



THE INSTITUTE OF ELECTRICAL
AND ELECTRONICS ENGINEERS, INC.

445 HOES LANE, PISCATAWAY, NJ 08855, USA

**ADMISSION AND ADVANCEMENT
COMMITTEE
OPERATIONS MANUAL
2009**

TABLE OF CONTENTS

SECTION I - INTRODUCTION	3
1. Admission and Advancement Committee Charter	
A. General Information	
B. Scope	
C. Functions	
D. Composition	
E. Review Panels/Ad Hoc Working Groups	
F. Meetings	
G. Financial and Administrative Support	
H. Changes to Charter	
2. Admission and Advancement Committee Operations	
A. Scope of Activity	
B. General Information	
3. Admission and Advancement Grade Elevation	
A. Procedures at A&A Review Panel Meetings	
B. Post Meeting Notification	
C. Appeal Committee and Senior Member Appeal Process	
D. Special Notes.	
SECTION II - QUALIFICATIONS FOR MEMBERSHIP GRADES	12
Table 1 Grade Qualifications	
Table 2 Grade Assignment	
SECTION III - SENIOR MEMBER APPLICATION EVALUATION WORKSHEET	17
SECTION IV - SENIOR MEMBER PANEL HANDOUT	19
SECTION V - FLOW CHARTS	24
SECTION VI - APPENDIX	27
Reference Documents	
A. Senior Member Review Panel Meetings	
B. Admission and Advancement Committee Members	
C. Membership Applications	
D. Grade Elevation Applications	
E. IEEE Bylaws	
F. IEEE Policies	
G. IEEE Code of Ethics	
H. Annual Secretary's Report	

SECTION I: INTRODUCTION

1. ADMISSION AND ADVANCEMENT COMMITTEE CHARTER:

A. GENERAL

In accordance with Bylaw I-304.2, the Admission and Advancement (A&A) Committee is an IEEE Board of Directors Committee administered by the IEEE Member and Geographic Activities (MGA) Board.

B. SCOPE

The Admission and Advancement Committee shall implement IEEE policies, rules and procedures related to admission, grade assignment and grade advancement, (Bylaw I-305.1) and for reinstatement of membership (Bylaw I-109-2).

C. FUNCTIONS

The IEEE Admission and Advancement Committee shall be responsible for the processing and disposition, in accordance with the IEEE Bylaws, of all applications or nominations for admission to membership and for advancement in grade except in Honorary Member and Fellow grades. The Committee may delegate to the Executive Director's appointed representative (normally this is the Managing Director, Member and Geographic Activities) authority to elect or transfer applicants to the grade of Student Member, Graduate Student Member, Associate Member, or Member when there is sufficient evidence that requirements have been fulfilled. (IEEE Bylaw I-104, I-105, I-106)

The Admission and Advancement Committee shall be responsible for the development of procedures and implementation of policies, in accordance with IEEE Bylaws, governing:

1. processing of applications or nominations for membership in IEEE;
2. processing of applications for readmission/reinstatement to membership in IEEE;
3. initial assignment of grade for new members; and
4. advancement in grade (except for Honorary and Fellow Member grades)

The Committee Chair shall be a member of the Member Engagement and Life Cycle Committee and shall be liaison to the Educational Activities Board (EAB) on issues of joint concern.

D. COMPOSITION

All members of the Committee shall be of Fellow or Senior Member grade, appointed by the Member and Geographic Activities Board with review and approval by the IEEE Board of Directors (ref. IEEE Bylaw 307.1), using the process in accordance with IEEE Bylaw I-304.5. The composition of the Committee shall be the Chair plus ten members, one from each Region. The term of appointment will be one year with eligibility for reappointment for two additional terms. Approximately three members shall be appointed annually to provide continuity among the membership. The Chair shall make recommendations for new appointments and reappointments each year. The members of the Committee shall select a Vice Chair from among their members.

E. REVIEW PANELS/AD HOC WORKING GROUPS

The ad hoc Admission and Advancement (A & A) Review Panels: shall meet periodically, six to twelve times annually, to review applications or nominations for election or elevation to Senior Member (SM) grade. As much as possible, panels shall meet at least once annually in each of the Regions 1 through 6, and once annually in one or more of the Regions 7 through 10. The Admission and Advancement Chair or designee shall attend and chair each of these meetings; the remaining panel members shall be recruited from among local Senior or higher grade members with the assistance of the local Section and its technical society chapters.

Appeal Committee

A candidate whose application or nomination for admission or grade advancement is denied by the Admission and Advancement Committee may appeal the decision through the Appeal Committee. Notification of the appeal and its rationale are to be sent to the Vice President--Member and Geographic Activities (MGA), with a copy to the MGA Board Staff Secretary.

