IEEE Metropolitan Sections Activities Council (METSAC)

IEEE Fellow Nomination Preparation Guide (2006)

This guide is intended to be an aid in the preparation of IEEE Fellow nominations. IEEE Policies and Procedures should always be referenced to insure a nomination is in compliance. Nomination and Reference forms periodically change.

I. The Nominator
- Nominators are not required to be IEEE members.
- Nominators be knowledgeable of a nominee's professional background including technical achievements and where appropriate leadership qualities.
- Desirable nominators are current or former co-workers, subordinates or supervisors.
- Nominators must never be IEEE Fellows. A valued reference would be lost if a nominator is an IEEEE Fellow.
- The "Bottom Line" is a nominator must know his candidate's contributions and capabilities that distinguish the candidate.

II. Starting Nomination Preparation
- Nominations should not be "Last Minute" efforts.
- Successful Nominations require dedicating many weeks to preparation and recruiting Fellow References.
- Fellow references may sources of important information that may be overlooked.
- Begin soliciting IEEE Fellow references before completing the Nomination Form.
- A minimum of 5 IEEE Fellows should be recruited, more are better.
- IEEE Fellow references should possess professional knowledge, not necessarily personal, of a candidate and value of contributions, particularly uniqueness and advances.
- Years a reference has known a candidate and/or his work is important.
- IEEE Fellow references that have similar background and experience are valuable references.
- An example is an IEEE Fellow reference that used a candidate's contributions in his own work.
- Candidates may also be managers who fostered advances.
- Carefully consider which of the following 4 cate4gories appropriate for a candidate: a) Research Engineer/Scientist, b) Technical Leader, c) Educator or d) Application Engineer/Practitioner.
- Carefully plan and outline each section of the Nomination Form.
- Use brief sentences in the active tense.
- Where appropriate link portions of the form to emphasize importance.
- Remember a candidate competes with hundreds of other candidates.
- Quality is usually assured by repeated reviews.

III. Nomination Form - Consider comments included in the following sample Nomination Form

IEEE FELLOW GRADE NOMINATION FORM (2006/2007)

1. CANDIDATE INFORMATION

Last (Family) Name   First   Middle

Prefix

Organization's Name (If None, Please leave blank)   Organization's Affiliation (Education/Industry/Government/Other)

Mailing Address

City   State/Province   Zip/Postal Code
    Country

Telephone #   Fax#   Email   IEEE
Member Number

2. EDUCATION

Degrees	Year	Educational Institution	Location
PHD			
Masters			
Bachelors			
Other			

* The above Parts 1 and 2 are self-explanatory

3. PROFESSIONAL HISTORY. Current position first. If necessary, cite only most recent positions.

From (year) to (year)   Name of Company   Position Held and Responsibilities

* Be sure this information is verifiable and complete. Consider reviewers may reference back when reviewing in subsequent parts.

4. PROPOSED CITATION (not more than thirty words)

Citations should be drafted after other parts are complete. Remember this part is an opportunity to begin promoting the election of the candidate

5. NOMINATOR INFORMATION

Last (Family) Name   First   Middle
    Prefix

Organization's Name   Mailing Address

City	State/Province	Zip/Postal Code

Country

Telephone #	Fax#	Email

6. INDIVIDUAL CONTRIBUTIONS (Specify Succinctly) (not more than 250 words for each part)

CHECK ONLY ONE. Identify the category in which the candidate has made significant contributions that would qualify him/her for Fellow grade.

_____ Research Engineer/Scientist   _____Technical Leader_____Educator   _____Application Engineer/Practitioner

Explain how the candidate's contributions have contributed to the advancement or application of engineering, science, and technology. Focus on the nominee's key contributions of unusual distinction in the profession. It is important to identify specific attributes of the candidate that qualify him/her for elevation to Fellow. Has the candidate been responsible for the development of particular devices or techniques? If so, specify. Is the candidate ranked near the top of those in his/her discipline? **(not more than 750 words total)**

Carefully consider the category applicable for a candidate. Where uncertainty exists prepare the following part before selection. The following must support the selection.

Supply the following information in two parts. PART 1: List the three most important items of tangible and verifiable evidence of technical accomplishment, such as: technical publications; technical reports and presentations; patents; development of products, applications and systems; and, application of facilities and services. State the engineering significance of each. PART 2: List not more than 15 additional items, underlined into distinct areas of contributions. Where possible, identify their individual importance. (See Item 7 in the instructions for method of listing and documenting accomplishments.) List titles of publications in English.

PART 1: (Three items of evidence of technical accomplishment)

Note the term representative. Patents are extremely important evidence of contributions. Candidates from the industrial or public sectors have other applicable and important contributions. Candidates from the industrial or private sector often publish little because of competitive concerns. Consider the influences of contributions such as advances that result from contributions.

   I. **Technical Publications** *(representative)***:**

  II. **Invited Presentations** *(representative)***:**

 III. **Patents:**

PART 2: (Distinct areas of contributions)

Another and important opportunity to emphasized values and importance

8. IEEE ACTIVITIES – AWARDS, OFFICES HELD, COMMITTEE MEMBERSHIPS (not more than 250 words)

   (1) Honors and Offices Held

(2) Committee Membership (*representative***)**

(3) Other IEEE Activities

9. NON-IEEE ACTIVITIES AWARDS, PROFESSIONAL SOCIETY MEMBERSHIPS, COMMITTEE MEMBERSHIPS
(Major Professional, Government, or International) PROFESSIONAL ENGINEER'S LICENSE. (not more than 250 words)

*Do not overlook company awards, appointed and elected public
positions and more

(1) Honors and Offices Held

(2) Professional Society and Committee Memberships

(3) Other Activities (*representative***)**

** Part 10 below allows up to 8 IEEE Fellow References*

10. IEEE FELLOW GRADE REFERENCES. **List alphabetically the complete names of a minimum of 5 (maximum of 8)** ows.

1.   5.

2.   6.

3.   7.

4.   8.

11. ENDORSEMENT OF NOMINATION. (Optional) **Provide name of IEEE Section, Chapter, Committee or non-IEEE**
organization or non-IEEE individual

**Endorsements by our Region Director, Section Chair, Chapter and such*
help a candidate.

1.   3.

2.

12. EVALUATION BY IEEE TECHNICAL SOCIETY/COUNCIL. **It is essential that the nomination be evaluated by the**
Society engaged in the technical field mentioned in the citation. The nominator is required to: (1) list below only the IEEE society that best reflects
the candidate's field of technical accomplishments.

Name of Society/Council to Evaluate Candidate's IEEE Fellow Nomination (one only):

**One of many reasons for planning a nomination*

1.

NOTE: If the above nominee is elected to Fellow grade, the nominator agrees to release the contents of this form to authorized IEEE committees of the Awards Board for the purpose of recommending candidates for IEEE Awards. Only this nomination form will be released for this purpose.