

IEEE FELLOW COMMITTEE

OPERATIONS MANUAL

(Approved: June 2015)

1. MANUAL OF THE IEEE FELLOW COMMITTEE	3
2. RESPONSIBILITIES OF THE IEEE FELLOW COMMITTEE AND ITS STANDING SUBCOMMITTEE	3
2.1 Overview	3
2.2 Description of responsibilities	3
2.2.1 Chair	3
2.2.2 Vice Chair	4
2.2.3 Members:	4
2.2.4 Committee Alternates:	4
2.3 Estimated time required	4
2.3.1 IEEE Fellow Committee Orientation Teleconference	4
2.3.2 Review and Score Fellow Nominations	5
2.3.3 Face-to-Face Meeting	5
3. MEMBERSHIP OF THE IEEE FELLOW COMMITTEE AND ITS STANDING SUB-COMMITTEE	5
3.1 Membership of the IEEE Fellow Committee	5
3.1.1 Staff Support	5
3.2 Membership of the standing Sub-committee:	5
4. CONFLICT OF INTEREST	6
5. MEETINGS OF THE IEEE FELLOW COMMITTEE	6
5.1 Quorum	7
5.2 Action of the Committee	7
6. QUALIFICATIONS FOR FELLOW GRADE MEMBERSHIP	7
7. FELLOW PUBLICITY	7
8. NOMINATION PROCESS AND DEADLINES	9
9. RESPONSIBILITIES AND ELIGIBILITIES	10
9.1 Nominator	10
9.1.1 Eligibility	10
9.1.2 Non-eligibility	10
9.2 Nominee	10
9.2.1 Eligibility	10
9.2.2 Non-eligibility	10
9.3 Reference	10
9.3.1 Eligibility	11
9.3.2 Non-eligibility	11
9.4 Endorser	11
9.4.1 Eligibility	11
9.4.2 Non-eligibility	11

9.5	IEEE Society/Technical Council Presidents	11
9.6	IEEE Society/Technical Council Evaluating Committee Chairs	11
9.6.1	Eligibility	13
9.7	IEEE Society/Technical Council Evaluating Committee Evaluators	13
9.7.1	Eligibility for IEEE Society/Technical Council Fellow Evaluating Committee Evaluators	13
10.	POLICY ON INFORMING NOMINEES OF PROPOSED NOMINATION	13
11.	POLICY ON CONSIDERATION OF AN IEEE NOMINATION	13
12.	POLICY ON RESUBMISSION OF NOMINATIONS THAT WERE PREVIOUSLY CONSIDERED BUT WERE UNSUCCESSFUL	14
13.	POLICY ON POSTHUMOUS FELLOW ELEVATIONS	14
14.	POLICY ON NUMBER OF NOMINEES TO BE SELECTED FOR RECOMMENDATION	14
15.	NOMINEE DATA	15
15.1	IEEE Fellow Committee	15
15.2	Society/Technical Council Fellow Evaluating Committee Chairs	15
16.	NOMINEE DATA DISTRIBUTION/ASSIGNMENT OF JUDGING GROUPS	15
17.	SCORING PROCESS	15
17.1	Score Sheets	15
17.2	Scoring Criterion	16
17.3	Ranking	16
17.4	Final Ranking	16
17.5	IEEE Fellow Committee Meeting	16
17.6	Artifacts of the Scoring Normalization	17
17.7	Bunching	17
17.8	Effect of the Numbers of Nominees	17
17.9	Society/Technical Council Score	17
18.	DESCRIPTION OF CATEGORIES	17
18.1	Individual Contributions/Evidence of Technical Accomplishment (weighted score = 40 points)	17
18.2	IEEE Society/Technical Council Evaluation (weighted score = 25 points)	18
18.3	References/Endorsements (combined weighted score = 15 points)	19
18.4	Professional Activities (IEEE and Non-IEEE) (weighted score = 10 points)	19
18.5	Additional Factor	19
19.	CITATIONS	19
20.	IEEE FELLOW COMMITTEE RECOMMENDATIONS/ACTION BY IEEE BOARD OF DIRECTORS	19
21.	NOMINEES REJECTED BY THE IEEE BOARD OF DIRECTORS	20
22.	ANNOUNCEMENT OF NEWLY ELEVATED FELLOWS	20

1. Manual of the IEEE fellow committee

This Manual approved by the IEEE Board of Directors (BoD) contains the policies and procedures that govern the conduct of the Fellow Process and the operation of the IEEE Fellow Committee, and shall be distributed to the IEEE Fellow Committee Members annually. The Manual shall be reviewed at least annually to ensure that the procedures and information are kept up to date. This activity may result in proposals to the IEEE BoD for changes in this Manual or IEEE Bylaws.

2. Responsibilities of the IEEE Fellow Committee and its standing subcommittee

2.1 Overview

The IEEE Fellow Committee is responsible for making recommendations to the IEEE BoD for nominees to be conferred the grade of Fellow. The IEEE Fellow Committee also provides a citation for each such nominee.

The Fellow Strategic Planning Subcommittee is a standing committee of the IEEE Fellow Committee, and is responsible for addressing ongoing and new activities on an annual basis, including initiatives to improve the efficiency of and assure the fairness of the Fellow process, encourage nomination of qualified individuals among underrepresented sectors of the IEEE membership, and enhance the prestige of Fellow grade membership.