In accordance with IEEE Bylaw I-106.8, the Appeal Committee, which is comprised of the Vice President-Member and Geographic Activities, the Vice President-Technical Activities, and the Vice President-Educational Activities, shall review the application in question and make a final decision to either overrule or accept the actions of the Admission and Advancement Committee.

Review of Operations

The Admission and Advancement Committee shall continually review operations of the committee to ensure compliance with IEEE Bylaws, IEEE Policies and IEEE Vision and Mission, and make recommendations and changes as necessary. Members of the committee shall assist the Chair by participating in the ad hoc panels when they occur locally, and in other duties as requested by the Chair.

The Chair may appoint ad hoc working groups for specific purposes as necessary to conduct the business of the Committee. The business of these working groups shall be conducted by electronic mail and, if necessary, by telephone conferences. A brief report of each working group meeting shall be submitted to the Admission and

Advancement Chair by the working group chair. The working group will be disbanded after its purpose has been accomplished.

When it has been determined by the Vice President – Member and Geographic Activities that extenuating circumstances exist that warrant the immediate review of an application for elevation to Senior Member, the Admission and Advancement Chair shall appoint an ad hoc committee to conduct such a review.

F. MEETINGS

Business of the Admission and Advancement Committee, except for the ad hoc A&A review panels, normally shall be transacted by electronic means including telephone conferences and electronic mail. Meetings shall occur at the call of the Chair.

G. FINANCIAL AND ADMINISTRATIVE SUPPORT

For administrative and operational support, the Admission and Advancement Committee is assigned to the Member and Geographic Activities (MGA) Board (Bylaw I-304) and shall report to the MGA Vice Chair, Member Activities. Funding will be provided by the Member and Geographic Activities Board for the expenses of the Chair and costs associated with each of the ad hoc A&A review panel meetings and the Admission and Advancement Committee meetings.

H. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE's Governing Documents and be approved by the IEEE Board of Directors. Endorsement of any changes to this charter shall be sought by the MGA Board and approved by the IEEE Board of Directors.

2. ADMISSION AND ADVANCEMENT COMMITTEE OPERATIONS:

A. SCOPE OF ACTIVITY

The Admission and Advancement Committee implements IEEE policies, rules and procedures in acting on applications for membership and transfers to all grades except Honorary Member and Fellow. The Committee is also responsible for procedures affecting applicants reinstating their membership. The Committee is concerned with determining whether applicants meet the minimum requirements of the Constitution and Bylaws, functioning primarily as a peer review panel and acting as a guardian of the membership standards of the IEEE.

B. GENERAL INFORMATION

The Admission and Advancement Committee rotates its meetings among the Regions to make certain that the admission and advancement of the IEEE members are decided by representatives from all the Regions. The Chair and/or Vice Chair, as well as a

representative of the Member and Geographic Activities Staff, attend each Committee Meeting. In selecting panelists for the Admission and Advancement Committee, there is a cross-section of members selected from a variety of technical IEEE designated fields, which guarantees a greater level of diversity in peer review while maintaining IEEE membership standards.

Admission and Advancement Chair and Committee Member Appointment

Fellows and/or Senior Members, willing and able to serve on the Admission and Advancement Committee are recommended. All organizational units of the IEEE are encouraged to submit the names of candidates eligible to serve IEEE on the Standing Committees and Boards, which are vital to the conduct of IEEE operations. At the appropriate time, the Call for Nominations for such appointments shall be issued by the Member and Geographic Activities Board, and all organizational units of the IEEE are urged to cooperate in these important efforts by submitting the names of qualified candidates to the MGA Nominations and Appointment Committee. All members of the committee are appointed by the Member and Geographic Activities Board with review and approval by the IEEE Board of Directors. To provide the widest opportunity for qualified members to serve on the Admission and Advancement Committee, a rotation procedure has been established. Members shall generally be appointed for no longer than three consecutive years, with approximately one-third of the members to be appointed each year. If the appointment of the members in a given year, as provided in this statement, does not provide a full committee complement, then a sufficient number of members, who have served three years, may be invited to serve an additional one-year term, to make up the full committee complement. An outgoing Chair may be appointed to membership for one year following his/her term of office as Chair, irrespective of the duration of his/her prior service. A Chair shall not be appointed to serve more than two consecutive terms as Chair. Exceptions to these limitations will be considered by the Board of Directors on the basis of the nominator's recommendation, provided that it is accompanied by a detailed statement of pertinent circumstances.

