

**FELLOW NOMINATOR  
HELP GUIDE  
2021**

## **1. IEEE FELLOW RECOMMENDATION GUIDES**

The Fellow Strategic Planning Subcommittee has created Fellow Recommendation Guides containing best practices aiming at educating the individuals involved in the Fellow nomination and evaluation process.

The following Fellow Recommendations Guides are available on the fellow page [ieee.org/fellows](https://www.ieee.org/fellows):

1. **How wo Write an Effective Nomination** <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/fellows/fellows-nominations.pdf>
2. **Effective References and Endorsements**  
<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/fellows/fellows-references-endorsementsguide.pdf>
3. **S/TC – FEC Evaluators and IEEE Judges** <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/fellows/fellows-evaluators-judges.pdf>

It is strongly recommended that prospective Nominators become very familiar with these Fellow Guides.

## **2. ELIGIBLE INDIVIDUALS**

There are strict eligibility requirements for the individuals involved in the Fellow nomination and evaluation process. Please see the latest version of the IEEE Fellow Operations Manual at:

[https://www.ieee.org/content/dam/ieee-org/ieee/web/org/govern/fellow\\_operations\\_manual.pdf](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/govern/fellow_operations_manual.pdf)

## **3. GENERAL INFORMATION**

### Browsers

The IEEE Fellow Online Nomination Process is supported by the following browsers:

- Chrome: Latest version
- Firefox/Safari: Latest 2 versions

### Deadline

All forms (nomination, reference and endorsement) must be received by March 01 (23:59 EST).

NO EXCEPTIONS WILL BE MADE. Therefore, Nominators should plan to submit the Nomination form in advance to give references and endorsers enough time to submit their letters.

#### 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](http://www.ieee.org/contactcenter) - or - by telephone at: [1.732.981.0060](tel:1.732.981.0060) Worldwide, [1.800.678.4333](tel:1.800.678.4333) US & Canada.

#### Starting the Process

Only the Nominator can start the process. He/she will need to login with an IEEE Primary Account.

#### Changes to a Nomination Form

Modifications will be permitted up to the deadline of March 01 (23:59 EST). This will include updating core text and e-mail addresses, adding or deleting a reference and endorsement name, or deleting a nomination.

#### Checking Status of a Nomination

The Nominator will be permitted to check status and/or resend reminders to those references and endorsements who have not responded up to the deadline of March 01 (23:59 EST).

#### Printing the Nomination Form

The nomination form can be printed up to the deadline of March 01 (23:59 EST).

#### Notifying References and Endorsements

Once a nomination is submitted, the references and endorsements listed on the form will automatically be notified.

#### New Fellows Announcement

The newly elevated IEEE Fellows are announced shortly after the November IEEE Board of Directors meeting.

## **4. EVALUATION PROCESS**

The process consists of two evaluations. The first evaluation is completed by the IEEE Society/Technical Council Fellow Evaluating Committee (FEC) that is identified on the nomination form. The IEEE Society/Technical Council FEC evaluation is based solely on a technical evaluation of the importance and impact of the Nominees' contributions and does not address matters related to service or membership of the Society/technical Council. All members of the IEEE Society/Technical Council FEC must be Fellows and active in their Society/Technical Council.

Once the IEEE Society/Technical Council evaluation is completed, their comments and scores are given to the IEEE Fellow Committee. The Society/Technical Council FEC evaluations that are not received by the deadline set by the IEEE Fellow Committee will be deemed incomplete and will not be forwarded for consideration to the IEEE Fellow Committee.

The IEEE Judges on the IEEE Fellow Committee will assess the Nominees based on all inputs: Nomination form, Reference/Endorsement letters, and the Society/Technical Council evaluation forms (which includes comments, score, and rank). These Judges are IEEE Fellows but they may not have worked in the exact area of expertise of

the Nominee. Your goal, as a Nominator, is to make the cited contributions of the Nominee easy to identify and to make their importance and impact easy to understand and verify.

The IEEE Fellow Committee recommends nominees to the IEEE Board of Directors, using the following criteria.

- Top 1-2 significant individual technical contributions as Application Engineer/Practitioner, Educator, Research Engineer/Scientist, or Technical Leader.
- Evidence of technical accomplishments and realization of significant impact to society
- The strength of the evidence supporting the impact of the cited contributions
- The degree of support from the IEEE Society/Technical Council selected by the nominator
- Confidential opinions of references and endorsers
- Service to professional engineering societies
- Total years in the profession

## **5. NOMINATION HOME PAGE**

The Nomination Home Page is a landing page for nominators. After you log into your IEEE Primary Account, a home page will be created specifically for you. The page will include an area to start a nomination (see Example 1) plus it will display two sections, an “Open Activities” section and a “Closed Activities” section (see Example 2). Each section includes the following columns: Role (responsibility of a member), Class (the year the nomination will be conferred), Created (date the form was initiated), Name/Description (name of nominee), Status (stage of the form) and Action (an act that needs to be completed).