2.2 Description of responsibilities

2.2.1 Chair

1. Submit to the IEEE Nominations and Appointments Committee recommendations of potential IEEE Fellow Committee Members.
2. Suggest nominees for the IEEE Fellow Committee Vice Chair position to the IEEE Nominations and Appointments Committee.
3. Schedule, attend, and facilitate Society/Technical Council Fellow Evaluating Committee Chair teleconferences.
4. Schedule, attend, and facilitate in-person and teleconference meetings of the IEEE Fellow Committee.
5. Conduct the final review and selection of proposed Fellow nominees in Executive Session.
6. Review eligible Fellow nominations, if necessary. g. Review meeting agendas with staff.
7. Review meeting minutes with staff.
8. Assist with the preparation of submissions to the IEEE BoD.
9. Appoint the chair of the Fellow Strategic Planning Subcommittee.
10. Assign responsibility for oversight of the IEEE Fellow Committee duties under the IEEE Fellow Communication Plan. (Refer to Item 7)
11. Serve on ad hoc committees appointed by the IEEE BoD, if necessary.
12. Attend IEEE BoD, MGA or TAB meetings, as necessary.

13. Handle inquiries or grievances regarding the Fellow Program in consultation with the IEEE Fellow Committee Vice Chair, past IEEE Fellow Chair or Vice Chair, staff and IEEE legal counsel, if necessary.

2.2.2 Vice Chair

1. Act on behalf of the Chair in the event of his/her incapacity.
2. Conduct a review of the IEEE Fellow Committee Manual, other related documents, and procedures on an annual basis
3. Participate in the Society/Technical Council Fellow Evaluating Committee Chair teleconferences.
4. Review eligible Fellow nominations, if necessary.
5. As necessary, serve on ad hoc committees appointed by the IEEE Fellow Committee Chair
6. Handle inquiries or grievances regarding the Fellow Program in consultation with the IEEE Fellow Chair, Past IEEE Fellow Committee Chair or Vice Chair, staff and IEEE legal counsel, if necessary.
7. Attend in-person and teleconference meetings of the IEEE Fellow Committee.

2.2.3 Members:

1. Evaluate eligible nominations, which include nomination, reference, endorsement (optional), and society/technical council evaluation forms, received in accordance with procedures outlined in this Manual.
2. Recommend to the IEEE BoD an appropriate number of nominees who qualified for elevation to Fellow grade – see Sect. 14 of this Manual for regulation on “number” of nominees. The IEEE Fellow Committee shall also provide a citation for each nominee – see Sect. 19 of this Manual regarding guidelines.
3. Assist in revisions to the Fellow Nomination Kit, and The Guidelines for IEEE Nominators.
4. Attend in-person and teleconference meetings of the IEEE Fellow Committee.
5. As necessary, serve on ad hoc committees appointed by the IEEE Fellow Committee Chair.

2.2.4 Committee Alternates:

1. Attend orientation teleconference meeting of the IEEE Fellow Committee
2. If an IEEE Fellow Committee member resigns, becomes ill, or cannot serve for other reasons, evaluate eligible nominations received, in accordance with procedures outlined in this Manual.

2.3 Estimated time required

2.3.1 IEEE Fellow Committee Orientation Teleconference

- IEEE Fellow Committee Members and Alternates, as required
- Two hours (May or June)

2.3.2 Review and Score Fellow Nominations

- IEEE Fellow Committee Members and Alternates, as required
- 80 – 100 nominations
- Approximately 160 hours
- July and August

2.3.3 Face-to-Face Meeting

- IEEE Fellow Committee Members and Alternates, as required
- 2 days in late September or early October

Reasonable travel expenses are reimbursed for IEEE Fellow Committee Members and Alternates, as necessary.

3. Membership of the IEEE Fellow Committee and its standing Sub-committee

3.1 Membership of the IEEE Fellow Committee

In accordance with the IEEE Bylaws, the Fellow Committee shall be appointed by the IEEE Board of Directors and shall consist of not more than 52 members, including the Chair and Vice Chair, Chosen from among those of Fellow grade, with consideration to representation from the geographical and technical division of IEEE.

Term of Service: The term of appointment for the IEEE Fellow Committee Chair, Vice-Chair, and IEEE Fellow Committee Members is one-year with the term of service commencing on 1 January and ending on 31 December. However, it is understood that an IEEE Fellow Committee Member, Chair, and Vice Chair normally shall be re-appointed but shall serve no more than three consecutive terms, dependent upon continued active participation. To ensure continuity, it is recommended appointments normally shall be distributed so as to avoid termination of more than about one-third of the Committee membership at one time. Limitations of tenure may be waived in individual cases by the IEEE BoD for reasons deemed to be in the best interests of the IEEE.

3.1.1 Staff Support

The IEEE Fellow Committee shall have appropriate staff support to assist in conducting its activities.

3.2 Membership of the standing Sub-committee:

The Fellow Strategic Planning Sub-committee includes a Chair, appointed by the IEEE Fellow Committee Chair, and no less than three IEEE Fellow Committee Members appointed by the Fellow Strategic Planning Subcommittee Chair who could be current members of the IEEE Fellow Committee, or individuals who have served on the IEEE Fellow Committee in prior years. The Fellow Strategic Planning Subcommittee Chair is eligible for reappointment for one additional year, and would normally not serve for more than two consecutive years. The members of the Fellow Strategic Planning Subcommittee shall be appointed or reappointed

annually for the calendar year. Fellow Strategic Planning Subcommittee members are eligible for appointment for three consecutive one-year terms.

