SOCIETY/TECHNICAL COUNCIL FELLOW EVALUATOR

HELP GUIDE

2019
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1. **ELIGIBLE INDIVIDUALS**

   a. **SOCIETY/TECHNICAL COUNCIL EVALUATING COMMITTEE CHAIRS**

      - Must be an active IEEE Fellow.
      - Must be an active member in the relevant Society.
      - Cannot serve as a nominator for any Fellow nominees.
      - Cannot serve as a reference or an endorser for any Fellow Nominees evaluated by his/her respective Evaluating Committee.
      - Cannot be a member of the IEEE Fellow Committee or the IEEE BoD

   b. **SOCIETY/TECHNICAL COUNCIL EVALUATING COMMITTEE VICE CHAIRS**

      - Must be an active IEEE Fellow.
      - Must be an active member in the relevant Society.
      - Cannot serve as a nominator, a reference or an endorser for any Fellow Nominees evaluated by his/her respective Evaluating Committee.
      - Cannot be a member of the IEEE Fellow Committee or the IEEE BoD.

   c. **SOCIETY/TECHNICAL COUNCIL EVALUATING COMMITTEE EVALUATORS**

      - Must be an active IEEE Fellow.
      - Must be an active member in the relevant Society.
      - Cannot serve as a nominator, reference or an endorser for any Fellow Nominees evaluated by his/her respective Evaluating Committee.
      - Cannot be a member of the IEEE Fellow Committee or the IEEE BoD.
2. **GENERAL INFORMATION**

**Browsers**

The Society/Technical Council Electronic Process (SEP) is supported by the browsers found at: http://www.ieee.org/web/publications/rights/browser-policy.html

**Deadline**

Individual and Summary forms must be received by June 15 (11:59 EST). NO EXCEPTIONS WILL BE MADE.

**Accessing the Fellow Nomination System**

To access the Fellow Nomination System, an IEEE Primary Account must be used. If you need assistance, contact the IEEE Support Center. You can reach the Global Offices directly on-line at: www.ieee.org/contactcenter - or - by telephone at: 1.732.981.0060 Worldwide, 1.800.678.4333 US & Canada.

**New Fellows Announcement**

The newly elevated IEEE Fellows are announced shortly after the November IEEE Board of Directors meeting.
3. **SOCIETY/TECHNICAL COUNCIL EVALUATION HOME PAGE**

The Society/Technical Council Evaluation Home Page is a landing page for Society/Technical Council Fellow Evaluators. After you log into your IEEE Primary Account, a home page will be created specifically for you. The page will display two sections; an “Open Activities” section and a “Closed Activities” section *(see Example 1)*. Each section includes the following columns: Role (responsibility of a member), Class (the year the nomination will be conferred), Created (date the activity was initiated), Name/Description (name of society/technical council), Status (stage of the activity and Action (an act that needs to be completed). A help icon (?) will appear next to the role name, if you need to refer to the help guide.

**Example 1**

Home Page

Whoever@ieee.org/Sign Out

**Open Activities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Closed Activities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>
4. **ACCEPT OR DECLINE THE EVALUATOR INVITATION**

You can access your home page through the e-mail you received or through the Fellow Web Site.

- After you click the link in the e-mail or click the “Society/Technical Council Scoring Program” button on the Fellow Web Site, you will be prompted to log in with your IEEE Primary Account.

- Your “Home Page” will appear

- Look at the “Open Activities” section. **(See Example 2)**

- Click on “Accept/Decline Serve Request” to respond back to the Society/Technical Council Fellow Evaluating Chair.

- After you click on “Accept/Decline Serve Request”, an invitation will appear **(See Example 3).**

- You will need to read the accountability document.

- If you “Accept” the invitation, you will need to select your areas of interest before submitting your response.

- After you submit your response back to the Society/Technical Council Fellow Evaluating Chair, the “status” column and the “action” column will change on your home page to “Pending”. **(See Example 5).**

- Once the Society/Technical Council Fellow Evaluating Chair receives your response, he/she will make his/her assignments and you will receive another e-mail giving you access to the nominations.

- If you “Decline” the invitation, you will not need to select your areas of interest before submitting your response. After you submit your response back to the Society/Technical Council Fellow Evaluating Chair, your home page will remove the request.
Example 2

Open Activities

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(?) Evaluator</td>
<td>20xx</td>
<td>xx/xx/xx</td>
<td>IEEE.....</td>
<td>New</td>
<td>Accept/Decline Serve Request</td>
</tr>
</tbody>
</table>

Closed Activities

Example 3

Society/Technical Council Fellow Evaluation Committee Invitation - Evaluator Accept/Decline

Society/Technical Council Name: XXXXXXXXXXXXX

Your Name: XXXXXXXXXXXXX

Your Member Number: XXXXXXXXXXXXX

Click here to read the responsibilities to serve on the IEEE Society/Technical Council Fellow Evaluation Committee.

