IEEE FELLOW COMMITTEE

FELLOW NOMINATION & EVALUATION FORMS
(February 2020)

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

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IEEE FELLOW COMMITTEE

FELLOW NOMINATION AND EVALUATION FORMS

1. Introduction 3
2. Fellow Nomination and Evaluation Forms 3
3. Further Reading 3
4. Normative Annexes 4
  4.1 Annex N: Nomination Form 5
  4.2 Annex E: Endorsement Form 11
  4.3 Annex R: Reference Form 13
  4.4 Annex S: S/TC Evaluation Form - Individual Evaluator Form & Final Evaluation Form 15
  4.5 Annex Z: S/TC Summary Form 18
1. Introduction

The IEEE Fellow Committee Operations Manual (hereafter referred to as “Manual”) contains the main policies for the Fellow Nomination and Evaluation process.

This normative governing document contains all the Forms currently used in the Fellow Nomination and Evaluation processes. This document shall be reviewed at least annually and shall be posted on the IEEE Fellow webpage. In case of any discrepancy, the Manual takes precedence over this document.

Amendments to this document and the Fellow Nomination and Evaluation Forms in the Annexes shall require approval of the entire IEEE Fellow Committee. The IEEE Board of Directors shall be notified in a timely fashion of any revision of this document.

2. Fellow Nomination and Evaluation Forms

The Manual specifies the Nomination and Evaluation processes, including the Nomination Categories and the role of the S/TC Fellow Evaluating Committee.

The forms listed below and given in the normative Annexes shall be consistent with the Manual and shall be used for the IEEE Fellow Nomination and Evaluation Processes:

- Annex N (normative): Nomination form
- Annex R (normative): Reference form
- Annex E (normative): Endorsement form

3. Further Reading

For further details on the normative requirements for the IEEE Fellow Nomination and Evaluations process as well as the eligibility requirements of all the participants in the IEEE Fellow process, please see the IEEE Fellow Committee governing documents and Recommendation Guides posted at http://www.ieee.org/fellows.
4. Normative Annexes

All Nominations and Evaluations Forms are normative.
4.1 Annex N: Nomination Form

### 1. Nominee Information

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<th>Details</th>
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</thead>
<tbody>
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<td>Prefix:</td>
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</tr>
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<td>City:</td>
<td></td>
</tr>
<tr>
<td>US State/Canadian Province:</td>
<td></td>
</tr>
<tr>
<td>Other State/Province:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Disambiguation Identifier</td>
<td>&lt;ORCID&gt; &lt;Researcher ID&gt; &lt;Scopus&gt;</td>
</tr>
<tr>
<td>(It is strongly encouraged to add one disambiguation identifier from among the ones listed below if most of the evidence you list in Section 6 is based on scholarly papers)</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Nominator Information

<table>
<thead>
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<th>Details</th>
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<tbody>
<tr>
<td>Prefix:</td>
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<td>First Name:</td>
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<tr>
<td>Middle Name:</td>
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<td>Last Name:</td>
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</tr>
<tr>
<td>E-mail Address:</td>
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</table>
3. Education

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Year</th>
<th>Educational Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

4. Professional History

<table>
<thead>
<tr>
<th>From (year)</th>
<th>To (year)</th>
<th>Name of Company</th>
<th>Position Held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

5. Individual Contributions

5a. Identify the area that the nominee has made significant contributions, which qualifies him/her for Fellow grade.

Refer to the latest Fellow "Nominator Guide," see Sect. 4.
<Insert Nomination Category here>

5b. Describe your relationship to the nominee and how you, PERSONALLY, became aware of the importance of his/her extraordinary accomplishments and their impact on society: (max 100 words)
<Insert text here>

5c. Explain how the nominee’s one or at most two most distinctive technical contributions have contributed to the advancement or application of engineering, science, and technology. Explain how these technical contributions of unusual distinction have had a lasting impact on society. Identify specific attributes of the nominee’s technical contributions that qualify him/her for elevation to Fellow, and why the nominee ranks near the top of those in his/her discipline: (max 750 words).
Refer to the latest Fellow “Nominator Guide,” see Sect. 4.

First distinctive technical contribution
<Insert text here>

Second distinctive technical contribution
<Insert text here>
6. Evidence of Technical Accomplishment

Supply the following information in two Parts.

Part 1: List the three most important items of tangible and verifiable evidence supporting the one or two technical accomplishments identified in Section 5c – these are three “items” and not “categories of items” and should constitute specific evidence of the contributions made by the Nominee. For example: technical publications, technical reports and presentations, patents, standards, or other documentation describing the development or application of products, systems, facilities, services or software. In sentence form, state the engineering significance and lasting societal impact of each. Refer to the latest Fellow “Nomination Guide,” see Sects. 5 and 7.

First main item (max 200 words)
<Insert text here>

Second main item (max 200 words)
<Insert text here>

Third main item (max 200 words)
<Insert text here>

Part 2: List not more than 5 additional items. Again, these are five “items” and not “categories of items” and should constitute specific evidence of the contributions made by the Nominee. These items may be subdivided into the one or two distinct areas of contributions as identified in Section 5c. In sentence form, state the engineering significance and lasting societal impact of each. Refer to the latest Fellow “Nomination Guide,” see Sects. 6 and 7.

