

**FELLOW NOMINATION
HELP GUIDE**

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1. ELIGIBLE INDIVIDUALS

a. NOMINATOR

Eligibility: Any person, including non-IEEE members, may serve as a nominator.

Non-eligibility: In accordance with IEEE Bylaw I-305.5, members of the IEEE BoD, members of the IEEE Fellow Committee, IEEE Society/Technical Council Fellow Evaluating Committee Chairs, members of the IEEE Society/Technical Council Fellow Evaluating Committee reviewing the nomination or IEEE Staff may not serve as nominators. In addition, a nominator may not serve as a reference or endorsement for a nomination he/she is submitting.

b. NOMINEE

Eligibility: An IEEE Senior or Life Senior Member in good standing and who has been an IEEE member for five years or more preceding 1 January of the year of elevation may be nominated for Fellow grade. **Note: IEEE Society affiliation membership does not apply.**

Non-eligibility: Members of the IEEE BoD and Members, or individuals, who are prohibited from publishing in IEEE publications, as identified by the Publication Services and Products Board may not be nominated for Fellow grade.

c. REFERENCE

Eligibility: A Reference must be an eligible IEEE Fellow or Life Fellow (Note: waiver is noted below for Region 9) in good standing. As defined in IEEE Bylaw I-104.14.2a “when applied to an IEEE member, the term member in good standing shall mean an IEEE member of any grade who is not under suspension” and 104.14.1.c “Meet the monetary obligations required for membership such as the payment of dues and applicable assessments. In addition, Life Members shall be obligated to confirm annually the desire to continue to receive services and publications(s) to which they are entitled”.

Non-eligibility: Members of the IEEE BoD, members of the IEEE Fellow Committee, the IEEE Society/Technical Council Fellow Evaluating Committee Chairs or members who are reviewing the nomination or IEEE Staff may not serve as References.

Note: References shall be accepted if a reference is an IEEE Senior Member or IEEE Life Senior Member from Region 9 in good standing and the nominee they are serving as a reference for resides in Region 9.

d. ENDORSEMENT

Eligibility: Any person, including non-IEEE members may serve as an Endorsement.

Non-eligibility: members of the IEEE BoD, members of the IEEE Fellow Committee, the IEEE Society/Technical Council Fellow Evaluating Committee Chairs or Members who are reviewing the nomination or IEEE Staff may not serve as Endorsements.

2. GENERAL INFORMATION

Browsers

The IEEE Fellow Online Nomination Process is supported by the following browsers:

IE: 9, 10

Chrome: Latest version

Firefox/Safari: Latest 2 versions

Deadline

All forms (nomination, reference and endorsement) must be received by March 01 (11:59 EST). NO EXCEPTIONS WILL BE MADE.

Accessing the Fellow Nomination System

To access the Fellow Nomination System, an IEEE Primary Account must be used.

If you need assistance, contact the IEEE Support Center. You can reach the Global Offices directly on-line at: www.ieee.org/contactcenter - or - by telephone at: [1.732.981.0060](tel:1.732.981.0060) Worldwide, [1.800.678.4333](tel:1.800.678.4333) US & Canada.

Starting the Process

Only the Nominator can start the process. He/she will need to login with an IEEE Primary Account.

Changes to a Nomination Form

Modifications will be permitted up to the deadline of March 01. This will include updating core text and e-mail addresses, adding or deleting a reference and endorsement name, or removing a nomination.

Checking Status of a Nomination

The Nominator will be permitted to check status and/or resend reminders to those references and endorsements who have not responded up to the deadline of March 01.

Printing the Nomination Form

The nomination form can be printed up to the deadline of March 01.

Notifying References and Endorsements

Once a nomination is submitted, the references and endorsements listed on the form will automatically be notified.

New Fellows Announcement

The newly elevated IEEE Fellows are announced shortly after the November IEEE Board of Directors meeting.

3. EVALUATION PROCESS

The process consists of two evaluations. The first evaluation is completed by the IEEE Society/Technical Council that is identified on the nomination form. The IEEE Society/Technical Council evaluation is extremely important, 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 evaluation is completed, their comments and scores are given to the IEEE Fellow Committee for the second evaluation. Society/Technical Council's Fellow evaluations that are not received by the 15 June deadline will be deemed incomplete and will not be forwarded for consideration to the IEEE Fellow Evaluation Committee.

As discussed above, the nomination form is evaluated twice: first by the IEEE Society/Technical Council and second by the Judges on the IEEE Fellow Committee. These Judges are IEEE Fellows, but they may not have worked in the exact area of expertise of the Nominee. Your goal, as a Nominator, is to make the cited contributions of the Nominee easy to identify and to make their importance and impact easy to understand and verify.

