IEEE FELLOW COMMITTEE

FELLOW NOMINATION & EVALUATION FORMS
(November 2018)

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS
ENGINEERS, INC.

3 Park Avenue, 17th Floor
New York, N.Y. 10016-5997, U.S.A.

IEEE FELLOW COMMITTEE

FELLOW NOMINATION AND EVALUATION FORMS

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   ➔ New form, starting Fellow Class 2020.
- Annex R (normative): Reference form
- Annex E (normative): Endorsement form
- Annex S (normative): S/TC Evaluation form. Two forms are posted:
  - Annex S1: The form is currently in use.
  - Annex S2: This is a new form approved by the Fellow Committee in 10/2017. Subject to its timely implementation, this is the form that shall be used for the 2019 evaluations (Fellow Class 2020) and beyond. Should this form not be included in time in the Fellow web scoring application, then the form in Annex S1 shall be used.
- Annex Z (normative): S/TC Summary form. Two forms are posted:
  - Annex Z1: The form is currently in use.
  - Annex Z2: This is a new form approved by the Fellow Committee in 10/2017. Subject to its timely implementation, this is the form that shall be used for the 2019 evaluations (Fellow Class 2020) and beyond. Should this form not be included in time in the Fellow web scoring application, then the form in Annex Z1 shall be used.

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 (approved 10/2017)

IEEE Advancing Technology for Humanity

IEEE Fellows Nomination Form

1. Nominee Information

Prefix:	
First Name:	
Middle Name:	
Last Name:	
City:	
US State/Canadian Province:	
Other State/Province:	
Country:	
Disambiguation Identifier (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)	\<ORCID\> \<Researcher ID\> \<Scopus\>

2. Nominator Information

Prefix:	
First Name:	
Middle Name:	
Last Name:	
E-mail Address:	

3. Education

Degrees	Year	Educational Institution	Location

4. Professional History

From (year)	To (year)	Name of Company	Position Held

5. Individual Contributions

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

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, such as: technical publications; technical reports and presentations; patents; development of products, applications and systems; application of facilities and services. In sentence form, state the engineering significance and lasting societal impact of each.

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, which may be subdivided into one or two distinct areas of contributions as identified in section 5.c. In sentence form, identify the significance and impact of each:

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.

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 positions held and the year, clarifying if Nominee was Chair or Member.

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, 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 Section.

9.a IEEE Level Awards
<Insert list of awards here>

9.b IEEE Society/Technical Council Level Awards
<Insert list of awards here>

9.c Non-IEEE Awards
      <Insert list of awards here>

10. Proposed Citation (15 words max)

      <Insert citation here>

11. References

[NOTE: This Section is visible <u>only</u> to IEEE Judges]

Name	Email Address
Name	Email Address
Name	Email Address

………………………….

12. Evaluation by IEEE Society/Technical Council

      <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 allow the presentation of additional evidence of technical impact for contributions that may have been proprietary as they were developed and not available for citation in the open literature.

Any person, including non-IEEE members, may submit an endorsement. Up to three endorsements are permitted.

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

IEEE Advancing Technology for Humanity

IEEE Fellows 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

Nominee Name:	
Nominator Name:	

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 S1: S/TC Evaluation Form (in use now)

(NOTE: It is expected to replace this form with the S2 one starting with Fellow Class 2020)

Nominee:	
Society/Council:	
Chair:	
Evaluators:	

1. Evaluation Section

1. Do the nomination and the supporting documents identify specific accomplishments or contributions of the nominee?

    a. Very specific identification of accomplishments and/or contributions
    b. INTERMEDIATE EVALUATION: accomplishments/contributions fall between a.
    and c.
    c. Some indirect identification of accomplishments and/or contributions
    d. INTERMEDIATE EVALUATION: accomplishments/contributions fall between c.
    and e. e. Little or no accomplishments or contributions identified

2. What is/are one or two of the accomplishments or contributions identified? (not more than 200 words)

3. Characterize the evidence provided in support of the specific accomplishments or contributions identified.
    a. Significant specific evidence is presented
    b. INTERMEDIATE EVALUATION: evidence presented is described in part by statement
        between a. and c.
    c. Some evidence is presented
    d. INTERMEDIATE EVALUATION: evidence presented is described in part by statement
        between c. and e.
    e. Little or no evidence is presented

4. What is that evidence? (not more than 150 words)

5. Is the work of the nominee recognized and considered outstanding by peers in the field?
  a. Significant peer recognition
  b. INTERMEDIATE EVALUATION: degree of recognition is described in part by statement between a. and c.
  c. Some peer recognition
  d. INTERMEDIATE EVALUATION: degree of recognition is described in part by statement between c. and e.
  e. Little or no peer recognition

6. Would those knowledgeable about the nominee's field of work consider the nominee's work to be:
  a. Of importance that has had significant impact on the profession or society
  b. INTERMEDIATE EVALUATION: work that is described in part by statement between a. and c. c. Some indirect impact on the profession or society.
  d. INTERMEDIATE EVALUATION: work that is described in part by statement between c. and e. e. Little or no impact on the profession or society.