First additional item (max 100 words)
<Insert text here>

Second additional item (max 100 words)
<Insert text here>

Third additional item (max 100 words)
<Insert text here>

Fourth additional item (max 100 words)
<Insert text here>

Fifth additional item (max 100 words)
<Insert text here>
7. IEEE Activities (max 250 words)

List the positions held and the year, clarifying if Nominee was Chair or Member and what were the Nominee’s main contributions and accomplishments. Mention also if any of these positions were directly related to the one or two distinct areas of contributions as identified in Section 5c.

7.a IEEE Major Committees/Boards
   <Insert list of positions here>

7.b IEEE Region/Section/Chapter Leadership activities
   <Insert list of positions here>

7.c Leadership in IEEE Standardization activities
   <Insert list of positions here>

7.d IEEE Society Leadership activities
   <Insert list of positions here>

7.e IEEE Journals and Magazines editorship
   <Insert list of positions here>

7.f IEEE Conference Leadership position (General Chair, Technical Program Committee Chair/Member, Steering Committee Chair/Member)
   <Insert list of positions here>

8. Non-IEEE Activities (max 250 words)

List the recognitions received, the years they were received, and the reason for receiving it, e.g. the citation if any. List the positions held and the year, clarifying if Nominee was Chair or Member and what were the Nominee’s main contributions and accomplishments. Mention also if any of these positions were directly related to the one or two distinct areas of contributions as identified in Section 5c.

Do not list Awards or honorary degrees in this section, those are listed in Section 9.

8.a Fellowship or similar in other organizations, e.g., OSA, ACM, NAE membership, etc.
   <Insert list of positions here>

8.b Government positions, e.g. Federal/State technical chairmanships, DARPA/NSF or National Labs leadership positions, leadership in national or international projects, etc.
   <Insert list of positions here>
8.c Editorial roles
<Insert list of positions here>

8.d Conference leadership roles
<Insert list of positions here>

9. Awards (max 250 words)
List the awards in the appropriate Sections, mentioning also which awards were directly related to the one or two distinct areas of contributions as identified in Section 5c.

9.a IEEE Level Awards
These are awards and recognitions bestowed by the IEEE Board of Directors (Medals, Technical Field Awards, Service/Corporate Awards, IEEE Honorary membership, IEEE best paper awards like the Fink/Baker/Kirchmayer awards) or the Boards of the Major IEEE Organizational Units.
<Insert list of awards here>

9.b IEEE Society/Technical Council Level Awards
These are awards and recognitions bestowed by an IEEE Society.
<Insert list of awards here>

9.c Non-IEEE Awards
These are awards and recognitions bestowed by a non-IEEE entity, e.g. ACM, OSA, a Government, a foundation, a corporation, an educational institution. List here forms of peer recognitions such as corporate/association awards, honorary degrees, academic awards for teaching and education, National awards, etc.
<Insert list of awards here>

10. Proposed Citation (15 words max)
The citation must begin with “for” (the “f” in “for” must be lower case) and not include a period. Refer to the latest Fellow “Nominator Guide,” for guidelines, see Sect. 11.
<Insert citation here>

11. References
A minimum of 3 (maximum of 5) References from IEEE Fellows must be provided. If Nominee and Reference are both from IEEE Region 9, then the Reference may also be a Senior Member.
The purpose of a Reference is to provide an independent evaluation of the Nominee’s contributions and impact. While it is not required that the Reference be personally acquainted with the Nominee, it is necessary that References be experts in the contributions listed in Section 5c and their impact.
For choosing the right References, refer to:

<Insert S/TC name here>

13. Endorsements (Optional)

An endorsement strengthens the Nomination when it supplements the Nomination Form with specific evidence about the Nominee’s achievements and their impact on the profession or society and does not merely reiterate items on the Nomination Form. Endorsements can be very helpful to Nominees who have been nominated in the AE/P, TL, RE/S categories because they allow the presentation of additional evidence of technical impact for contributions that may have been proprietary at the time they were developed and not available for citation in the open literature. Endorsements can also be very useful to support EDU nominations, for example to attest to broad adoption of a textbook or educational leadership. Endorsements are most effective when from a company officer, program director, committee chair for a technical community, or a standards body, and, more generally, anyone who can attest and verify the Nominator’s claims on the impact and individual role of the Nominee. An Endorsement has a very different purpose from a Reference and should not be used as a Reference.

For choosing the right Endorser, refer to:

- The latest Fellow “References and Endorsers Guide,” see Sect. 3.

