

Society and Council FAQs

Note: This document was developed to help Societies and Councils navigate the changes to the IEEE Fellows process for the implementation of the IEEE Board approved recommendations. Please see the IEEE Fellow Committee Operations Manual for additional information. In the case of any discrepancies between this document and the Fellow Committee Operations Manual, the content in the Fellow Committee Operations Manual takes precedence over this document.

This is not a comprehensive list of questions, and it will be updated as new questions come up. Please send questions to fellows@ieee.org.

Q: What is the new process for selection of the Chair, Vice Chair(s) (if any), and Evaluators for the S/C FECs?

A: The IEEE Fellow Committee has incorporated the following steps into the process for selecting S/C FEC participants:

Starting in 2023 (for the 2025 Fellows Class), each S/C President received a spreadsheet from IEEE Fellows staff which included all Fellows and Life Fellows who are active members of their S/C, along with their region, gender, organizational affiliation, and whether they are a member of IEEE Standards Association. This information and spreadsheet are to be used to help develop a S/C FEC and CFEC (see explanation below) within the diversity representation guidelines:

- A maximum of 50% from Regions 1 through 7
- A minimum of 10% from each of the following Regions: 8, 9, and 10
- At least 30% female
- No more than 60% from education
- At least one member from the Standards community is recommended

These candidates are to be considered based on the diversity representation guidelines, and selected using the dropdown fields within the spreadsheet to show the roles for potential S/C FEC Chair, Vice Chair(s) (if any), and Evaluators, as well as CFEC potential Chair, Vice Chair, and Evaluators.

Please note, the second tab shown at the bottom of the spreadsheet is a reference to show the minimum and maximum number of Evaluators to select, and how many CFEC Evaluators (this number will be either '2' or '3') need to be included.

Please also see the information below about the standalone societies (or single-society cohorts).

When selecting the CFEC members, please include only participants who were also selected for the S/C FEC, because their knowledge of the evaluations through the specific S/C will be needed for the CFEC step in the process. One of the CFEC participants should be the Chair of the S/C FEC, so if your S/C is required to select 2 Evaluators for the CFEC, this would include 1 of the Evaluators and the Chair from the S/C FEC. Prior to the CFEC step in the process, the Division Director for the CFEC(s) will oversee the process to select a Chair for the CFEC, potentially from among the S/C FEC Chairs within the CFEC or another experienced candidate within the Division.

The lists will need to be approved by the S/C BoG or AdCom prior to submitting the spreadsheet to IEEE Fellows staff at fellows@ieee.org. **The lists are due no later than 01 September 2023.**

Q: What is the purpose of a Cohort Fellow Evaluating Committee (CFEC)?

A: The first level evaluation of all nominees consists of either one or two steps. For S/C FECs which work as a standalone, there is one step (described here as the first step), as in the past. For S/C FECs within a multi-S/C cohort, there is a second step.

The first step of the first level is completed by the S/C that is identified on the nomination form. The S/C evaluation is a review of the impact of the nominee's contributions by at least two in-field Evaluators. This evaluation is a technical assessment to provide the IEEE Fellow Committee Judges with a critical evaluation and an assessment of the degree of qualification of the S/C's nominees, based on the nomination, references and endorsement forms. The S/C FEC will meet and rank all of its nominations and the Evaluators' comments, scores, and its ranking report will be forwarded to the applicable CFECs.

The second step of the first level evaluation is completed by a Cohort Fellow Evaluating Committee (CFEC). A CFEC groups some of the members (see information above and/or your S/C spreadsheet) from 2 - 6 of the smaller S/C FECs. The primary task for each CFEC is to develop a **consolidated ranking list** of the nominees within the CFEC. Discussions will take place within the CFEC which will have at least two Evaluators closer in topic to the nominee (those from the S/C of the nominee). The actions of the S/C-FEC for a single-Society cohort satisfy the obligations (as specified in the Ops Manual) of both S/C-FEC and CFEC.

Q: If an S/C has a multi-year appointment cycle, making it more difficult to follow all of the diversity representation guidelines, is that okay?

A: Yes, as long as you clarify this for the Fellow Committee and the Fellow Diversity Oversight Subcommittee (FDOS), which will ratify the lists from all S/C FECs. The S/Cs will receive lists each year, and as more openings come up for your S/C FEC, you will need to continue to adhere to the diversity representation guidelines.

Q: There is someone we planned to add to the S/C FEC who we thought met the eligibility criteria, but they were not on the spreadsheet list that was sent to our S/C. Is there any way to add them?

A: The lists that were sent to the S/C Presidents included only current active members of the S/Cs. If there is someone needed for your S/C FEC who is not on the spreadsheet, please contact IEEE Fellows staff at: fellows@ieee.org.

Q: Previously there were no required minimum and maximum number of Evaluators. Why are these required now?

A: There are two components to this answer. First, it is important for each evaluator to review a broad pool of nominees in order to have a basis for scoring decisions. Consistent criteria (see the evaluation requirements below) are to be used as the basis for scores, but it is important to see more nominations to get a better gauge of the competitive pool of nominees within the S/C.