The IEEE Fellow Committee recommends nominees to the IEEE Board of Directors, according to the following criteria.

- Significant contributions as Application Engineer/Practitioner, Educator, Research Engineer/Scientist, and Technical Leader.
- Evidence of technical accomplishments and realization of significant impact to society
- Evaluation by the IEEE Society/Technical Council selected by the nominator
- Confidential opinions of references and endorsers
- Service to professional engineering societies
- Total years in the profession

Each nominee is rated numerically on the basis of this information.

4. COMPONENTS OF THE NOMINATION FORM

a. ESSENTIAL INFORMATION

Nominator

A nominator's contact information will automatically be populated on the nomination form.

Nominee

A nominator will need to enter the nominee's IEEE member number. Once the member number is entered, the system will automatically check for eligibility.

b. EDUCATIONAL AND PROFESSIONAL INFORMATION

Education

Provide complete name and location of educational institutions and year that degrees were earned by the nominee.

Professional History

Provide a list of employers and job positions held by the nominee.

c. CONTRIBUTIONS/ACCOMPLISHMENTS

Describe the nominee's exceptional contribution(s). **For additional help, please refer to the document on ["How to Write an Effective Nomination"](#).**

d. EVIDENCE OF TECHNICAL ACCOMPLISHMENT

Tangible evidence is defined as documentation, which a reference or evaluation committee member may review to assess the nominee's technical contributions or engineering achievements. The achievements may be described in internal organization reports that could be made available for evaluation. If the technical achievements have not resulted in any products, papers or reports, the achievement must be described and validated by the references and/or the IEEE Society/Technical Council evaluation. Describe the originality, novelty, complexity, usage, distribution and other characteristics of each of the nominee's technical contributions or engineering achievements and their realization of value to society. Please list all documentation in English.

For additional Help, please refer to the document on ["How to Write an Effective Nomination"](#).

e. PROFESSIONAL ACTIVITIES

IEEE Activities

List separately IEEE awards and major activities (offices, committee/board memberships etc.) in descending chronological order.

Non IEEE Activities

List separately awards and memberships/activities in descending chronological order by date. If possible, Briefly define the scope of the awards listed. Society memberships: provide membership grade and note major volunteer service participation. Describe technical contributions to government, international and Educational committee work, trade associations and those services of a professional or public nature having a technical content. Include college honor societies; please do not use acronyms.

f. PROPOSED CITATION

- The citation must begin with “for” (lower case “f”) and not include any indication of a time period.
- The citation should be specific and no longer than 20 words
- Avoid superfluous phrases. Adding an adjective to the above words, such as “outstanding”, is superfluous since the member’s work must be outstanding to fulfill the requirements for Fellow grade.
- Use care when incorporating words like “discovery” and “invention”. Evidence of a discovery or invention must be included in the information provided.
- Citations should be free of reference to gender (“his” and “her”).
- Only in exceptional cases should the citation include the name of a particular country where the nominee’s work is especially recognized.
- Avoid references to specific companies or organizations.

Examples:

- for contributions to real-time state estimation for nonlinear systems (good)
- for contributions to the development of iterative recursive algorithms used for real-time state estimation in EMS systems (too wordy)

g. REFERENCES

A nominator will need to enter a reference’s IEEE member number. Once the member number is entered, the system will automatically check for eligibility. Once you submit the nomination form, the system will automatically send an e-mail to the references. You can delete a reference, add a new reference or update an e-mail address for a reference up to the deadline.

Note: References will not be shared with IEEE Society/Technical Council Fellow Evaluating Committee reviewing the nomination.

For additional help, please refer to the document on [“How to Write an Effective Nomination”](#).

h. ENDORSEMENTS (Optional)

A maximum of three endorsements will be accepted. The submission of endorsements will contribute to the evaluation process and should not be overlooked. An endorsement will strengthen a nomination if it contains information on specific contributions that, in the opinion of the endorser, qualify the nominee for the IEEE Fellow grade.

An IEEE Section, Chapter, Committee, or Board to which the nominee has contributed time and talents, may endorse the nomination through its executive body.

A non-IEEE organization or individual may also provide an endorsement.

A nominator will need to enter the endorser's name and a valid e-mail address. After a nomination is submitted, the system will automatically send an e-mail to the endorsers. You can delete, add a new endorser or update an e-mail address for an endorser up to the deadline.

Note: Endorsements will be shared with the IEEE Society/Technical Council Fellow Evaluating Committee reviewing the nomination.

For additional help, please refer to the document on ["How to Write an Effective Nomination"](#)

i. EVALUATION BY IEEE SOCIETY/TECHNICAL COUNCIL

Choose an IEEE Society/Technical Council that best reflects the Nominee's field of technical Interest.