FELLOW NOMINATION
QUICK HELP GUIDE

GENERAL INFORMATION

Deadline

All forms (Nomination, References, and Endorsements) must be received by 7 February (23:59 ET).

NO EXCEPTIONS WILL BE MADE.

Starting the Process and Accessing the Electronic Fellow Nomination System (Fellow Portal)

Only a Nominator can start the process. They will need to go to the Fellow website: https://www.ieee.org/membership/fellows/index.html , select the icon 'Nominations' (screenshot below) and login with an IEEE Primary Account or create one.

If you need assistance with creating an IEEE Primary Account, contact the IEEE Support Center. You can reach the Global Offices directly online at: www.ieee.org/contactcenter - or - by telephone at:1.732.981.0060 Worldwide, 1.800.678.4333 US & Canada.

Note: If you update your email address in your IEEE Membership Profile after starting a nomination linked to your original email address, you will not be able to access the nomination. You will need to reach out to the fellow staff at fellows@ieee.org for coordination with the IEEE IT Department to link the nomination to your new email address.

Changes to a Nomination Form

Modifications will be permitted up to the deadline of 7 February. This will include updating nomination text and e-mail addresses, adding or deleting a reference and endorsement name, or deleting the nomination from the system.

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 7 February.

Printing a Nomination Form

The nomination form can be printed up to the deadline of 7 February.

Notifying References and Endorsements

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

New Fellows Announcement

The newly elevated IEEE Fellows are announced shortly after the November IEEE Board of Directors meeting in the year preceding the official elevation to IEEE Fellow. Elevation to IEEE Fellow is bestowed on 1 January.

COMPONENTS OF THE NOMINATION

SAMPLE NOMINATION FORM

Please see the Guidelines section of the Fellows website for a pdf of the Nomination Form to use as a guide before using the electronic Fellow nomination system (Fellow Portal). All Fellow nominations must be completed through the Fellow Portal.

CONTRIBUTION CATEGORIES MATRIX

Please see the Guidelines section of the Fellows website for a link to the Contribution Categories Matrix which summarizes the five Contribution Categories and provides examples of typical evidence for documenting the nature, extent, and impact of such contributions.

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.

A nomination must be supported by <u>at least three</u>, but no more than five references.

The selection of references is very important. References must be qualified to judge the nominee's work. That is, they must have personal knowledge of the nominee's technical accomplishments and can address the accomplishments in some detail. Broad generalities may serve to weaken your nominee's nomination.

It is encouraged to select references from outside the nominee's own organization when possible, or to minimize the number from within. The impartiality of the references may be questioned if most are from the nominee's organization. Also, the perception of the nominee's distinction may be questioned. However, if the nominee's contributions consist primarily of product advancements known only within their own organization, it is acceptable for many of the references to come from that source, so that the appropriate level of detail may be cited. For instance, the knowledge of an internal source might be especially important in the case of an individual's particular contribution in a group effort.

Note: Sections of the Reference Forms will be shared with the IEEE Society/Council Fellow Evaluating Committee S/C FEC and if applicable, Cohort Fellow Evaluating Committee (CFEC) evaluating the nomination.

ENDORSEMENTS

An endorsement of a nominee is optional. A <u>maximum of three</u> endorsements will be accepted. An endorsement will strengthen a nomination if it contains information on specific contributions that 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.

Note: Endorsements will be shared with the IEEE Society/Council Fellow Evaluating Committee S/C FEC and if applicable, Cohort Fellow Evaluating Committee (CFEC) reviewing the nomination.

ELIGIBILITY

NOMINATOR

Any person, including non-IEEE members, may serve as a nominator with the following exceptions. In accordance with IEEE Bylaw I-305.9, the following individuals are ineligible to serve as nominators:

- Member of the IEEE Board of Directors.
- Member of the Fellow Committee.
- Chair, Vice Chair or Member (Evaluator) of any Society/Council Fellow Evaluating Committee (S/C FEC) evaluating the nomination.
- Any member of the Cohort Fellow Evaluating Committee (CFEC) evaluating the nomination.
- IEEE Staff.

Additionally, the following individuals are ineligible to serve as nominators:

- Any Society/Council officer to whom the S/C FEC reports.
- The Nominee (self-nominations are not permitted).
- A Reference for the same nomination.
- An Endorser for the same nomination.

NOMINEE

An IEEE Senior or Life Senior Member in good standing and who has been an IEEE member for five years (1,825 days) 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 Board of Directors
- Society/Council officers to whom the Society/Council Fellow Evaluating Committee evaluating the Nominee reports.
- Members of the Society/Council Fellow Evaluating Committee evaluating the nomination.
- Individuals who are prohibited from publishing in IEEE publications, as identified by the Publication Services and Products Board.
- Members who have committed either a plagiarism violation or other form of major publication misconduct, as identified by the Publication Services and Products Board (PSPB) or a conduct violation or other form of major ethics violation as identified by the relevant IEEE bodies, in the five years preceding 1 January of the year of elevation. Two or more counts of such violations by the same member over any period of time shall result

in permanent ineligibility.

When evaluating Nominees, the IEEE Fellow Committee may consider, in its reasonable discretion, such other factors that may bear on the Nominee's professional ethics and scientific integrity, including but not limited to:
- Prohibiting from publishing in a non-IEEE publication.
- Plagiarism violations or other forms of major publication misconduct outside of IEEE.
- Scientific misconduct as determined by the relevant IEEE body or other competent authority in the scientific community at large.
- Ethical misconduct as determined by the relevant IEEE body or other competent authority.
- Other misconduct in the public domain under active investigation by IEEE or other competent authority, which if established would compromise nominee's candidacy.

REFERENCE

A Reference must be an eligible IEEE Fellow or Life Fellow in good standing. If a nominee resides in Region 9, references will be accepted from Senior Members, as well as both IEEE Fellows and Life Fellows, in good standing.

'In good standing' is defined in IEEE Bylaw I-104.14.2a as:
 "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:

- Member of the IEEE Board of Directors.
- Member of the Fellow Committee.
- Chair, Vice Chair or Member (Evaluator) of any Society/Council Fellow Evaluating Committee (S/C FEC) evaluating the nomination.
- Any member of the Cohort Fellow Evaluating Committee (CFEC) evaluating the nomination.
- Nominator for the same nomination.
- IEEE Staff.

ENDORSEMENT

Any person, including non-IEEE members, or those writing on behalf of an organization, may serve as an Endorsement.

Non-eligibility:

- Member of the IEEE Board of Directors.
- Member of the Fellow Committee.
- Chair, Vice Chair or Member (Evaluator) of any Society/Council Fellow Evaluating Committee (S/C FEC) evaluating the nomination.
- Any member of the Cohort Fellow Evaluating Committee (CFEC) evaluating the nomination.
- Nominator for the same nomination.
- IEEE Staff.

Thank you for contributing to the IEEE Fellow Nomination process.