4. Conflict of interest

The current IEEE Conflict of Interest Policy is expressed in IEEE Policy Statement 9.8 http://www.ieee.org/documents/ieee_policies.pdf and it is provided herewith for the information and guidance of the IEEE Fellow Committee:

- A. Definition. Conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests.
- B. Responsibility. It is the responsibility of all IEEE members in any elected, appointed, or other decision-making position of an IEEE activity to consider each item of business where they have a vote or decision-making authority to determine if a real or perceived conflict of interest may exist. Any such recognized conflict shall be disclosed in writing immediately to the person in charge of the activity (or the next higher authority if the member is in charge) who, after consultation with other individuals in the activity, shall advise the member of the proper course of action and cause a notation of the action to be entered in the activity's record. A copy of the disclosure statement shall be reviewed by the Audit Committee.
- C. Conflict of Interest Disclosure Statement. IEEE members or non-members in an elected or appointed position and volunteers, editors and others involved in making procurement decisions or other activities that could represent a potential conflict of interest as determined by the IEEE Audit Committee shall submit annually a completed Conflict of Interest Disclosure Statement to the Director, Operations Audit, at the Operations Center. Forms shall be on file within 30 days of assuming his/her position or, in the case of elected positions, within 30 days of acceptance of the nomination, or as otherwise determined by the IEEE Audit Committee. The IEEE staff shall notify every individual requested to file a Conflict of Interest of the applicable deadline. Failure to submit a form shall result in automatic removal from service on the committee, board or election slate, as the case may be. It shall be the responsibility of the Board or Committee Chair or, in the case of nominations, the Chair of the appropriate nominations committee to inform such individuals that they have been removed from service or an election slate, as the case may be, for failure to complete the form and to notify the IEEE Audit Committee of such action. The IEEE Audit Committee shall notify the IEEE Board of Directors of all individuals removed from service or an election slate, as the case may be, at the next regularly scheduled Board meeting.

Staff who have authority to make or incur financial expenditures or who have other responsibilities that could represent a potential conflict of interest as determined by the Audit Committee shall submit a Conflict of Interest Disclosure Statement by 1 February of each year.

5. Meetings of the IEEE Fellow Committee

The IEEE Fellow Committee shall normally hold at least one in-person meeting, in accordance with agenda requirements for the Annual meeting of the IEEE BoD at which the selection of

recommended Fellow nominees, and any other business, shall be conducted. This meeting shall normally take place approximately six weeks before the IEEE BoD meeting or, approximately, in the late September to early October timeframe. An orientation meeting may also be held earlier in the calendar year. The IEEE Fellow Committee may also meet and conduct business via telecommunications or other electronic means in accordance with the IEEE Bylaws.

5.1 Quorum

A majority of the voting members of the IEEE Fellow Committee shall constitute a quorum.

5.2 Action of the Committee

Unless specified elsewhere in IEEE governing documents or in this Manual, a majority of the votes of the IEEE Fellow Committee Members present and entitled to vote at the time of the vote, provided a quorum is present, shall be the act of the IEEE Fellow Committee.

6. Qualifications for Fellow grade membership

The qualification for Fellow grade as provided for in IEEE Bylaw I-104.2 is quoted below.

“The grade of Fellow recognizes unusual distinction in the profession and shall be conferred by the Board of Directors upon a member with an outstanding record of accomplishments in any of the IEEE fields of interest (Bylaw I.104.11). The accomplishments that are being honored shall have contributed importantly to the advancement or application of engineering, science, and technology, bringing the realization of significant value to society. The nominee shall hold Senior Member grade at the time the nomination is submitted and shall have been a member in good standing in any grade for five years preceding January 1 of the year of elevation. Additional eligibility requirements for nominees and others involved in the submission and evaluation process, as well as other related procedures shall be specified in the IEEE Fellow Committee Operations Manual. The year of elevation to the grade of Fellow is the year following approval by the Board of Directors conferring the grade of Fellow. Members elevated to the Fellow grade may use the title immediately following approval by the Board Directors. All those elevated will receive a certificate and pin.”

7. Fellow publicity

The Fellow Activities Staff and Fellow Committee shall undertake ongoing activities to promote IEEE member awareness of the Fellow process and the four nomination categories, enhance the prestige of Fellow grade membership, and encourage nominations in under-represented categories. The key elements of these activities are as follows:

1. Requests will be submitted to existing IEEE electronic and print media to inform the IEEE membership, as follows (in collaboration with the Fellow staff).
 - a. *The Institute*:
 - Jan online: Announce the new class
 - Feb online: Reminder of March deadline
 - March print: Announce the new class In addition, as an introduction to the article, three to four new Fellows are to be highlighted in short, 250- word articles with their photos. Who will be featured shall be based on

recommendations from the Fellow Committee. At least one of those highlighted would be someone in the Application Engineer/Practitioner category. Considerations might also include any of the following, among others:

