

# IEEE-level Awards Volunteer Resources and Frequently Asked Questions

Thank you for your interest in participating in the IEEE Awards Program. IEEE Members and non-members can serve on selection committees; as candidates, nominators or endorsers; award sponsors or cosponsors; and promote the awards activities and presentations. IEEE is respected worldwide for recognizing outstanding accomplishments within the technical fields it serves, and your participation will help ensure its continued success.

Follows is a list of Frequently Asked Questions (FAQ) that explain the nature of the IEEE Awards program and what your role will entail.

## **FAQ quick links**

### **About IEEE-level Awards**

[What is the mission of the IEEE Awards Program?](#)

[How can I get involved in IEEE Awards activities?](#)

[How many awards are in the IEEE-level portfolio?](#)

[Where can I find more information about IEEE-level awards?](#)

### **General awards administration**

[Who is eligible to be nominated for an IEEE-level award?](#)

[Who can submit a nomination or endorsement letter for an IEEE-level award?](#)

[What constitutes a complete nomination?](#)

[How are IEEE-level Awards presented?](#)

### **IEEE Selection Committee Administration**

[What are the selection committee's objectives, and how does it accomplish them?](#)

[How often do the selection committees meet?](#)

[What is the average time commitment for a committee member?](#)

[What are the composition and membership terms for selection committees?](#)

[What resources are available to assist with soliciting nominations?](#)

[To whom do the IEEE-level Award selection committees report?](#)

[When can I congratulate the recipient\(s\)?](#)

## **Glossary**

## [About IEEE-level Awards](#)

### **What is the mission of the IEEE Awards Program?**

Through its awards program, IEEE advances the interests of its members by recognizing major contributions in advancing the fields of interest to IEEE for the benefit of society. By this means, the image and prestige of the organization, its members, and the profession are all enhanced. The IEEE Awards Program honors members and other professionals for their service to the society.

For nearly a century, the IEEE Awards Program has paid tribute to technical professionals whose exceptional achievements and outstanding contributions have made a lasting impact on technology, society, and the engineering profession.

IEEE-level awards (Medals, Recognitions and Technical Field Awards) are the highest awards IEEE recognizes. However, many other entities within the IEEE organization also recognize outstanding achievements.

- [View IEEE-level Awards Web page](#)
- [View other IEEE awards](#)

### **How can I get involved in IEEE Awards activities?**

IEEE members and nonmembers can serve as nominators, endorsers, selection committee members, or members of the Awards Board or a standing committee. First review the list of awards and scopes to determine within what awards your technical expertise lies, and then email [awards@ieee.org](mailto:awards@ieee.org) to find out how to get involved.

- [View the list of IEEE Awards sponsors](#)
- [View the objectives of the Awards Board and its standing committees](#)
- [Download the list of IEEE-level awards by technical discipline \(PDF, 144 KB\)](#)

### **How many awards are in the IEEE-level portfolio?**

Although this number may fluctuate slightly from year to year there are approximately 16 Medals, 30 TFAs, and 5 Recognitions in the IEEE-level awards portfolio. Each award is managed by a selection committee, which is responsible for stimulating new nominations, reviewing received nominations and selecting recipients, and more generally for the overall health of the award. The Awards Board Awards Review Committee (AB ARC) regularly reviews the overall portfolio.

### **Where can I find more information about IEEE-level awards?**

Nomination forms, nominator guidelines, lists of past recipients, sponsor recognitions, and other information can be found at <http://www.ieee.org/about/awards>. The [IEEE Policies, Section 4, Awards Activities](#) and the [Awards Board Operations Manual](#) contain the definitive policies for awards activities. For general information about the IEEE Awards Program, [visit the IEEE Awards Program information webpage](#).

## General awards administration

### **Who is eligible to be nominated for an IEEE-level award?**

- [View the eligibility of candidates](#)

### **Who can submit a nomination or endorsement letter for an IEEE-level award?**

- [View the eligibility of nominators and endorsers](#)

### **What constitutes a complete nomination?**

- The nominator must complete an electronic nomination form. The nominator may not act as an endorser. [View the nominator guidelines.](#)
- The electronic form must be submitted by the nomination deadline (15 January for Technical Field Awards or 15 June for Medals and Recognitions). Criteria for each award and nomination are listed on the award Web page. All nominators will be directed to the electronic nomination platform hosted by OpenWater.
- All correspondence regarding the status of the nominee is sent by Awards staff on behalf of the Awards Board to the nominator, who may then share the information with the endorsers as appropriate. Nominators for IEEE Medals and Recognitions are notified of the status of their candidates shortly after the IEEE Board of Directors meeting in November. Nominators for IEEE Technical Field Awards are notified of the status of their candidates shortly after the IEEE Board of Directors meeting in June.
- If the nomination is reconsidered for the following year, the nominator may submit updated information and/or endorsement letters by the deadline the following year but is not required to do so.

