

How to Write an Effective Fellow Nomination



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Updated July 2015

Who is eligible to be a Fellow?

At the time the nomination is submitted, a nominee must:

- have accomplishments that have contributed importantly to the advancement or application of engineering, science and technology, bringing the realization of significant value to society;
- hold IEEE Senior Member or IEEE Life Senior Member grade;
- have been a member in good standing in any grade for a period of five years or more preceding 1 January of the year of elevation.

Who is eligible to be a nominator?

Any person, including non-IEEE members, is eligible to serve as a nominator. The following are exceptions: members of the IEEE Board of Directors, members of the IEEE Fellow Committee, IEEE Society/Technical Council Fellow Evaluating Committee Chairs, members of IEEE Society/Technical Council Fellow Evaluating Committee reviewing the nomination, or IEEE Staff. Self-nomination is not permitted.

The nominator is responsible for:

- Preparing the IEEE Fellow Grade Nomination Form
- Soliciting at least five, but no more than eight, references capable of assessing the nominee's contributions. (NOTE: A reference must be an IEEE Fellow in good standing, except in Region 9).
- Soliciting no more than three endorsements

Review Process

The process consists of two evaluations:

- the IEEE Society/Technical Council that the nominator identified on the nomination form
- IEEE Fellow Committee - only this committee reviews the reference letters.

Evaluation criteria:

- significant contributions as Application Engineer/Practitioner, Educator, Research Engineer/Scientist, or Technical Leader;
- evidence of technical accomplishments;
- confidential opinions of references and endorsers;
- service to professional engineering societies;
- total years in the profession.



STEP BY STEP THROUGH THE NOMINATION

Nomination steps

1. Nominee Information - provide the nominee's IEEE Member Number
2. Education (degrees in reverse chronological order)
3. Professional History (employment information) – reverse chronological order
4. Citation
5. Nominator information

Individual Contributions

- 6a. Individual Contributions:
 - Identify the category in which the nominee has made significant contributions that would qualify him/her for Fellow grade from the following:

Application Engineer/Practitioner

Educator

Research Engineer/Scientist

Technical Leader

Individual Contributions

- **6a.** 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.
 - Colleague
 - Committee member
 - Familiar with technical work



Individual Contributions

- 6b. Description: Explain how the nominee's **one or two** most distinctive contributions have contributed to the advancement or application of engineering, science, and technology. Explain how these contributions of **unusual distinction** have had a **lasting impact** on society. **Identify specific attributes** of the nominee's contributions that qualify him/her for elevation to Fellow, and why the nominee ranks near the top of those in his/her discipline.

Application Engineer

- What product development, advancement in systems, application or operation, project management or construction activity, process development, manufacturing innovation, codes or standards development, or other application of technology was the direct result of the nominee's personal effort?
- Describe the innovation, creativity, and importance of the development, advancement or application of technology.
- List the most important tangible and verifiable evidence of the nominee's contributions and, if pertinent, relevant significant technical publications, e.g. patents, reports, articles.
- Where a team effort was involved, identify and document the specific technical contributions of the nominee.
- Describe and verify the lasting impact of the nominee's contribution on society.



Educator

- What impact has the nominee had on education in the field of interest of the IEEE?
- What unique and innovative curricula or courses has the nominee personally developed? What innovative and unique contributions has the nominee made to engineering education as an administrator?
- Has the nominee written a pioneering text in his/her field?
 - What impact have these innovations had? What is the range of acceptance, local, regional or worldwide?
 - Describe and verify the lasting impact of these efforts on engineering education.



Research Engineer/Scientist

- What inventions, discoveries or advances in the state of the art made by the nominee indicate innovation, creativity, and importance of the nominee's research?
- List patents, papers published in refereed journals and other tangible and verifiable evidence of the nominee's accomplishments.
- Where a team effort was involved, identify and document the specific technical contributions of the nominee.
- Describe and verify the lasting impact of the nominee's contributions to society.