Responsibilities of Admission and Advancement Chair

The incoming Chair is expected to visit with the Member and Geographic Activities Department - Admission and Advancement Staff assigned to support the Admission and Advancement Committee work prior to assuming office. The object of the visit is to acquaint the incoming Chair with support personnel, functions and procedures as they impact the processing of applications or nominations for admission and grade advancement, as well as to discuss procedures for soliciting panelists and set-up for the Senior Member review panels.

The Chair is expected to preside at all scheduled meetings. If the Chair cannot preside, the Vice Chair presides. If neither the Chair nor the Vice Chair is able to attend then the Chair will designate a representative.

The Chair and an experienced Staff representative attend Committee meetings at IEEE expense. Regular Admission and Advancement Committee members are invited to

attend any of the monthly scheduled meetings at their own expense. Those members already in the vicinity of a scheduled meeting are encouraged to attend.

The Admission and Advancement Chair reports activities to MGA through the MGA Member Engagement and Life Cycle Committee and the Vice Chair – Member Development.

An annual report is submitted to the Member and Geographic Activities Board by the Chair of the Admission and Advancement Committee summarizing its activities during the calendar year. This report includes the number of meetings held, attendance, number of applications or nominations recommended for approval or rejection, and important events in the operation of the Committee. The report also includes a plan of action for the ensuing year including goals for improvements and a schedule. The schedule should list the dates and locations of all meetings planned for the ensuing year, at least one of which is scheduled to be held in each of Regions 1- 6 and once annually in one or more of the Regions 7 through 10. Where practical, the meetings are scheduled in conjunction with Board Meetings and Regional Committees to provide wider geographic participation at minimum cost. The budget covers minimum expenditures for travel, meetings and arrangements, including Staff support, for all scheduled meetings. The committee Chair, in conjunction with IEEE staff assigned to the Admission and Advancement Committee will provide budget input to MGA in a timely manner to ensure that appropriate budget needs are identified.

3. ADMISSION AND ADVANCEMENT GRADE ELEVATION

The Admission and Advancement Committee is concerned with advising the Board of Directors as to whether membership applications or nominations comply with the provisions of the IEEE Constitution and Bylaws. Applications for the grade of Senior Member are referred to the Committee. Membership admission and advancement for Member, Associate Member, Graduate Student Member and Student Member grades are handled by Staff under the Chair's direction. However, if there is a question with any application for Member, Associate Member, Graduate Student Member or Student Member grade, the application is presented to the Chair or Staff Director (with notification of the Chair) for a decision of grade determination.

In accordance with Bylaw I-106.4, an application or nomination for admission or elevation may be submitted (1) by a candidate or (2) on behalf of a candidate by a sponsor such as an IEEE member or an IEEE organizational unit such as a Chapter, Section or Society.

The Committee acts promptly on all applications or nominations when sufficient information is available to evaluate grade qualifications. Once the application or nomination and responses from the sponsors are received, they should be presented to the Committee for immediate review and determination of grade. As defined in Bylaw 106.4, sponsor shall mean an IEEE member or an IEEE organizational unit (such as a Chapter, Section, or Society). Applications or nominations for admission or advancement in grade shall be referred to the Admission and Advancement Committee,

and procedures for elevations shall be established by this Committee. The Admission and Advancement Committee may delegate to the IEEE Executive Director, or the IEEE Executive Director's appointed representative, authority to elevate or transfer applications or nominations to the grade of Student Member, Associate Member, Graduate Student Member or Member when there is evidence that the requirements of Bylaw I-104 have been fulfilled. When so authorized, the IEEE Executive Director, shall render regular reports to the Admission and Advancement Committee of the elevations and transfers so processed (IEEE Bylaw I-106.6)

A. PROCEDURES AT A&A REVIEW PANEL MEETINGS

At A & A review panel meetings each panelist is given a number of applications or nominations, together with all responses from references, attached resumes, and a summary evaluation worksheet. Each panelist will review the educational and experiential material provided. The first reviewer shall complete the summary evaluation worksheet indicating his/her recommendations. If, in the opinion of the panelist the applicant does not meet the requirements for Senior Member grade the panelist shall fill out the summary sheet noting deficiencies in the applicant's qualifications. A second review by another panelist is required for all applications or nominations. The concurrence or disagreement with the first review is noted on the summary evaluation worksheet. If the recommendations by the first and second panelists do not agree, the application is reviewed by a third panelist. Applications or nominations found qualified by two reviewers are given to the Chair for signature and the application is approved for grade determination. If the recommendations of two panelists agree that the applicant is not qualified or that the status of the application is pending, the application is given to the Committee Chair for further processing. In some cases, rejection may be discussed by the panel as a whole under the direction of the Committee Chair, when the case is considered to be of such nature as to warrant the general opinion of the entire panel. The Admission and Advancement Committee Chair shall review all applications or nominations and determine the final action to be taken in each case.