- Ensure there is one from each category
 - Show international breadth
 - Show a variety of technical fields
 - Identify those with “firsts” or major breakthroughs
 - Represent diversity (age, sex, etc.)
- May online: Announce nominations period open
 - June print: Announce nominations period open
 - Sept print: Call for nominations reminder
 - October online: Call for nominations reminder
 - Various: Each month the Institute features a profile on a member whose timely accomplishments include a news hook. (i.e., a connection to a recent news event, including but not limited to a non-IEEE award, a new or “hot” technological development, a promotion or appointment or other recent accomplishment.) While those profiled are sometimes Fellows, this is not required for selection. The editorial staff of *The Institute* will plan to develop a minimum of four profiles featuring IEEE Fellows. Who to feature will be based on recommendations from the Fellow Committee that meet the publication’s news objectives and criteria such as those listed above.
 - As needed: Additional announcements about future changes to the program, new Web site features, etc.
- b. *Staff-managed Newsletters (Leadership Wire, Society Sentinel, the Scoop, etc.)* Staff editors will receive information via the editors’ news alias. These newsletters are distributed to volunteer leaders and/ or members. Announcements will point members to the Fellow Web site for more information and to Institute articles when appropriate.
- Jan: Announce New class
 - Jan/ Feb: Reminder of March deadline
 - May/June: Announce opening of nominations period
 - Sept: Reminder of call for nominations and to inform volunteers where to find the Fellow tool kit online to promote the Fellow program and process.
 - As needed: Additional announcements about future changes in program, new Web site features, etc. Also, include short articles about significant achievements/contributions of Fellows after the time of elevation.
- c. *Volunteer-managed Newsletters (Society, Chapter, Region, Section)*
- The above announcements should be distributed to both the Section and Society newsletter editors via established news aliases on the same schedule as above.
2. Fellow publicity presentations should be reviewed annually by the Fellow Committee and staff to ensure they are up to date. There will be a link to these presentations at the Center for Leadership Excellence site (<http://ieee-elearning.org/CLE/>). Society and Section leaders will be informed via targeted newsletters as indicated above. These presentations can be used in venues like:
- Society, Chapter, Region and Section Meetings

- TAB meetings
 - MGA meetings
 - Other IEEE Board Meetings
 - IEEE Conferences
 - Honor Ceremony
3. Maintain an IEEE Fellow Web Site. The Fellow Web Site shall include but is not limited to information related to the nomination and elevations process, related forms and guides, and a roster of Fellows and citations.

8. Nomination process and deadlines

The Fellow nomination process shall involve the following sequence of steps:

1. The online process is the only method to nominate an IEEE member for elevation to Fellow grade. It is accessible through the Fellow Web site at http://www.ieee.org/membership_services/membership/fellows/index.html. The process allows a nominator, references, and endorses the capability to submit their forms electronically.
2. The timeline for the nomination process extends 22 months. A 12 month nomination cycle followed by a 10 month evaluation cycle. For example, Class A's nomination cycle starts on 2 March at 12:00 a.m. ET and ends the following year on 1 March at 11:59 p.m. ET. The evaluation cycle, for Class A begins on 1 March at 12:00 a.m. ET and finishes on 31 December at 11:59 p.m. ET. At the same time, on 2 March at 12:00 a.m. ET, Class B's nomination cycle begins followed by an evaluation cycle. In any given year, the Fellow Staff manages the processes for two classes.
3. Announcement of the opening of the Nomination period is posted on the Fellow Web site and published in The Institute and various society and regional newsletters.
4. Complete nomination, reference, and endorsement forms are submitted to the Fellow Activities Staff to be received no later than 01 March at 11:59 p.m. ET. Once a nomination form is submitted, no changes can be made.
5. Fellow Activities Staff verifies eligible nominees and references.
6. Fellow Activities Staff submits nomination and endorsement forms that are eligible to IEEE Society/Technical Council Evaluating Chairs no later than 15 April at 11:59 p.m. ET.
7. Society/Technical Council Evaluating Committee Chairs submit their scores via the web-based scoring system provided for that purpose no later than 15 June at 11:59 p.m. ET.
8. Fellow Activities Staff forward Nominee data to IEEE Fellow Committee members no later than 15 July at 11:59 p.m. ET.
9. IEEE Fellow Committee Members submit their scores via the web-based scoring system provided for that purpose no later than 1 September at 11:59 p.m. ET.
10. Fellow Activities Staff input scoring data, generate ranking reports, and distribute the results to all IEEE Fellow Committee Members at least two weeks prior to the IEEE Fellow Committee meeting. (Note: If above deadlines are met.)
11. At the IEEE Fellow Committee meeting, the IEEE Fellow Committee Members review the scoring results, and recommend a proposed list of new Fellows to be approved by the

IEEE BoD at its November meeting. In addition, the IEEE Fellow Committee is responsible for ensuring that appropriate citations are provided for each nominee.

The IEEE Fellow Committee adheres strictly to the above deadline dates and the limit for submission in each one of the steps is based on US Eastern. In fairness to all nominees, no extension of the deadlines is authorized.

9. Responsibilities and eligibilities

9.1 Nominator

- Complete the IEEE Fellow Grade Nomination Form.
- Identify a minimum of 5 but no more than 8 references.
- Identify a maximum of 3 endorsements (optional).
- Submit the IEEE Fellow Grade Nomination Form to the IEEE Fellow Activities Staff to be received no later than 01 March.

9.1.1 Eligibility

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

9.1.2 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.

9.2 Nominee

9.2.1 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.

9.2.2 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.