### **How are IEEE-level Awards presented?**

- IEEE Medals and Recognitions recipients are chosen in the year prior to presentation. They are presented at the annual [IEEE Honors Ceremony](#) whenever possible. The IEEE Honors Ceremony is held in conjunction with the June IEEE BoD meeting each year except when it is hosted at IEEE Sections Congress every three years. The IEEE Honors Ceremony is streamed live on IEEE.tv for the general public.
- IEEE Technical Field Award recipients are selected in the year prior to presentation. They are presented by the IEEE President or his/her designee at a relevant IEEE-sponsored conference, symposium or meeting.

## IEEE Award Selection Committee Administration

### **What are the selection committee's objectives, and how does it accomplish them?**

The selection committee is responsible for conducting the award process. Specifically, the committee is responsible for:

- Soliciting nominations for the award. The Awards Board expects each committee to follow the 3/2 Guideline – having at least three nominations to review each nomination cycle, two of which are new. Nominations should be solicited worldwide and include a gender balance when possible. Each committee member should champion a nomination, identifying a candidate and nominator and ensuring submission of the package.

- Evaluating the qualifications of each nominee as represented on the nomination form and in letters of endorsement that accompany the nomination. External opinions or evaluations may be solicited or received if appropriate.
- Recommending a recipient and an alternate to the Council.
- Preparing the citation(s).
- Recommend venues or conferences at which a recipient may be recognized (for Technical Field Awards).
- Determining disposition of remaining candidates (i.e. reconsider or withdraw).
- Following approval of the recipient by the IEEE Board of Directors, the president of the IEEE shall officially inform the recipient of his/her award, and the chair of the selection committee shall congratulate the recipient.
- Assisting, upon request, with securing funding for the award.
- Proposing potential committee members with diverse geographic and technical backgrounds and striving for gender balance.

### **How often do the selection committees meet?**

The selection committees meet via teleconference at least three times each year.

During the first teleconference (approximately 30-45 minutes) the committee briefly reviews the IEEE Awards Program and nomination process and then discusses potential nominees and nominators for the next award cycle. While committee members are not eligible to nominate, endorse, or be nominated for an award, they do act as champions, identifying potential candidates and following up with the nominators as appropriate to ensure a timely submission of the form. It is the responsibility of the selection committee to stimulate new nominations each year.

During the second teleconference (approximately 30-45 minutes), the committee discusses potential candidates for the next committee roster. Committee members also provide a status report on the nominations they were assigned to champion.

The third teleconference (approximately 60-75 minutes) is when the committee selects the next year's recipient(s), alternate(s) and accompanying citations. Also, the proposed committee roster is finalized. IEEE staff will invite the new members upon approval of the AB, but the committee should provide a list of individuals covering a wide geographic, societal and gender balance.

The committee chair may schedule interim teleconferences to discuss the progress of the nominations.

### **What is the average time commitment for a committee member?**

Committee members are expected to participate in at least three teleconferences. The first two are approximately 45 minutes and the third call is approximately 75 minutes. The chair may wish to schedule interim calls as appropriate to discuss the status of new nominations.

Candidate forms will be made available with the committee members who are expected to review them and input their preliminary scoring. Committee members should also expect to devote some time to stimulating nominations and following up with potential nominators although the time commitment varies on a case-by-case basis.

## **What are the composition and membership terms for selection committees?**

The membership of each selection committee shall reflect the participation of more than one society or organizational unit and more than one country and IEEE Region. The composition of these committees will include the expertise that encompasses the broad description of the award. It shall normally consist of an even number of members plus the Chair. Composition of committees is as follows:

- Chair (an IEEE Member)
  - Annual appointment, up to two terms
- Past Chair
  - May serve up to one term upon completion of his/her term as Chair
- Membership:
  - Selection committee members are chosen because of their expertise. The intent is to rotate 1/3 of the committee membership off each year.
- The Chair may appoint a Vice-Chair from among the members of the committee.