7. Describe in specific terms the impact of the nominee's work. (not more than 150 words)

8. Indicate your assessment of the degree to which this nominee is suitable for elevation to IEEE Fellow Status via the following categories.

   Extraordinarily Qualified (90.0-100)

   Highly Qualified (80.0-89.9)

   Qualified (60.0-79.9)

   Marginally Qualified (50.0-59.9)

   Not Qualified (0.0-49.9)

2. Recommendation Section

1. Which category do you feel best describes the nominee's accomplishments?

   Application
   Engineer/Practitioner
   Research
   Engineer/Scientist
   Educator
   Technical Leader

2. If you feel there is a better citation to describe the nominee's accomplishments, please state it below. (not more than 20 words)

4.5   Annex S2: S/TC Evaluation Form (approved 10/2017)

(NOTE: It is expected to use this form starting with Fellow Class 2020)

<table>
<tr><td>◆IEEE
Advancing Technology for Humanity</td><td>**IEEE Society Evaluation Form**</td></tr>
</table>

Nominee:	
Society/Technical Council:	
Chair:	
Evaluators:	

1. Evaluation Section

1. In terms of accomplishments, how does the nominee compare relative to other recently elevated IEEE Fellows in your S/TC?
   1) Significantly more accomplished
   2) More accomplished
   3) About the same level of accomplishment
   4) Not as accomplished

Answer:_____

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. Clearly convey the strengths and weaknesses of the Nominee's qualifications for elevation to Fellow, providing a *critical analysis* of the information contained in the Nomination form and Endorsements (if any), and a clear explanation for the rationale behind the assigned rank and rating.

a) What contributions are at or above IEEE Fellow standards? Why are these contributions extraordinary? Have these contributions made a significant impact on the profession or society at large? If so, how? (max 200 words)
   <Insert text here>

16

b) In what respect does the nominee falls short of IEEE Fellow standards, as understood by the Committee (max 200 words)
     \<Insert text here\>

4. What specific research/application/education/leadership impact has the nominee had through her/his work? (max 200 words)
     \<Insert text here\>

5. What evidence can you cite for the Nominee's impact? (max 200 words)
     \<Insert text here\>

6. 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 (0)

     \<Insert numerical score here\>

2. Recommendation Section

1. Which 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\>

4.6   Annex Z1: S/TC Summary Form (in use now)

(NOTE: It is expected to replace this form with the Z2 one starting with Fellow Class 2020)

IEEE Society Score Summary			
Society: <Society or Technical Council Name>			
Rank	Nominee Name	Society Score	Rating
1	Nominee Name	XX	EQ
2	Nominee Name	XX	EQ
3	Nominee Name	XX	HQ
4	Nominee Name	XX	HQ
5	Nominee Name	XX	Q
6	Nominee Name	XX	Q
7	Nominee Name	XX	Q
8	Nominee Name	XX	MQ
9	Nominee Name	XX	MQ
10	Nominee Name	XX	MQ
11	Nominee Name	XX	NQ
12	Nominee Name	XX	NQ
13	Nominee Name	XX	NQ

4.7 Annex Z2: S/TC Summary Form (approved 10/2017)
(NOTE: It is expected to use this form starting with Fellow Class 2020)

	IEEE Society Score Summary		
	Society: <Society or Technical Council Name>		
	Nominees designated as Extremely Qualified, Highly Qualified, or Qualified are ranked by Society Score.		
	Nominees designated as Marginally Qualified are not ranked but listed in alphabetical order.		
Rank	**Nominee Name**	**Society Score**	**Rating**
1	Nominee Name	XX	EQ
2	Nominee Name	XX	EQ
3	Nominee Name	XX	HQ
4	Nominee Name	XX	HQ
5	Nominee Name	XX	Q
6	Nominee Name	XX	Q
7	Nominee Name	XX	Q
8	Nominee Name	–	–
9	Nominee Name	–	–
10	Nominee Name	–	–
11	Nominee Name	–	–
12	Nominee Name	–	–
13	Nominee Name	–	–