9.3 Reference

- Complete an IEEE Fellow Grade Reference Form.
- Submit The IEEE Fellow Grade Reference Form to the Fellow Activities Staff to be received no later than 01 March.

9.3.1 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”.

9.3.2 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.

9.4 Endorser

- Complete an IEEE Fellow Grade Endorsement Form.
- Submit The IEEE Fellow Grade Endorsement Form to the Fellow Activities Staff to be received no later than 01 March.

9.4.1 Eligibility

Any person, including non-IEEE members may serve as an Endorser.

9.4.2 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 Endorsers.

9.5 IEEE Society/Technical Council Presidents

The President of each Society/Technical Council shall advise the Fellow Activities Staff of the name of their organization’s Fellow Evaluating Committee Chair by 31 January at 11:59 p.m. Eastern Time of each year.

9.6 IEEE Society/Technical Council Evaluating Committee Chairs

- Organize and chair a committee of experts with backgrounds in research and development, teaching, technical management, engineering application and practice (including product or system design), manufacturing, system operation, product application, etc. to review IEEE Fellow grade nominations referred for evaluation. The chairs of the new and existing Society/Technical Council Evaluating Committees shall be responsible for establishing committees to review Fellow nominations.
- It is the belief that the combined judgment of an Evaluating Committee has greater weight than the opinion of one individual. It is required that five or more evaluators

review a Fellow nomination and three or more evaluators if there are fewer than 40 Fellows in the evaluating Society/Technical Council.

- It is recommended that committee chairs shall serve no longer than five consecutive one-year terms. IEEE Policy Section 13.2.C shall be followed when determining the length of service as a Fellow Evaluating Chair.
- Understand IEEE’s Code of Conduct and IEEE Code of Ethics, see <http://www.ieee.org/about/corporate/governance/index.html>
- Instruct the committee in their specific functions, that is, the technical evaluation, and ranking of the nominees, and the need to develop uniformity in the evaluation process. The nominee’s outside activities or service to the Society/Technical Council are not to be a consideration in this technical evaluation.
- Immediately notify the Fellow Activities Staff if a nominee has been improperly referred to their Society/Technical Council for evaluation and recommend the appropriate Society/Technical Council to evaluate the nomination.
 - Transfer is not allowed into another Society/Technical Council evaluation committee if the chair of that committee is an endorser or reference for the nomination, or evaluator’s participating in the evaluation is a nominator, endorser or reference for the nomination.
- Ascertain whether the work of the nominee is recognized and considered outstanding in the field of activity of the designated Society/Technical Council. Contributions by practitioners in the application of engineering, science and technology shall be accorded equal recognition with theoretical developments. Practitioners may make significant technical contributions to the design, construction, operations, and evolution into practical use or manufacturing of products or systems. Technical leadership in making a contribution shall also be recognized.
 - Increasingly, practitioners in industry make their contributions as part of a team effort. Society/Technical Council Evaluators are encouraged to accept the nominator’s statement of the individual’s technical contribution to a group effort, or investigate as necessary.
- Solicit, if appropriate, the opinion of an expert in the field for which the nominee is being cited. Where the nominee’s contribution is documented in internal company publications, it may be necessary to solicit the company’s engineering management for specifics.
- Conduct meetings of the Society/Technical Council Fellow Evaluating Committees in Executive Session.
- Advise the IEEE Fellow Committee if the proposed citation furnished by the nominator is appropriate or provide a revised citation.
- Complete a Fellow Grade Society/Technical Council Evaluation Form for each nominee plus complete a Society/Technical Council Summary Form so they are received by the Fellow Activities Staff no later than 15 June at 11:59 p.m. ET.
- Society/Technical Council’s Fellow evaluations that are not received by the 15 June deadline, will be deemed incomplete and not forwarded for consideration to the IEEE Fellow Evaluation Committee.

- The nominator, the President of the affected Society/Technical Council, its concerned Division Director, and the IEEE Vice-President of Technical Activities will be notified, when a Society/Technical Council’s Fellow evaluations are not received by the 15 June deadline.

9.6.1 Eligibility

- Must be an active IEEE Fellow.
- Must be an active member in the relevant Society.
- Cannot serve as a nominator for any Fellow nominees.
- Cannot serve as a reference or an endorser for any Fellow Nominees evaluated by his/her respective Evaluating Committee.
- Cannot be a member of the IEEE Fellow Committee or the IEEE BoD.

9.7 IEEE Society/Technical Council Evaluating Committee Evaluators

- Understand IEEE’s Code of Conduct and IEEE Code of Ethics, see <http://www.ieee.org/about/corporate/governance/index.html>
- Immediately notify the IEEE Society/Technical Council Fellow Chair or Vice Chair if a nominee has been improperly referred and recommend an appropriate Society/Technical Council to review the nomination.
- Complete a Fellow Grade Society/Technical Council Individual Evaluation Form for each of the nominees he/she is reviewing.

9.7.1 Eligibility for IEEE Society/Technical Council Fellow Evaluating Committee Evaluators

- Must be an active IEEE Fellow.
- Must be an active member in the relevant Society.
- Cannot serve as a nominator, reference or an endorser for any Fellow Nominees evaluated by his/her respective Evaluating Committee.
- Cannot be a member of the IEEE Fellow Committee or the IEEE BoD.