Name  Email Address
Name  Email Address
Name  Email Address

NOTE: If the above nominee is elevated to Fellow grade, the nominator agrees to release the contents of this form to authorized IEEE committees of the Awards Board for the purpose of recommending nominees for IEEE Awards. Only the nomination form with its Endorsement Annexes (if any) will be released for this purpose.
4.2 Annex E: Endorsement Form

**Nomination Information**

| Nominee Name: |  |
| Nominator Name: |  |

**1. Endorser Contact Information**

| Name/Organization: |  |
| E-Mail: |  |
| City: |  |
| US State/Canadian Province: |  |
| Other State/Province: |  |
| Country: |  |

**2. Relationship**

Describe your relationship to the nominee and how you, PERSONALLY, became aware of the importance of his/her extraordinary accomplishments and their impact to society. *(not more than 100 words)*

**3. Achievements**

Please provide specific evidence about the nominee’s extraordinary achievements and their impact on the profession or society. Emphasize evidence confirming this impact that supplements the nomination form and may not be otherwise publicly available for citation. *(not more than 500 words).*
4. Endorser Credentials

Please provide a brief listing of your credentials and your industry or academic affiliations. (not more than 100 words)
4.3 Annex R: Reference Form

**Nomination Information**

<table>
<thead>
<tr>
<th>Nominee Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominator Name:</td>
<td></td>
</tr>
</tbody>
</table>

**1. Reference Contact Information**

| Full Name: |   |
| E-Mail: |   |
| City: |   |
| US State/Canadian Province: |   |
| Other State/Province: |   |
| Country: |   |

**2. Relationship**

Describe your relationship to the nominee and how you, PERSONALLY, became aware of the importance of his/her extraordinary accomplishments and their impact to society. *(not more than 100 words)*

**3. Fellow Requirements**

On the basis of your personal knowledge of the work of the nominee, please indicate whether or not, in your judgment, the nominee meets the requirements for Fellow grade. What distinguishes his/her contributions from the norm? Explain from your perspective (not copied from the nomination form), the impact
on professional knowledge, widely used technologies, or industry processes, products, and services of at least one outstanding contributions made by the nominee. How do the nominee’s accomplishments compare with those other Fellows with whom you are familiar (not naming individuals)? Have the nominee’s contributions made a significant difference to society, and if so, how? (not more than 300 words)

4. Reference Credentials
Provide a brief listing of your own credentials. (not more than 100 words)

5. Category
Identify the category in which the nominee has made significant contributions that would qualify him/her for Fellow grade.
   <Nomination Category goes here>

6. Level of Qualification
Indicate the nominee’s level of qualification for Fellow grade
   <Level of Qualification here>
4.4 Annex S: S/TC Evaluation Form - Individual Evaluator Form & Final Evaluation Form

1. Nominee Information

Nominee: 

2. Evaluation Section

1. Society information

<table>
<thead>
<tr>
<th>Society/Technical Council:</th>
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</thead>
<tbody>
<tr>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>Evaluators:</td>
<td></td>
</tr>
</tbody>
</table>

2. To what extent is the S/TC Evaluator of this nomination familiar with the nominee’s work independently of the nomination

1) Significant familiarity
2) Some familiarity
3) Little or no familiarity

Answer: ______________________

3. Preliminary score (0-100)
<Insert numerical score here>

4. State here the reason for your score (max 500 words)
<Insert text here>
1. Nominee Information

Nominee: ____________________________

2. Evaluation Section

1. Society information

| Society/Technical Council: | ____________________________ |
| Chair: | ____________________________ |
| Evaluators: | ____________________________ |

2. To what extent are the S/TC Evaluators of this nomination familiar with the nominee’s work independently of the nomination

1) Significant familiarity
2) Some familiarity
3) Little or no familiarity

Answer: ____________________________

3. Specific contributions and significance.

a) What are the extraordinary contributions? (max 100 words)

<Insert text here>

b) In what way are these contributions significant for the profession or society at large? (max 100 words)

<Insert text here>

c) If the contributions fall short of IEEE Fellow standards, state the reason for such judgement (max 50 words)

<Insert text here>


4a. What specific research/application/education/leadership impact has the nominee had through her/his work? (max 100 words)

<Insert text here>
4b. What evidence can you cite for the Nominee's impact? (max 100 words)
<Insert text here>

4c) If the impact falls short of IEEE Fellow standards, state the reason for such judgement (max 50 words)
<Insert text here>

5. Indicate your assessment of the degree of qualification to which this nominee is suitable for elevation to IEEE Fellow

A) Extremely Qualified (90.0-100)
B) Highly Qualified (80.0-89.9)
C) Qualified (60.0-79.9)
D) Marginally Qualified or below (0)

<Insert numerical score here>

3. Recommended Category and Citation

1. Which nomination category do you feel best describes the nominee's accomplishments?
   Application Engineer/Practitioner
   Educator
   Research Engineer/Scientist
   Technical Leader

2. If you feel there is a better citation to describe the nominee's accomplishments, please state it below. (not more than 15 words)
   <Insert alternate citation here>
### 4.5 Annex Z: S/TC Summary Form

<table>
<thead>
<tr>
<th>Rank</th>
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<th>Society Score</th>
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</tbody>
</table>

**Alpha Order (MQ)**

Nominee Name

Nominee Name

Nominee Name

Nominee Name

Nominee Name