique and innovative curricula or courses the Nominee has personally developed that have influenced teaching outside the nominee's home institution?
- Innovative topics written or a pioneering text book in areas of professional nominee's field of specialization

## Individual Contributions and Categories (Cont'd)

### **Research Engineer/Scientist – Responsible for inventions, discoveries or advances in the state of the art technological advances applicable to PES.** For example,

- Inventions, discoveries or advances made by the Nominee in the state-of-the-art of the science and/or technology. Describe how the contributions demonstrate innovation and creativity. Importance of the research results and impact of the contributions in advancing the state of the industry or technology. Describe whether methodology has been commercialized or used by other organizations.
- Patents, reports, refereed journal papers, research monographs, commercial software packages and other tangible and verifiable evidence introduced by the Nominee's R&D accomplishments. Provide clear citation numbers with respect to the Nominee's field (higher than the average article in a specific journal).

### **Technical Leader – Responsible for broad or company-wide effort using technical innovation, and resulting in outstanding performance, economic enhancements, or other advantages to benefit society.**

It is important to clearly outline the contribution and/or role of the Nominee in these accomplishments, technical innovations and challenges to success. **For example,**

- What outstanding engineering system implementation, application or scientific accomplishments have resulted from a managerial, team, or company-wide effort led by the Nominee?
- Technical innovations, business and financial benefits or advantages that have been achieved
- Technological or other solutions; e.g., market acceptability, implementation difficulties, financial risks that have been resolved

## **5. Evidence of Technical Accomplishment**

The Nominator should list the absolute most important items of tangible and verifiable evidence of the technical accomplishments pertaining to the key contribution(s) specified in the section "Individual Contributions" of the Nomination Form. There should be only absolute relevant items/artifacts in this Part 1.. Keep in mind, the nominee is being evaluated for specific and distinguishable field and hence a specific category, defined in earlier sections. Further, these should be *specific evidence*. The Nominator's choice of these key items serves to focus the reader's attention to the most important contributions of the Nominee.

Evidence may include (but are not limited to) journal and conference articles, books, patents, reports, standards, policies, products, demonstrations, or installations. It is acceptable, and often preferable, to focus on a *single* contribution area. This should be the one area in which the nominee is best known and recognized.

The evidence should refer directly to the Nominee’s distinctive contributions and should *not* be three unrelated elements. Good evidence should provide an overview of how the contribution was initially introduced to the field, further technological developments, and adoption by the field at large. If articles are used as evidence, it would be good to include citation indices as well, preferably from a reputable source such IEEE Xplore.

It is important to provide clear information on the personal contributions of the Nominee, especially where joint work with co-authors, collaborative teams, standards committees, supervised post-graduates, etc., is involved. This often takes the form of a sentence or two following each item, describing the Nominee’s personal contribution into the identified accomplishments, and how it supports the narrative in the “Individual Contributions” section. This is particularly important because not all communities within the IEEE use the same convention with respect to the order of authors’ names.

Tutorial/survey invited papers can be helpful to document the nominee’s stature, but cannot serve alone as confirmation of impact of technical contributions, even if highly cited. Nominator lists additional absolutely relevant items, subdivided into *one or two distinct areas of contributions* that correspond to the contribution areas indicated previously. Include one or two sentences on how these additional items provide evidence of impact. These additional items should further strengthen the identified main technical accomplishments of the Nominee. Alternatively, they could present results of different categories of technical achievements linked to the main contribution. For publications, it is important to show a sustained impact of them in a particular area – not just that the Nominee is a prolific author. One effective approach is to choose evidence that documents a timeline of the evolution of the Nominee’s contribution to the field.

## **6. IEEE/Non-IEEE Professional Activities Section**

In many cases, membership in IEEE is required. In some instances, additional membership to PES may be required. Refer to the eligibility for the respective Award on the Awards web site. It is important to show that the Nominee has been active in IEEE and the profession. Activities may include institute, society, region, section, chapter, committee leadership or membership role, distinguished lecturer engagements, participation in IEEE editorial boards, IEEE Standards development, IEEE conference organization, etc. Roles such as conference chairs and steering committee membership are significant, and should be considered by the nominator to emphasize. Significant awards and recognitions achieved should also be listed in this section, e.g. national, international or technical community recognitions, awards and prizes, as well as best paper awards.