10. Policy on informing nominees of proposed nomination

In order to prepare a complete and thorough nomination, it may be necessary for the nominator to obtain certain information directly from the nominee. There is no objection to such action. However, the nominator is cautioned that due care must be taken to avoid embarrassment to the nominee or IEEE, and that it must be understood that only a fraction of the nominees are selected in one year. Nominators are further instructed that inquiries regarding references or other supporting action shall be made by the nominator, not by the nominee.

11. Policy on consideration of an IEEE nomination

- Must meet qualifications for Fellow Grade Membership. (See Item 6 of this Manual.)
- IEEE Fellow Grade Nomination Form must be received by the Fellow Activities Staff no later than 01 March at 11:59 p.m. ET.

- Nomination must be supported by at least five, but no more than eight valid IEEE Fellow/Senior Member (Region 9 exception) Grade References who have been identified on the Nomination Form. Completed reference forms must be received by the Fellow Activities Staff no later than 01 March at 11:59 p.m. ET.
- IEEE Fellow Grade Endorsement Forms (optional) must be received by the Fellow Activities Staff no later than 01 March at 11:59 p.m. ET. These endorsement forms shall be shared with the Society/Technical Council Fellow Evaluating Committee.

A Nomination failing to meet administrative objective requirements will not be considered for review by the IEEE Fellow Committee. The Nominator shall be notified in writing by the IEEE Fellow Activities Staff of the nature of the administrative deficiency consistent with not revealing sensitive information about third parties, e.g. about the Nominee or References, to the Nominator. Administrative deficiencies include: the Nomination was not received by the March 1 deadline date, the Nominee is not a Senior Member as described in Sect. 9 of this Manual, the Nominee does not have sufficient years of membership with the IEEE, the Nomination was supported by fewer than 5 eligible References, the Nominee is not eligible based on additional eligibility criteria described in Item 10.

12. Policy on resubmission of nominations that were previously considered but were unsuccessful

The reconsideration of an IEEE Fellow nominee is not automatic; however, nominators are encouraged to resubmit nominations. The following documentation is required;

- New IEEE Fellow Grade Nomination Form
- New IEEE Fellow Grade Reference Forms
- New IEEE Fellow Grade Endorsement Forms (optional)

13. Policy on posthumous Fellow elevations

Since the grade of Fellow is not intended as a memorial award, a nomination submitted posthumously shall not be considered by the IEEE Fellow Committee. However, if the nominee is living at the time of the submission deadline date, the nomination shall be considered.

14. Policy on number of nominees to be selected for recommendation

IEEE Bylaw I-305.5 states that the total number of Fellow recommendations in any one year must not exceed one tenth of one percent of the total voting membership of the IEEE on record as of 31 December of the preceding year. The Fellow Committee would like to preserve the high threshold of accomplishment required for IEEE Fellow status over the long term, and believes the number elevated should be more controlled. Each year the Fellow Committee will set the maximum number of Fellow nominations that can be elevated the following year subject to the above limit.

15. Nominee data

15.1 IEEE Fellow Committee

The nominee information shall be available to the IEEE Fellow Committee through three different methods: electronically, CD, or memory stick.

IEEE Fellow Committee Members are responsible for destroying all confidential information they may have obtained related to the Fellow nomination process, including electronic correspondence.

15.2 Society/Technical Council Fellow Evaluating Committee Chairs

Relevant nominee material (nomination and endorsement) shall be available to the Chairs electronically. The Fellow Activities Staff shall set-up necessary connections.

16. Nominee data distribution/assignment of judging groups

To facilitate an even distribution of workload throughout the IEEE Fellow Committee, and to insure as best as possible that a balance of expertise covers nominee evaluation, the IEEE Fellow Committee is divided into ten groups. Each group shall consist of five members. Nominees are distributed in alternate numeric order; for instance, Group 1 shall score nominees 001, 011, 021, etc.

17. Scoring process

17.1 Score Sheets

A tutorial regarding the Fellow Scoring Program shall be given during the orientation teleconference call. IEEE Fellow Committee Members shall be able to access an electronic score sheet. The score sheet shall include three modes for the IEEE Fellow Committee Members to use during the scoring process. The modes are Input, Worksheet, and Report Mode.

The Input Mode is the initial mode that is displayed when the application is launched from the IEEE Fellow Nomination Process. The Input Mode includes the following columns: Individual Contribution, Society Evaluation, References/Endorsements, Professional Activities, and Comments.

The Worksheet Mode allows the IEEE Fellow Committee Members to fine-tune scores that were entered in the Input Mode. In Worksheet Mode normalization of the scores entered is performed in real-time calculation. The Worksheet Mode includes the same columns from the Input Mode plus the following columns: Normalized Individual Contribution, Normalized Society Evaluation, Normalized References/Endorsements, Normalized Professional Activities, Total Weighted Score, and Rank.

The Report Mode allows the IEEE Fellow Committee Members to review and print out a copy of his/her scores before he/she submits to the Fellow Activities Staff. The Report Mode includes the following columns: Individual Contribution, Society Evaluation, References/Endorsements, and Professional Activities.

17.2 Scoring Criterion

IEEE Fellow Committee Members must enter a numerical score using the scale from 0.0 to 100.0 for each of the four categories. The Fellow Scoring Program shall accept whole numbers and tenths. Section 18 describes each of the categories.

