

IEEE FELLOW COMMITTEE

FELLOW NOMINATION & EVALUATION FORMS (October 2020)

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IEEE FELLOW COMMITTEE

FELLOW NOMINATION AND EVALUATION FORMS

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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.

1.1 Changes from the Previous Versions (February 2020)

The following changes were made:

1. Annex N has been updated with the newly approved Nomination form, which will be used starting with Fellow Class 2022 (submission deadline on 1 March 2021).
2. Annex S has been split in Annex S1 and Annex S2.
3. Annex Z has been renamed S3.
4. The “Further Reading” Section has been updated to reflect additional resources.

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
- Annex S (normative): S/TC Evaluation form.
- Annex Z (normative): S/TC Summary 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>. Also, please note that this Recommendation Guide does not replace the [Help Guide](#) for using the Fellow nomination web application.

The fellow evaluation process has never been as transparent as today and IEEE members have at their disposal several resources:

1. All Fellow principles are clearly specified in the [Fellow Operations Manual](#). Nominators should start by reading section 17 of the manual and then move to the Fellow Guides.

2. All forms currently in use are specified in the [Fellow Nomination and Evaluation Forms](#).
3. Additional details on how the IEEE and S/TC Fellow Committees operate are specified in two Fellow Handbooks:
 - a. [The Fellow Committee Handbook](#)
 - b. [The Society/Technical Council Fellow Evaluating Committee Handbook](#)
4. Three Fellow Guides have been Issued:
 - c. [How to Write an Effective Nomination](#)
 - d. [Effective References and Endorsements](#)
 - e. [S/TC-FEC Evaluators and IEEE Judges](#). Note that, although this Guide is intended for Evaluators and Judges, it can also be helpful to Nominators as it explains how evaluations are made and what evaluators and judges look for.

4. Normative Annexes

All Nominations and Evaluations Forms are normative.

4.1 Annex N: Nomination Form



1. Nominee Information

Prefix:	
First Name:	(mandatory)
Middle Name:	
Last Name:	(mandatory)
City:	
US State/Canadian Province:	
Other State/Province:	
Country:	(mandatory)
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> (mandatory) <Scopus> (strongly recommended)

2. Education

Degrees	Year	Educational Institution	Location

3. Professional History

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

4. Nominator Information

Prefix:	
First Name:	(mandatory)
Middle Name:	
Last Name:	(mandatory)
E-mail Address:	(mandatory)
Affiliation	(mandatory: self/retired/organization name)
City:	
US State/Canadian Province:	
Other State/Province:	
Country:	(mandatory)

5. Relationship with the Nominee

Describe your relationship to the nominee and how you personally became aware of the importance of the Nominee’s outstanding accomplishments and their impact on society (maximum 100 words):

<Insert text here>

6. Nomination Category and IEEE Society/Technical Council

6a. Identify the nomination category for Fellow grade (AE/P, EDU, RE/S, TL). Refer to the latest Fellow “[Nominator Guide](#)”.

<Insert Nomination Category here>

6b. Recommended Evaluating IEEE Society/Technical Council for initial technical evaluation. Choose the S/TC whose Fields of Interests better match the area in which the Nominee made the distinctive individual contributions described in Sections 7-8.

Refer to the latest Fellow “[Nominator Guide](#)”.

<Insert S/TC name here>

7. First Individual Contribution

Refer to the latest Fellow “[Nominator Guide](#)”.

7.a. Identify the first individual contribution which qualifies the Nominee for Fellow grade (maximum 200 words).

<Insert text here>

7.b. Verifiable Evidence of 1st contribution (maximum 400 words):

<Insert text here>

7.c. Impact of 1st contribution (maximum 200 words):

<Insert text here>

7.d. Verifiable Evidence of Impact of 1st contribution (maximum 200 words):

<Insert text here>

8. Second Individual Contribution

Refer to the latest Fellow “[Nominator Guide](#)”.

8.a. Identify the second individual contribution which qualifies the Nominee for Fellow grade (maximum 200 words).

<Insert text here>

8.b. Verifiable evidence of 2nd contribution (maximum 400 words):

<Insert text here>

8.c. Impact of 2nd contribution (maximum 200 words):

<Insert text here>

8.d. Verifiable evidence of Impact of 2nd contribution (maximum 200 words):

<Insert text here>

9. IEEE and Non-IEEE Awards

Refer to the latest Fellow “[Nominator Guide](#)”.

Use a maximum of 250 words for both Sections 9.a and 9.b.

9.a List IEEE Awards, giving priority to those related to the two contributions described in Sections 7-8.

<Insert text here>

9.b List Non-IEEE Awards, giving priority to those related to the two contributions described in Sections 7-8.

<Insert text here>

10. IEEE and Non-IEEE Activities

Refer to the latest Fellow “[Nominator Guide](#)”.

Use a maximum of 250 words for both Sections 10.a and 10.b.

9.a List IEEE Activities.

<Insert text here>

9.b List Non-IEEE Activities.

<Insert text here>

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

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: Individual S/TC Evaluator Form



1. Nominee Information

Nominee:	
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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. Preliminary score (0-100)

<Insert numerical score here>

4. State here the reason for your score (max 500 words)

<Insert text here>

4.5 Annex S2: Final S/TC-FEC Evaluation Form



1. Nominee Information

Nominee:	
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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>

4. Impact and Evidence.

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>

4.6 Annex S3: S/TC Summary Form

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		MQ
9	Nominee Name		MQ
10	Nominee Name		MQ
11	Nominee Name		MQ
12	Nominee Name		MQ
13	Nominee Name		MQ

Sorted by Society score.

Sorted by first name.