B. POST MEETING NOTIFICATION

If the application is approved, then the Senior Member applicant is sent a congratulatory letter signed by the current IEEE President and an engraved plaque signed by the current Vice Chair-Member Development. If the application's status is either pending or unqualified, the nominator and applicant are notified in writing of the review panel's decision.

C. APPEAL COMMITTEE AND SENIOR MEMBER APPEAL PROCESS

In accordance with the IEEE Bylaw I-106.8, a candidate whose application for admission or grade advancement is denied by the Admission and Advancement Committee may appeal the decision through an Appeal Committee. Notification of the appeal and its rationale are to be sent to the Vice President- Member and Geographic

Activities, with a copy to the Member and Geographic Activities Board Staff Secretary. The Appeal Committee will be comprised of the Vice President- Member and Geographic Activities, the Vice President-Technical Activities, and the Vice President-Educational Activities. The nominator and applicant are notified of the Appeal Committee's decision.

Since Bylaw I-106.8 refers only to senior member grade admission and advancement, the following process has been established if an applicant or his/her nominator wishes to appeal the decision of the A&A review panel.

(a) The Senior Member (SM) applicant or nominator requesting consideration for the appeal process usually sends notification in writing to the Managing Director of Member and Geographic Activities Department.

(b) After reviewing the panelists' comments, the Managing Director can request additional information from the Senior Member applicant. This information would substantiate his/her qualifications for elevation to SM grade. Once this information is received it is attached to the applicant's application and is then forwarded to the Appeal Committee.

(c) If additional information is not required, then the Managing Director will set up an Appeal Committee conference call or meeting.

(1). If the application is approved, then the Senior Member applicant is sent a congratulatory letter signed by the current IEEE President and an engraved plaque signed by the current Vice Chair Member Development.

(2). If the Appeal Committee rejects the elevation, then the nominator and applicant will be notified of the committee's decision.

D. SPECIAL NOTES:

- No distinction is made between qualifications for admission and qualifications for advancement, except perhaps as to credit for years of active practice in the fields of interest to the IEEE.
- The Society Affiliate is not a grade of IEEE membership; therefore, the Committee does not evaluate affiliation. A Society Affiliate is an individual who has been admitted by one of the IEEE Societies. Society Affiliates are not eligible for rights, privileges and/or benefits reserved for IEEE members only.
- Applications or nominations for admission or advancement to any grade, which involve academic qualifications not included in the IEEE designated fields, shall always be referred to the Admission and Advancement Chair for review and resolution.
- The "years of experience" requirement for membership must be met by the time election to grade of membership is completed. The Admission and Advancement

Committee, at its discretion, may take action in advance of the time when the requirements have been met. Good policy seems to indicate, however, that such action be taken only in exceptional cases.

- Applications or nominations are received frequently from candidates whose qualifications entitle them to a higher grade of membership than requested. It is presumed, however, that the candidate applied for the grade he/she desired and action of the Committee or Chair should be in accordance with the application, with recommendations that the applicant apply for a higher grade if appropriate qualifications are met.
- It is not necessary that a candidate make personal application for grade elevation. He/she may be proposed by any IEEE member or IEEE organizational unit. Sufficient information regarding the applicant's qualifications must be furnished to satisfy the Admission and Advancement Committee.
- Reapplication for admission and advancement to a particular grade may be made by the applicant one year after the date of rejection or by the date recommended by the Admission and Advancement Committee.

SECTION II: QUALIFICATIONS FOR MEMBERSHIP GRADES

Tables 1 and 2 are included to outline the grade qualifications and assignment of IEEE membership grades except for Fellow, Life Member and Honorary Member grade. For Senior Member and Member grades a degree in an IEEE designated field is an important, but not mandatory, component in the evaluation process.

The IEEE designated fields are:

- Engineering
- Computer sciences and information technology
- Physical sciences
- Biological and medical sciences
- Mathematics
- Technical communications, education, management, law and policy

Revisions to IEEE designated fields shall be by action of the IEEE Board of Directors upon recommendation by the IEEE Technical Activities Board. An accredited institution or program signifies that a government or non-governmental entity has attested to the adequate quality of the academic enterprise (Bylaw I-104.11)