17.3 Ranking

The raw scores from each of the IEEE Fellow Committee Members shall be fed into a different IEEE Fellow Scoring Program. For each IEEE Fellow Committee Member and for each of the four categories, the Scoring Program shall determine a set of normalized scores. The Scoring Program shall combine the normalized scores with pre-specified weights to obtain a total score for each of the nominees for Fellow grade, for each IEEE Fellow Committee Member who evaluated that nominee. The sum of the weights is 90 points, so the maximum score a nominee can receive is 90 plus the points for years since receiving the first degree.

17.4 Final Ranking

The Scoring Program shall compute an overall total score for each nominee by simple averaging of the computed total scores that the nominee received from all of the IEEE Fellow Committee Members who scored that nominee. The Scoring Program shall then place all of the Fellow nominees in rank order according to these overall total scores.

17.5 IEEE Fellow Committee Meeting

The IEEE Fellow Committee shall meet for two days in late September or early October, after the scores have been submitted to, and tallied by, the Fellow Activities Staff. During the first part of day one of this the Fellow meeting, the IEEE Fellow Committee Members review the nominees from their group discussion list. The list is based on the following criteria:

- Nominees $\pm 10\%$ of the cutoff are considered *borderline* nominees
- Nominees $\pm 20\%$ of the cutoff with a high STD > 15.0
- The number of slots available per group equals the number of nominees that make the cutoff
- A group cannot recommend $>$ the number of slots originally making the cutoff
- If a group recommends $<$ the number of slots originally making the cutoff within that judging group, then no other group can fill the vacant slot
- Approval is needed by the entire Fellow Committee if a group recommends nominees with a high STD > 15.0 and are outside the borderline

In part two of day one, the IEEE Fellow Committee Members prepare the recommended citations and complete a publicity list based on the specification in Item 7 of this manual.

During the first part of day two, the IEEE Fellow Committee Members decide a final slate of nominees to recommend to the IEEE Board of Directors. Part two of day two consists of a general business meeting.

17.6 Artifacts of the Scoring Normalization

The Fellow Scoring Program Normalization process uses each IEEE Fellow Committee Members grading pattern rather than the actual numerical values assigned by that IEEE Fellow Committee Member. Normalization is achieved within each scoring category, and independently for each IEEE Fellow Committee Member.

17.7 Bunching

A bunching problem shall occur if, within any category, an IEEE Fellow Committee Member assigns more than one nominee exactly the same numerical score. Bunching is not permitted. The Fellow Scoring Program allows the IEEE Fellow Committee Members, within each category, to enter non-integer scores to avoid such a problem.

17.8 Effect of the Numbers of Nominees

The number of nominees graded within a Group of IEEE Fellow Committee Members determines the maximum and the minimum allowable normalized grades for nominees assigned to that Group. If the number of nominees graded varies from Group to Group, the maximum and minimum allowable normalized grades shall vary from Group to Group. If the differences in the number of nominees across

Groups are small, this difficulty could be alleviated by the addition of a straight- forward scaling algorithm to the Scoring Program to make the range of normalized grades identical across all Groups.

17.9 Society/Technical Council Score

An appropriate mechanism for normalization of Society/Technical Council Scores has not yet been identified. In response to questions raised, e.g., the heavy weighting of nominees from some Societies/Technical Councils towards the high end of the scale, the possible application of the Fellow Scoring Program to the normalization of Society/Technical Council grades was explored. It was observed that the number of nominees varies radically from Society/Technical Council to Society/Technical Council, from very few to even 100 or more. Normalization spreads the raw Society/Technical Council scores across the range of feasible grades, as determined by the number of nominees. If there are 6 nominees, the minimum and maximum corresponding normalized Society/Technical Council scores are 8 and 89. For 20 nominees, these become 2 and 97.5. For 100 nominees these become .5 and 99.5. The conclusion was that there is too much variation to simply apply the existing normalization process to these grades.

18. Description of categories

18.1 Individual Contributions/Evidence of Technical Accomplishment (weighted score = 40 points)

Individual contributions of the nominee are detailed in Item 6 of the IEEE Fellow Grade Nomination Form in one of four categories: Application Engineer/Practitioner, Educator, Research Engineer/Scientist, or Technical Leader.

The nominee's contributions that raise him/her significantly above the norm shall be examined. In all cases, the contributions are based on technical achievement. The individual's contributions

can take as many forms as there are nominees. The contributions can take the form of a new and significant piece of theoretical and/or experimental work leading to an important advance in the state of the art. Practitioners may make significant technical contributions in the design and evolution into manufacturing of products or systems – or to the use, operation or application of such products or systems. The contributions shall be based on the realization to society, in accordance with IEEE Bylaw I-104.2 as judged by the IEEE Fellow Committee, considering innovativeness, originality, creativity, meeting market needs, regional as well as global impact on the profession or society at large, or advances in quality, reliability, cost effectiveness or manufacturability.

The individual's contributions can also be exemplified through technical leadership of a managerial, team or company-wide effort that led to an important benefit to society, to technical innovation, to the advancement of a device, idea or system leading to development, application and/or production. The technical innovation, risk involved, performance improvement, economic results or other advantages must be perceived by the IEEE Fellow Committee as above the norm.

As an Educator, the nominee's contributions can encompass the development of a new curriculum or courses that are innovative or unique. An accepted and widely used pioneering text is also a significant useful contribution. The contributions, again, are to be judged on the basis of uniqueness, innovation, wide acceptance, etc.