Nonmembers may serve on selection committees as long as the majority of IEEE members is maintained. All appointments are approved by the Awards Board. All members present have one vote, except the Chair, who votes only to change the outcome of a vote.

TFA committee members' terms run 1 May through 30 April. Medal and Recognition committee members' terms run 1 October through 30 September.

## **What resources are available to assist with soliciting nominations?**

Each committee member should act as a "Champion" for a candidate by identifying a potential nominator and following up to ensure that the nomination form is submitted by the deadline. The Champion may NOT participate in the development of the nomination form or endorsement letters but may answer questions related to the form or the process.

The following links and documents may assist potential nominators with generating a nomination. The [individual award Web pages](#) specify the scope, criteria, and any additional requirements for the nomination and also house the nomination forms and past recipient lists.

- [Download suggestions for preparing a successful nomination \(PDF, 16 KB\)](#)
- [View the nominator guidelines](#)

Committee members may also review the [IEEE Fellows Directory](#) or [other IEEE awards recipients](#) for elevation to an IEEE-level Award.

## **To whom do the selection committees report?**

The selection committees report to the appropriate Council – [Medals Council](#), [Recognitions Council](#) or [Technical Field Awards Council](#). The chair of each selection committee is an ex-officio member of the Council and meets annually via teleconference to discuss and endorse the selected recipients, alternates and citations to the [Awards Board](#). The Council Chairs then provides the reports to the Awards Board for their review and endorsement to the IEEE Board of Directors.

## **When can I congratulate the recipient(s)?**

All committee discussions are confidential, especially pertaining to recipient and alternate selection. Between the time that the committee deliberates and the IEEE Board of Directors

(BoD) approves the recipients, no one is permitted to share any information about the process.

Upon notification from the IEEE BoD, IEEE awards staff will contact the recipients and then the chairs of the selection committees. Once the recipients have been congratulated on behalf of the IEEE BoD, the selection committee chairs and members are encouraged to contact the recipients.

## Glossary

*AB:* IEEE Awards Board, which oversees the administration of all IEEE-level awards.

*AB Ops Manual:* [Awards Board Operations Manual](#), the governing document of the AB.

*Council:* There are three Councils which the selection committees report to – Medals Council, Recognitions Council and Technical Field Awards Council (TFAC). The Council acts as the liaison between the selection committees and the Awards Board. The chair of each selection committee is an ex-officio member of their respective Council, which is led by a Vice Chair and Chair who sits on the Awards Board.

*Hierarchy:* The IEEE awards program follows the hierarchy below (highest honor first):

- IEEE Medal of Honor
- IEEE Medals
- IEEE Technical Field Awards, Recognitions, and Joint National Awards
- Major Board, Region & Division, Society and Technical Council Awards
- Technical Conference Awards
- Area, Geographical Council or Conference, Section, Chapter Awards
- Student Branch and Student Branch Chapter Awards

*Honors Ceremony:* IEEE Medals and Recognitions are typically presented at the prestigious [IEEE Honors Ceremony](#).

*IEEE BoD:* IEEE Board of Directors, the governing body of the IEEE, to whom the AB reports.

*IEEE-level awards:* Medals, Recognitions and TFAs. Nominees can move up the awards hierarchy for the same work (i.e. from a TFA to a Medal) but not down.

*Medal:* IEEE Medals are the highest awards in the hierarchy of IEEE recognitions. They embrace significant and broad IEEE interests and purposes.

*TFA:* Technical Field Award. TFAs are awarded for contributions or leadership in a specific field of interest of the IEEE. They are narrower in scope than the IEEE Medals.

*Recognition:* IEEE Recognitions recognize team contributions, prize papers, IEEE service and other such categories of contributions. These are considered to be the same level as TFAs.

*Reconsider:* A nomination will be considered next year for reconsideration. The alternate candidate is automatically carried over. The nominator and/or endorsers may submit updated materials prior to the next deadline, but this is not required. A nomination may be reconsidered for a maximum of five years from the original submission date.

*Society Award:* Recognize technical achievement and service in a field of interest of a single Society; administered by a Society. In the IEEE awards hierarchy, IEEE-level awards generally have higher status and are broader in scope than Society awards.

*Withdrawn:* The nomination form will not be considered again in its current format.