Table 1 GRADE QUALIFICATIONS

GRADE	EDUCATION	EXPERIENCE	REFERENCES
Senior Member <ul style="list-style-type: none"> • See Note 1 	Degree from an accredited institution in IEEE designated field Degree not in IEEE designated field, associate degree, continuing education, no degree w/ required experience	10 years in professional practice with 5 years of significant performance in IEEE designated field	Three of either Senior Member or Fellow grade active members; or two references and one nomination from active SM/F member <ul style="list-style-type: none"> • See Note 2
Member <ul style="list-style-type: none"> • See Note 1 	Degree from an accredited institution in IEEE designated field		No references required
	Degree from an accredited institution not in IEEE designated field	3 years of professional experience in IEEE designated field	No references required
	No Degree, associate degree, continuing education	6 years of professional experience in IEEE designated field	No references required
Associate Member <ul style="list-style-type: none"> • See Note 1 	Degree from non-accredited institution	Work not of professional character required for Member grade (e.g. technician).	No references required
	Degree in non-related field		
	Associate degree	Working in IEEE designated field towards Member grade qualifications	
	Continuing education		
	No degree		
Graduate Student Member	At least 50% of full-time academic load	Meet qualifications for Member grade	No references required Grade shall be limited to total cumulative period of 8 years, including Student Member
Student Member	At least 50% of full-time academic load	Not applicable	No references required Grade shall be limited to total cumulative period of 8 years

NOTES:

1. Membership in the IEEE is open to individuals who by education or experience give evidence of competence in an IEEE designated field. For Member grade, an applicant shall meet either of the criteria listed in Table 1. For Senior Member grade, the applicant shall also meet the experience criteria. In general, the degree is a three-to-five year university-level or higher degree. Associate Member grade is designed for technical and non-technical applicants who do not meet the requirements for Member grade, but who would benefit through membership and partnership in the IEEE and for those progressing, through continuing education and work experience, towards qualifications for Member grade.
2. If the applicant for admission or transfer of grade does not know enough IEEE members who are sufficiently familiar with the applicant's experience, the Admission and Advancement Committee may, at its discretion, accept other non-members who are familiar with his/her professional work. It is preferred that these non-members are working in fields of interest to the IEEE.

Table 2 GRADE ASSIGNMENT

GRADE DETERMINED	ROUTE	CONDITIONS
Senior Member	Panel meeting	All applications or nominations for admission or elevations
Member	Automatically	<p>Degree from an accredited institution, working in IEEE designated field and all application requirements are met.</p> <p>No Degree and 6 years of professional experience in IEEE designated field.</p> <p>Student members graduating from an accredited Institution in an IEEE designated field.</p>
	MGA Director	<p>Applications for elevation from Associate Member</p> <p>Applications with degree from a non-accredited school, are reviewed based upon 6 or more years of “professional experience” in IEEE designated field</p> <p>Degree in IEEE designated field of interest and 3 years professional experience in IEEE field.</p>

**SECTION III: SENIOR MEMBER APPLICATION EVALUATION
WORKSHEET**



Admission & Advancement Committee
Senior Member Evaluation Worksheet

Patricia Jones
445 Hoes Lane
Piscataway, NJ
08855

Grade: Member«Membergrade»
Member #: 12345678
Panel Meeting: DD/MM/YYYY

Education: _____ Years credit for: «yearscreditfor»
Experience: _____ Field: _____
Total: _____ Years

References	Grade	How the Applicant was Rated by the Referee on the Reference Form				Remarks
		Well Qualified	Qualified	Marginally Qualified	Not Qualified	
John James (nom)	LF	X				
Jane Smith	SM		X			
Robert Chen	SM	X				

INSTRUCTIONS TO REVIEWERS

Applications are reviewed in confidence. When one of the following decisions is made, the Reviewer's **comments** should indicate the basis of his/her decision:

- Unqualified: Specify clear reason so applicant can be informed.
- Pending: Inform the A&A Committee Chair that, in your opinion, a proper review of the application requires:
 - (a) another reviewer's expertise,
 - (b) additional evidence of years or nature of experience
 - (c) discussion and decision by the reviewing panel as a whole
- Qualified: "Highly qualified" or left blank

1. Reviewer: _____ Date _____ Qualified Pending Unqualified
Comments: _____

_____ Years having shown **significant performance**

2. Reviewer: _____ Date _____ Qualified Pending Unqualified
Comments: _____

_____ Years having shown **significant performance**

3. Reviewer: _____ Date _____ Qualified Pending Unqualified
Comments: _____

_____ Years having shown **significant performance**

Chairperson's Notes: _____

- ___ Accept
- ___ Defer for additional evidence of: _____ Years experience
- ___ Reject for insufficient evidence of: _____ Nature of experience
- ___ Request ___ additional qualified reference(s) _____ Years having shown significant performance
- ___ OTHER

A&A Committee Chair _____

Section IV: SENIOR MEMBER PANEL HANDOUT

Senior Member Grade Criteria

IEEE Bylaw I-104.3 sets forth the criteria for elevation to Senior Member Grade

...a candidate shall be an engineer, scientist, educator, technical executive or originator in IEEE-designated fields.