Technical Leader



- What outstanding engineering application or scientific accomplishments resulted from a managerial, team, or company-wide effort that was lead by this nominee?
- Explain the technical innovation, difficulties and risk involved, achieving economic acceptability, and other advantages.
- Describe and verify the specific technical contributions that the nominee made which made the achievement possible.
- Describe and verify the lasting impact of the nominee's contribution to society.

Individual Contribution - Summary

- What is the contribution? – what has the nominee invented, created, discovered?
- What impact has it made? – smaller, cheaper, faster, safer? Has it been implemented?

Example 1: Mr. Smith invented a procedure to identify and locate hot spots in transformer winding insulation, resulting in several patents. This procedure was implemented by TransformerX Inc. in its transformer monitoring equipment and has been used by utilities worldwide. It is estimated that this procedure has saved utilities over \$500M by identifying transformers requiring maintenance before they failed. (Application Engineer/Practitioner)

Example 2: Dr. Jones was the first person to develop an algorithm for real-time state estimation. Her 1990 paper on the topic has been cited over 200 times in the past 25 years and is recognized as one of the seminal articles in this area. Her algorithms have been integrated into several commercial EMS software packages. (Research Engineer/Scientist)

Example 3: Prof. Washington has developed a comprehensive undergraduate curriculum on smart grid applications. His set of courses is based on his textbook “Smart Grid – Smart Choices” and is accompanied by a series of laboratory exercises and demonstrations. His courses have doubled the enrollments in power engineering at his university. His book and curriculum have been adopted by several universities. (Educator)

Example 4: Mr. Chan served as Chief Technology Officer for PowerNow Inc. from 2002-2009. During this time, Mr. Chan lead the efforts to install smart meters throughout western Georgia and enable distribution automation in over 500 substations. Since 2009, Mr. Chan has served as a consultant to several utilities to modernize their distribution systems. He currently serves as the chair of the PES substations committee and spearheaded the development of standard C57-12.92-2010. (Technical Leader)



Disclaimer: These are fictional and do not refer to actual people or companies.



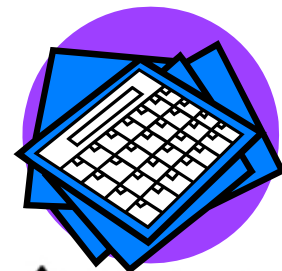
7. Evidence of Technical Accomplishment – Part 1

- List the **three** most important items of tangible and verifiable evidence of technical accomplishments identified
 - technical publications;
 - technical reports and presentations;
 - patents;
 - development of products, applications and systems; and,
 - application of facilities and services.
- In sentence form, state the engineering significance and lasting societal impact of each.



Comments

- The three evidence items should refer directly to the nominee's contribution – **one or two** most distinctive contributions – should **not** be three unrelated items
- A common error is to list **recent** items (papers, patents, etc.). It is difficult to support **lasting societal impact** unless the items have been public for a while (a decade or more)