Note, the formula for the minimum and maximum number of Evaluators for the S/C FECs is based on the average of the last three years of the number of Fellow nominations received by the S/C FEC, and it can be found in the Fellow Committee Operations Manual.

Second, with the introduction of the CFEC step in the first level evaluation, the maximum number of Evaluators helps ensure that for the technical areas of each nominee's society, there are enough out-of-

field Evaluators. It is recommended that the standalone societies plan for this when assigning Evaluators to each nominee.

Q: Why is the appointment process for FECs earlier now?

A: The S/C FEC lists for the 2025 Fellows Class are due 01 September 2023, due in part to the need to make sure all participants in the evaluation process are able to complete IEEE first-year compliance training requirements (as approved by the IEEE Board). Additionally, the lists of participants in the evaluation process will be reviewed by FDOS for its ongoing efforts to generate data and metrics for the new processes. Since FEC members are limited in their eligibility to serve as a nominator or reference, this timing allows them to decline such roles if they will be serving on an FEC.

Q: S/C FEC Chairs, Vice Chairs, and Evaluators are now selected earlier in the process than the Fellow Committee appointments take place. What can be done if any of the officers or members of the FEC get selected and later accepts an appointment for the Fellow Committee?

A: You can plan for this by including potential alternates in your submitted list of candidates for the S/C FEC. Please keep in mind that any alternate will need to meet the eligibility criteria, including the completion of IEEE first-year compliance training requirements and go through the required orientation training.

Q: The Fellow Committee Operations Manual specifies term limits for members and officers of the S/C FECs:

1. Unless otherwise stated, terms are to be intended to be one-year terms.
2. Chairs shall not serve for more than two consecutive terms.
3. Evaluators and Vice-Chairs (if any) shall not serve for more than three consecutive years.
4. Members shall not serve for more than 5 consecutive years, regardless of the position held.

With the earlier timeline for submittal of S/C FEC and CFEC candidate participant names and roles, can we still meet the requirements for limits to consecutive terms?

A: Yes, in the past, we've asked for the names of S/C FEC members in January, but due to the requirement that all participants complete the IEEE first-year compliance training by 31 December, we need the names by 01 September, although participants will serve in their roles in the February of the next calendar year.

Q: What is the timeframe for the S/C FEC and CFEC review?

A: For the 2025 Fellows Class:

All names and roles of S/C FEC and CFEC participants due to IEEE Fellow Staff: **01 September 2023**

Fellow Diversity Oversight Subcommittee (FDOS) ratifies S/C FEC & CFEC list of names: **01 October 2023**

Fellows Portal Opens for the Fellow Class of 2025: **on or close to 01 November 2023**

IEEE First-year Compliance Training must be completed by all S/C and CFEC participants: **31 December 2023**

Orientations for S/C FEC Chairs, Vice Chairs and Evaluators: **on or close to 22 January 2024**

Fellows Portal Closes for the Fellow Class of 2025: **07 February 2024**

Fellows Portal Opens for S/C FEC Evaluation: **15 February 2024**

Fellows Portal Closes for S/C FEC Evaluation (only for multi-S/C CFECs): **30 March 2024**

Orientations for CFEC Chairs, Vice Chair and Evaluators: **on or close to 22 March 2024**

Fellows Portal Opens for CFEC Discussion: **07 April 2024**

Fellows Portal Closes for CFEC Discussion and standalone S/C FECs: **21 May 2024**

S/C BoGs or AdCom Submit Fellow Search Committee Names for Class of 2026 Fellows: **Mid-May 2024**

Q: What are the requirements for the S/C FEC and CFEC Evaluations?

A: The S/C FEC evaluation is a review of the impact, to society at large, of the nominee's contributions by at least two in-field Evaluators. The S/C FEC will meet and rank all its nominations following its review of the nominees based on the quality of the nominations, references and endorsements, with regard to the contribution categories: Educator, Research Engineer/Scientist, Standards Contributor, Technology Innovator, Technical Leader.

See the [IEEE Fellow Nomination Contributions Characterization Matrix](#) for details on what to look for within each contribution category.

The S/C FEC will meet and rank all of its nominations and the Evaluators' comments, scores, and its ranking report will be forwarded to the applicable CFECs.

The CFEC conducts a consistency check on several factors, looking for any outliers, and through detailed discussions, they will reach consensus on a consolidated ranking of the nominees in the CFEC, along with a rationale for any changes from the original S/C FEC ranking.

The CFECs' normalized ranking report, the 5 evaluations of each nomination, 5 individual scores of each nomination, and the S/C FECs ranking report will be forwarded to the IEEE Fellow Committee Judges for the next level of evaluation.

For those S/Cs that are standalones (which may also be called Single-S/C CFECs), the system will forward the Society scores, rank, and individual scores to the Fellow Committee Judges.

There will be additional training during the required orientations that will be provided closer to the evaluation start time.

Q: Why should CFEC members be selected from among the S/C-FEC members for a given year?

A: The CFEC does not re-evaluate nominees, but relies on evaluator scores/reports and summary comments from the S/C-FECs to compare nominees and create a consolidated ranking. CFEC members represent their S/C-FECs and should be able to explain the reasoning behind scores, rankings, and evaluations. This is best accomplished if the CFEC member is part of the S/C-FEC and participates in making those decisions.