The candidate shall have been in professional **practice in a designated IEEE field for at least ten years** and **shall have shown significant performance over a period of at least five of those years...**

In order to qualify for Senior Member status, an individual must also provide three references from IEEE members holding Senior Member, Fellow or Honorary Member grade, however, if the candidate has been nominated, the nominator will serve as one of the references, and only two additional references are required.

The following explanations may be helpful:

- **Ten years of professional practice:** The review panel evaluating the application will count the number of years the applicant has been in professional practice. Educational experience is credited toward that time as follows: 3 years for a baccalaureate degree in an IEEE-designated field; 4 years if the applicant has a master's degree; and 5 years for a doctorate.

<u>Education</u> <u>3-5 years is credited for degrees</u>
<u>10+ Years Experience</u> <u>The candidate shall have been in professional practice for at least ten years.</u>
<u>5+ Years of Significant Performance</u> <u>The candidate shall have shown significant performance over a period of at least five of the 10 professional years.</u>

IEEE-designated fields: Engineering; Computer sciences and information technology; Physical sciences; Biological and medical sciences; Mathematics; Technical communications, education, management, law and policy.

Guidelines for completing the Evaluation Worksheet

Step 1

Review the candidate's **educational information** on the application. Enter the number of year's credit for the highest degree held.

Use the following guide:

<u>Degree</u>	<u>Years Credit</u>
<u>Bachelor Degree or Equivalent</u>	<u>3</u>
<u>Masters Degree or Equivalent</u>	<u>4</u>
<u>PhD or Equivalent</u>	<u>5</u>

Step 2

Review the applicant's **professional experience**. Record the number of years of experience as noted on the application.

Note: If a candidate worked full-time while also pursuing a degree, you may give him/her credit for either the work experience or the degree, but not both. Use the approach that is most favorable to the candidate.

Step 3

Add the results from Steps 1 and 2 (education and professional experience) and record the total on the worksheet on the appropriate line. **This total should be at least 10 years to qualify for Senior Member elevation.**

Step 4

Review the applicant's professional experience for evidence of **significant performance** and record the number of years the applicant has shown significant performance. **This should add up to at least 5 years to qualify for Senior Member elevation.**

Significant performance may be in any of the IEEE designated fields including Engineering, Computer sciences and information technology, Biological and medical sciences, Mathematics, Physical sciences, Technical communications, education, management, law and policy.

One or more of the following may qualify as significant performance:

- Team leader, task supervisor, program manager or project manager
- Performing research with some measure of success (e.g., papers), or faculty developing and teaching courses with research and publications
- Substantial design, development or project responsibility, or achievement

- Publication of technical papers and/or books or inventions
- Technical direction or management of important technical work with evidence of accomplishment
- Recognized contributions to the welfare of technical profession
- Development or furtherance of important technical courses that fall within the IEEE designated fields of interest
- Contributions equivalent to those of the above in such areas as technical editing, patent prosecution or patent law, provided these contributions serve to advance progress substantially in IEEE designated fields
- Professional awards and licenses may be considered as substantiation of professional experience and performance

Step 5

Sign and date the worksheet. Place a checkmark in the box to indicate if the candidate is Qualified, Pending or Unqualified.

- If you believe the candidate has completely met the above requirements, the candidate is **Qualified**. Place a checkmark in the appropriate box. .
- If you believe there is insufficient information presented on the application to make a judgment, mark the application as **Pending**
- If you believe the candidate has not met the above requirements, place a checkmark in the **Unqualified** box.
- **In cases where you have marked the application Pending or Unqualified, please include supporting comments.**

Examples of Significant Performance

Five years of significant performance: Many prospective applicants make the mistake of assuming that "significant performance" requires special awards, patents or other extremely sophisticated technical accomplishments; such is not the case. Substantial job responsibilities such as team leader, task supervisor, technical manager of a program or project, performing research with some measure of success (papers), and developing and teaching courses, with research and publications, are all indications of significant performance.

The following are examples of significant performance that would serve to qualify an individual for elevation to Senior Member; in each case, we are assuming that three qualified references were provided:

Case 1. An applicant/nominee has a bachelor's degree and seven additional years of professional experience beyond graduation in an area encompassed by one of IEEE's technical Societies, which meets the requirement of ten years of professional experience. Significant performance can be demonstrated by describing substantial job responsibilities (e.g., team leader) for a period of at least five years. **Result: All criteria are satisfied and the application is approved.**

Case 2. Same as Case 1, except that the applicant/nominee worked in industry for one year following graduation with the bachelor's degree and then was a full-time graduate student for two years, obtaining a masters degree. The applicant demonstrates significant performance during another five years in industry. **Result: Approved.**