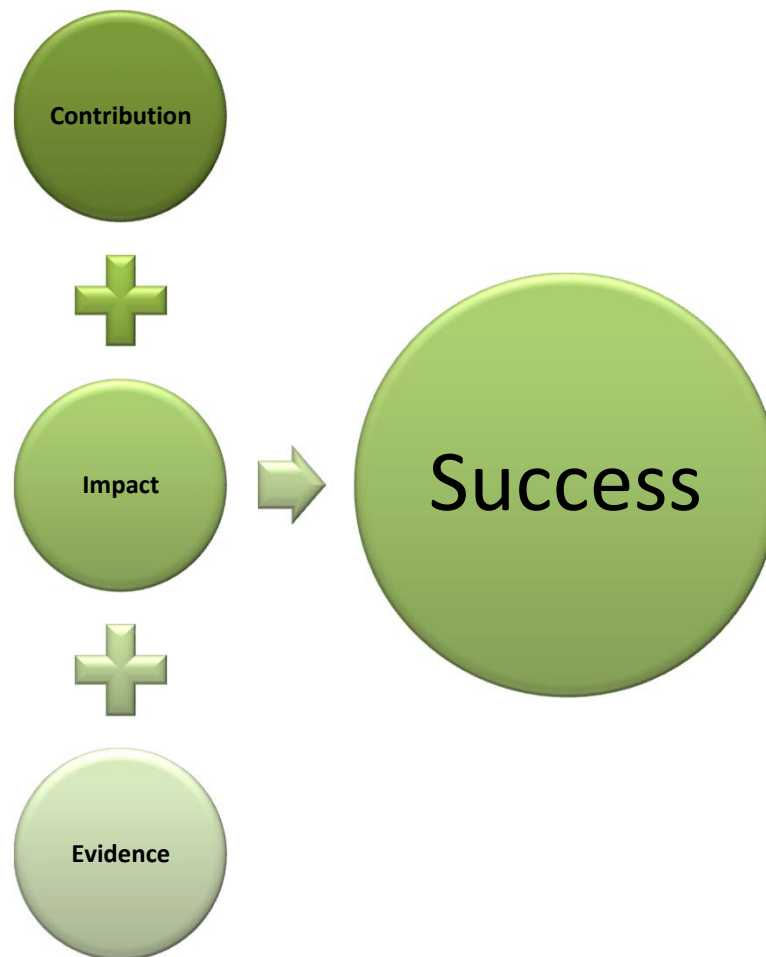


7. Evidence of Technical Accomplishment – Part 2

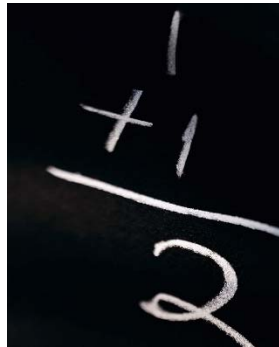
- List not more than 10 additional items, subdivided into distinct areas of contributions.
- In sentence form, identify the significance and impact of each.



Recapitulation



Comments



- The ten evidence items should refer directly to the nominee's contribution – **one or two** most distinctive contributions
- Publications – show a sustained contribution in a particular area – not just that nominee is a prolific author
- The majority of the evidence items should pertain to PES (standards, publications, committees)
- The nominator to list each item as a paragraph for easy review at all levels

Back to Nomination

8. List IEEE Activities and Awards
9. List non-IEEE Activities and Awards
10. Proposed citation - The citation must begin with “for” and not include a “period”.
 - be specific but not too wordy. Committee may alter citation if necessary.
 - For contributions to real-time state estimation (good)
 - For contributions to the development of iterative recessive algorithms used for real-time state estimation in EMS systems (not so good)

11. References



- References provide information about the value of the nominee's contributions
- Try to give a personal perspective. As a fellow (or senior member in Region 9) your personal view will carry weight with the evaluation committee(s)
- No point in repeating the nomination claims for the value of the contributions. The evaluators are looking for confirmation from a different perspective from the nomination.
- Each nominator should talk to each referee to ascertain level of support
- A mediocre reference is worse than no reference. If you are not convinced of the value of the nominee's contributions, let the nominator know. They may be able to find other references

12. Endorsements of Nomination

- Up to three endorsement letters are accepted, but none is required
- Endorsements indicate respect for the nominee in the community.
 - a local IEEE Section or Chapter Chair
 - a technical committee chair
 - a professional engineering organization
 - any other organization that is involved in electrical engineering
- Will have less impact from an individual that does not represent any engineering organization
- Endorsements are not meant to serve as references; so do not have to attest to the value of the contributions of the nominee, but more to the image of the nominee in the endorsing community/organization



Questions?

IEEE PES
Power & Energy Society
www.ieee.org/pes

APPROVED