## **7. Citation**

The citation should begin with “for” and not include any indication of a time period. The citation should be specific, but not too wordy. It should be concise, but broad enough to encompass the Nominee’s contributions. Note that the IEEE PES Awards Office (which includes members with technical background including PES President, PES Awards Chair, PES VP of membership and Image, and the respective Review Committee) may alter the citation if and where necessary.

To assist the review committee members and those looking over the nominations during Awards evaluation cycle, define acronyms, and briefly explain the state of the art before the Nominee’s contribution. It is also useful to provide accurate source.

## **8. References**

The PES Awards web site maintains a historical listing of previous Recipients for each type of the Awards approved. Qualifications for each nominee will determine merits for receiving Award in a respective field. Some Awards may not have a candidate in a particular year.

Nominator should secure the references required in the nomination form. For example, three references, from the PES membership, where required, in a position to assess the Nominee’s contributions and their impact. These references are chosen by the Nominator to advocate on behalf of the Nominee. The References are to provide information about the value of the Nominee’s contributions, thus the Referees should be experts in the specific field of the Nominee’s contributions. IEEE membership is required to be a reference provided the eligibility requirements are met.

The Nominator may communicate in advance with each potential reference to ascertain the level of support reference is willing to provide. The Nominator may wish to evaluate whether a potential reference person is not convinced of the value of the Nominee’s contributions. In such a case the Nominator may choose to approach another potential reference.

The following are good practices for the Nominator to convey to the Referee in advance:

- Referees need to provide fresh perspective of the value of the Nominee’s contributions. And minimize repeating the Nomination narrative
- References may provide additional evidence (i.e., increased company values) that may not be directly quantifiable.
- References from fields not directly affiliated with the Nominee, yet who know and are familiar with the Nominee’s work, provide an independent opinion and verification, which is useful, and thus are strengthening the Nomination.

It is a recommended practice that referees not to cut and paste phrases from the Nomination narrative. References are most effective when they provide additional insight from a personal perspective rather than reiterating what the Nominator wrote in the submission. Nominators should only comment on achievements/accomplishments with which they are personally familiar.

## **9. Endorsements**

Endorsements, where applicable per respective nomination form, have a specific purpose, to strengthen the Nominee's contributions in those instances for which verifiable evidence is not available (as in the case of proprietary or classified work), or to provide additional information directly supporting the technical accomplishments or their impact as well as professional contributions that may be missed in the Nomination.

The Endorsements maybe submitted for example, from local chapters, or a colleague from manufacturing company not necessarily a PES member having specific knowledge of the nominee's contributions. Endorsements contribute to the evaluation process. A good Endorsement, when applicable, strengthens the Nomination if it supplements the nomination form with specific evidence about the nominee's achievements and their impact on the profession or society.

Endorsements can be very helpful, particularly to those nominees who have been nominated in the AE/P and TL categories - which include not only members from the industry but also a substantial number of academics. For example, Endorsements allow the presentation of additional verifiable evidence of technical impact for contributions that may be proprietary and not available for citation in the open literature. In these cases, endorsements are most effective when from company officers, program directors (Government or not), Standards Developing Organization officers, or nominee's colleagues, and, more generally, all those who are in a position to attest and verify the Nominator's claims on impact and individual role of nominee.

An endorsement could be from a technical community or standards committee chair emphasizing the nominee's contribution to the community or committee. Within the on-line nomination process, endorsements from non-PES members are the only exception that can be loaded as a pdf attachment.

## **10. Endorsements Eligibility Requirements**

No member of the Awards Review Committees, the Awards Chair, IEEE Technical Society Evaluation Chairs, or the IEEE staff shall act as an endorser for any candidate for the Awards. In addition, a nominator may not serve as an endorser for the nominator.

### **Who is Eligible to Serve as an Endorser for an IEEE Fellow Candidate?**

Any person, including non IEEE Members.

**11. Further Reading**

For further details and background, refer to PES Awards Web Site at,  
<https://www.ieee-pes.org/pes-communities/awards>