Accept Decline

All Areas of Interest Related to this Society | Selected Areas of Interest

Submit
5. **VIEWING NOMINATIONS AND ENDORSEMENTS**

You can access your home page through the e-mail you received or through the Fellow Web Site.

- After you click the link in the e-mail or click the “Society/Technical Council Scoring Program” button on the Fellow Web Site, you will be prompted to log in with your IEEE Primary Account.

- Your “Home Page” will appear

- Look at the “Open Activities” section. It will include your assignment. *(See Example 6)*

- Click on “View Nominees”.

- Click on “Evaluation Form” next to a nominee name to open the evaluation form. *(See Example 7)*

- A blank evaluation form will appear.

- If you have a conflict with the nominee, click on “Report a Conflict”. Indicate the reason and submit. Once the conflict is reported, the evaluation will no longer be accessible. Your Assignment Page will indicate that there is a conflict. *(See Example 8)*
• If there is no conflict, click on “View Nomination Package” to view the nomination and any endorsements.

• Complete the evaluation. Note: If you click “Save”, the evaluation will be saved as “draft” and you will need to open the evaluation again and complete. If you click “Complete”, the evaluation will be saved as “Complete” and you will not need to open the evaluation again. Note: In order to submit an evaluation, the status needs to indicate “Complete”.

• To submit a completed evaluation, click on the small box next to a nominee name. A “check mark” will appear. Click “Submit Evaluations”. Note: Only the evaluations with a check mark will be submitted (See Example 9)

• If you would like to see a summary of all your responses for the nominations you reviewed, click on “Evaluation Summary”.

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**Example 6**

Home Page

**Open Activities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(?) Evaluator</td>
<td>20xx</td>
<td>xx/xx/xx</td>
<td>IEEE.....</td>
<td>New</td>
<td>View Nominees</td>
</tr>
</tbody>
</table>

**Closed Activities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>

---

**Example 7**

Society Evaluation: Name of Society/Technical Council

<table>
<thead>
<tr>
<th>Nominations</th>
<th>Assigned Nominations</th>
</tr>
</thead>
</table>

---
Example 8

Nominee Name:  

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 and/or contributions fall between a. and c.
   _____C. Some indirect identification of accomplishments and/or contributions
   _____D. INTERMEDIATE EVALUATION: accomplishments and/or contributions fall between c. and e.
   _____E. Little or no accomplishments and/or contributions identified

Report a conflict of interest

Please specify the reason and submit below. A message will be sent to [Society Fellow Chair Name]. (not more than 25 words)

Reason: 

Submit Conflict  Cancel
### Example 9

<table>
<thead>
<tr>
<th>Nominations</th>
<th>Assigned Nominations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Status</td>
</tr>
<tr>
<td>Nominee Name</td>
<td>Conflict</td>
</tr>
</tbody>
</table>

#### Example 9

Society Evaluation: Name of Society/Technical Council

**Nominations**

**Assigned Nominations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominee Name</td>
<td>Complete</td>
<td>Evaluation Form</td>
</tr>
</tbody>
</table>

6. **VIEWING A RESTRICTED SCORE MATRIX**

- After you submit all your evaluations, you will receive an email with a link that will enable you to view a restricted version of the score matrix (**See Example 10**). In addition, the item will move from “Open Activities” to “Closed Activities” on your home page.
Example 10

SCORE MATRIX

<table>
<thead>
<tr>
<th>Form</th>
<th>Nomination Package</th>
<th>Rating</th>
<th>Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Nominee Name</td>
<td>00.0</td>
<td>0.00</td>
</tr>
<tr>
<td>Draft</td>
<td>Nominee Name</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Draft</td>
<td>Nominee Name</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

7. **VIEWING THE FINAL SCORE MATRIX**

- After your chair submits all the S/TC’s final evaluations, you will receive an email with a link that will enable you to view copies of all the final evaluations (See Example 11).

Example 11

SCORE MATRIX

<table>
<thead>
<tr>
<th>Form</th>
<th>Nomination Package</th>
<th>Rating</th>
<th>Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Nominee Name</td>
<td>HQ</td>
<td>99.0 0.00 0.00 00.0 00.0 00.0</td>
</tr>
<tr>
<td>Submitted</td>
<td>Nominee Name</td>
<td>HQ</td>
<td>89.0 0.00 0.00 00.0 00.0 00.0</td>
</tr>
<tr>
<td>Submitted</td>
<td>Nominee Name</td>
<td>MQ</td>
<td>67.0 0.00 0.00 00.0 00.0 00.0</td>
</tr>
<tr>
<td>Submitted</td>
<td>Nominee Name</td>
<td>MQ</td>
<td>64.0 0.00 0.00 00.0 00.0 00.0</td>
</tr>
</tbody>
</table>