Case 3. An applicant/nominee has bachelor, masters, and doctoral degrees in an IEEE-designated field. Five years of significant performance in academia, industry, or government beyond the doctoral degree are demonstrated (e.g., a faculty member with five years beyond the doctorate and promotion to associate professor). **Result: Approved.**

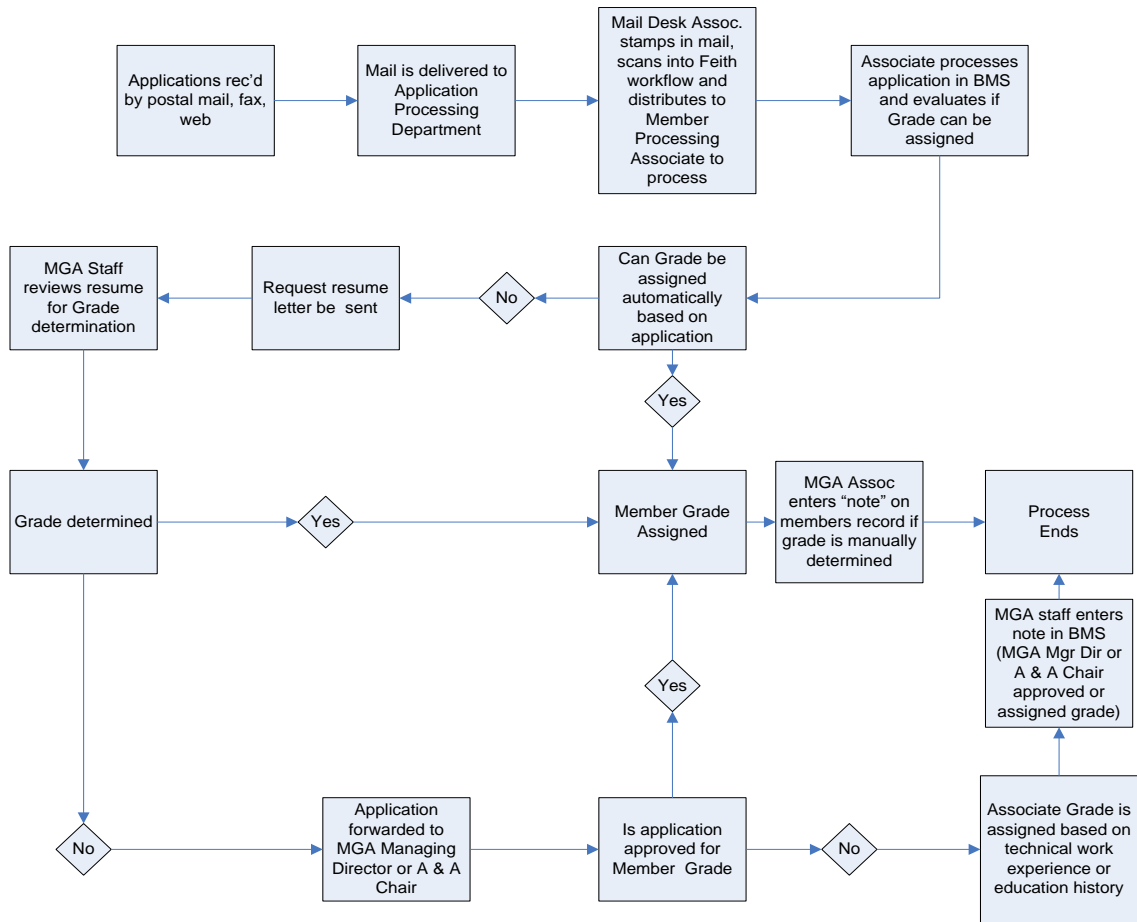
Case 4. An applicant/nominee has no degree and has worked for many years in the electric industry as a technician. Ten years ago, he accepted an engineering level position and continued with it since that time. Included was a period of at least five years with demonstrated significant performance. **Result: Approved.**

Case 5. An applicant/nominee retired some years ago and has not been active recently in the profession. Prior to retirement, the applicant/nominee had at least ten years of professional experience, including five years of significant performance. **Result: Approved.**