The technical accomplishments of a nominee can take the form of technical publications as evidenced by refereed papers in archival journals, edited or authored books, papers in technical reports or other publications.

The technical contributions may be in the form of patents, standards or other documentation describing the development or application of products, systems, facilities, services or software.

Evidence is the author's technical presentation in the form of keynote papers, papers summarized in conference digests, documented invited papers, developed courses and textbooks. Where the nominee's contribution is improved product or system design, which may have been held confidential by his employer, the technical accomplishment can be documented by using internal technical reports identifying the nominee's role in the development.

The nominee's contributions can also consist of the development, manufacture or application of products, systems, facilities and services. Where a nominee makes his contribution as part of a team, his specific contribution as identified in the nomination, and verified by in-house Fellow references, constitutes suitable evidence. The evidence can be in the form of survey articles, review papers, company reports, published specifications, instruction manuals, application information, competitive analyses, government publications, market trend studies, etc.

18.2 IEEE Society/Technical Council Evaluation (weighted score = 25 points)

The IEEE Society/Technical Council Evaluators shall complete an evaluation form for each nominee that is referred to them in accordance with the below scale. In addition, the IEEE Society/Technical Council final rank, a computed score based on certain questions, plus a rank based on the computed score shall appear on each evaluation form.

- Extraordinarily Qualified 90-100
- Highly Qualified 80-89.9
- Qualified 60-79.9
- Marginally Qualified 50-59.9

- Not Qualified 0-49.9

18.3 References/Endorsements (combined weighted score = 15 points)

References shall complete an IEEE Fellow Grade Reference Form and shall score their nominee in accordance with the following scale:

- Extraordinarily Qualified
- Highly Qualified
- Qualified
- Marginally Qualified
- Not Qualified

Endorsements are optional.

Individuals submitting references and endorsements are expected to describe their relationship to the nominee, and explain in words why they believe the nominee is, or is not, qualified for elevation to Fellow. This explanation may expand on the accomplishments asserted in the nomination itself, or may offer additional information about the nominee not addressed in the nomination.

18.4 Professional Activities (IEEE and Non-IEEE) (weighted score = 10 points)

The IEEE and non-IEEE activities include awards, professional society membership and offices, major professional, government or international committee memberships, internal organization awards or licensure or professional registration within areas associated with the IEEE Fields of Interest, including, for example, Professional Engineer, MD specialty certification, and Patent Law. The IEEE and non-IEEE activities shall be evaluated on the basis of length and type of service as well as degree of responsibility and scope encompassed in the offices held.

18.5 Additional Factor

Weighted score is 0.1 point per year since receiving first degree.

19. Citations

The IEEE Fellow Committee shall determine the citation to be recommended for approval, considering the citation provided by the Nominator and an alternate, if provided, by the Society/Technical Council Evaluating Chair.

20. IEEE Fellow Committee recommendations/action by IEEE Board Of Directors

At its September/October meeting, the IEEE Fellow Committee shall recommend to the IEEE BoD, an appropriate number of nominees (as defined in Section 14 of this Manual) for elevation to the Fellow grade of membership. These recommendations shall be submitted in accordance with the agenda requirements of the IEEE BoD. The IEEE Fellow Committee Chair may be invited to be present at the IEEE BoD meeting and to comment on the recommendations.

21. Nominees rejected by the IEEE Board Of Directors

If a nominee that the Fellow Committee recommends is rejected by the Board of Directors, then the name of the nominee shall be removed from the list and shall be considered unsuccessful. The IEEE Board of Directors shall provide the Fellow Committee Chair with the reason for any such rejection. Additionally, when deemed appropriate by the IEEE Board of Directors, a determination with respect to any limitation on the rejected nominee's eligibility in future years shall be provided.

22. Announcement of newly elevated fellows

Announcement of the names of recommended nominees shall not be made prior to the date when the IEEE BoD has taken formal action. Upon action by the BoD, Fellow Activities Staff shall prepare and coordinate the following:

- Letter to successful nominees from the IEEE President, advising them of their elevation to Fellow grade, and accompanying citation.
- List of names, business affiliations, and citations of newly elevated Fellows for publication in *The Institute*, or any other press request.
- Preparation and distribution of newly elevated Fellows, by geographical location, to respective IEEE entities.
- Preparation and distribution of newly elevated Fellows by Technical Division and IEEE Societies/Technical Councils to respective IEEE entities.
- Preparation and distribution of newly elevated Fellows by Society/Technical Council affiliation, to respective Evaluating Chairs.
- Preparation and distribution of a list of newly elevated Fellows to respective IEEE Publication Editors.
- E-mail sent to employers of newly elevated Fellows advising them of their employee's elevation to Fellow grade and accompanying citation.
- E-mail sent to graduating schools of newly elevated Fellows advising them of their alumni's elevation to Fellow grade.
- News release template distributed to local editors announcing newly elevated Fellows.
- E-mail sent to successful nominees advising them of their elevation to Fellow grade and accompanying citation with a copy to their nominator.
- E-mail sent to nominators regarding the unsuccessful nomination of their nominee and expressing appreciation for participation in the Fellow nomination process.
- Preparation of Fellow certificates and arrangement for presentation to recipients, in accordance to established procedures.