### **Example 1**

Home Page

[Whoever@ieee.org/Sign Out](mailto:Whoever@ieee.org/Sign Out)



Nominations are being accepted for the 20xx Fellow Class. Click the “Start Nomination” button to begin the process.

### **Example 2**


#### **Open Activities**

Role	Class	Created	Name/Description	Status	Action
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#### **Closed Activities**

Role	Class	Created	Name/Description	Status	Action
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## **6. STEPS TO COMPLETING A NOMINATION FORM**

- After you click the “Nominator” button on the Fellow Web Site, you will be prompted to log in with your IEEE Primary Account.
- Your “Home Page” will appear.
- Click on the “Start Nomination” button to open the nomination form.
- Complete the required sections.
- You can save the form as a draft and complete it later.
- If you need to refer to the help guide, click the help icon (?) at the top of the page.
- If you want to print the nomination form, click the print icon  at the top of the page.
- Submit the form.

## **7. RETURNING TO THE NOMINATION HOME PAGE**

- After you click the “Nominator” 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 3). It will display two options.
  1. If you started a nomination but did not submit, you can perform two actions.
    - “[View Nomination](#)”. Clicking on this action will allow you to complete the form.
    - “[Delete](#)”. Clicking on this action will delete the form out of the system.
  2. If you submitted a nomination, you could perform three actions.
    - “[View Nomination](#)”. Clicking on this action will allow you to view the nomination and make, if necessary, changes to the form.
    - “[Reference/Endorsement Status](#)”. Clicking on this action will allow you to check the status of the references and endorsements (See Example 3a).
    - “[Delete](#)”. Clicking on this action will delete the form out of the system.
- Look at the “Closed Activities” section (See Example 3b). It will display activities that no longer require any action. Note: you will only be allowed to view the nomination in pdf format.

### **Example 3**

Home Page

[Whoever@ieee.org/Sign Out](mailto:Whoever@ieee.org)

**Start Nomination –**

Nominations are being accepted for the 20xx Fellow Class. Click the “Start Nomination” button to begin the process.

### **Open Activities**

Role	Class	Created	Name/Description	Status	Action
Nominator	20xx	xx/xx/xxxx	Name of Nominee	Draft	<a href="#">View Nomination/Delete</a>
Nominator	20xx	xx/xx/xxxx	Name of Nominee	Submitted	<a href="#">View Nomination/Reference/Endorsement Status/Delete</a>

### **Example 3a**

After clicking on “[Reference/Endorsement Status](#)”, the below screen appears. You can send a reminder to those who have not submitted their form by clicking “[Resend Email](#)”.

### **Reference Status**

Last Update	Reference	Status	Email	Action
01/10/2014	Reference Name	Declined	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	
01/10/2014	Reference Name	New	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	<a href="#">Resend Email</a>
01/10/2014	Reference Name	New	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	<a href="#">Resend Email</a>
01/10/2014	Reference Name	Submitted	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	

01/10/2014 Reference Name Submitted [Whoever@ieee.org](mailto:Whoever@ieee.org)

### Endorsement Status

Last Update	Endorsement	Status	Email	Action
01/10/2014	Endorsement Name	New	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	<a href="#">Resend Email</a>
01/10/2014	Endorsement Name	New	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	<a href="#">Resend Email</a>
01/10/2014	Endorsement Name	Submitted	<a href="mailto:Whoever@ieee.org">Whoever@ieee.org</a>	

### Example 3b

Home Page

[Whoever@ieee.org/Sign Out](mailto:Whoever@ieee.org/Sign Out)

**Start Nomination** –

Nominations are being accepted for the 20xx Fellow Class. Click the “Start Nomination” button to begin the process.

### Open Activities

Role	Class	Created	Name/Description	Status	Action
Nominator	20xx	xx/xx/xxxx	Name of Nominee	Draft	<a href="#">View Nomination/Delete</a>
Nominator	20xx	xx/xx/xxxx	Name of Nominee	Submitted	<a href="#">View Nomination/Reference/Endorsement Status/Delete</a>

### Closed Activities

Role	Class	Created	Name/Description	Status	Action
Nominator	20xx	xx/xx/xxxx	Name of Nominee	Complete	<a href="#">View Nomination</a>

## 8. SIGNING OUT OF THE NOMINATION HOME PAGE

- ☐ Click on the “[Sign Out](#)” button at the top of your Home Page.
- ☐ You will be brought back to the IEEE Web Site.