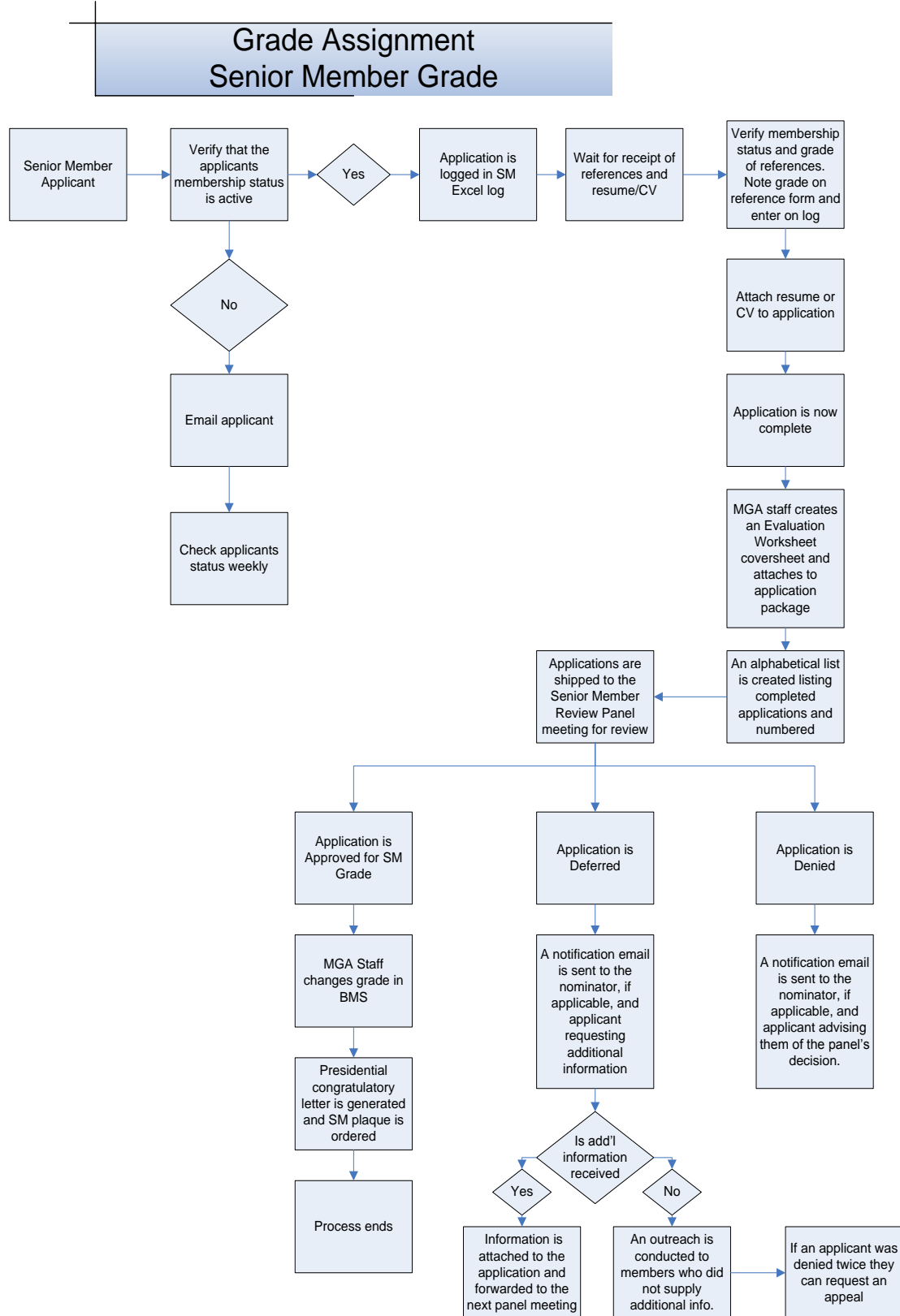
SECTION V – FLOW CHARTS

1A. Member Elevation Flowchart

Grade Assignment Associate / Member Grade



1B Senior Member Elevation Flowchart



SECTION VI: APPENDIX

REFERENCE DOCUMENTS

A. Senior Member Review Panel Meetings

<http://www.ieee.org/web/membership/senior-members/schedule.html>

B. Admission and Advancement Committee Members

http://www.ieee.org/web/volunteers/membership_dev/aacomm.html

C. Membership Applications

Student via WEB Only: EASY (Expert Admission System)

<http://www.ieee.org/web/membership/join/join.html>

Professional Grade Member

<http://www.ieee.org/web/membership/join/join.html>

D. Grade Elevation Applications

Senior Member

<http://www.ieee.org/web/membership/senior-members/application.html>

Associate to Member

<http://www.ieee.org/organizations/rab/md/memelv.htm>

E. IEEE Bylaws

<http://www.ieee.org/web/aboutus/whatis/bylaws/index.html>

F. IEEE Policies

<http://www.ieee.org/web/aboutus/whatis/policies/index.html>

G. IEEE Code of Ethics

<http://www.ieee.org/portal/pages/iportals/aboutus/ethics/code.html>

H. Annual Secretary's Report

<http://www.ieee.org/web/aboutus/annualreport/index.html>