Preparing a Successful Fellow Nomination

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Successful Nominations

› Successful nominations take time and effort to prepare, and care must be taken to present the nominees contribution to reviewers at every step in the process.

–Someone will not get elected simply by saying they are awesome and everyone knows it!

› Each component of the nomination is important, but some are more important than others.

› The nominee needs to assist the nominator in preparation of the nomination form.

–The nominator simply does not have enough information on their own.

–This is not considered unethical.

Nomination Form

- The nomination for itself is the single most important item in being successful.

  - The form is read carefully by the reviewers and must present specific accomplishments to both experts in the field at the society level, and those NOT in the field at the Fellow Committee level.

- Many worthy nominees fail because of poorly prepared nomination forms.

- One should utilize all the words that you are allowed to get as much information across as possible.

- You should keep description of accomplishments as factual as possible.

  - Flowery words don't help.

  - EVERY statement must be backed up with evidence of the accomplishment.

Nomination Categories

- The expectations and criteria for each of the categories are very different.

- The overwhelming majority of nominations are in the research engineer/scientist category.
  - I have seen a number of instances where this was chosen incorrectly.
  - Be sure that technical leader is not more appropriate.

- Take care when nominating someone in the educator category.
  - Evidence of real contributions to education are required.
  - "He/she was a great professor for 45 years" is not enough.

- IEEE is strongly promoting more fellows in the practitioner category.
  - However, evidence of accomplishment is sometimes difficult.
  - Use patents as much as possible.

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Individual Accomplishments

- 5c.***** 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.

- This section should be written in paragraph form. One paragraph for each of the two contributions.

- Here is where you describe two BODIES of work, not individual publications or patents. You can refer to references listed in the next section, but don't list any here.
  - Keep this section as specific as possible. Do not simply say that you "worked on motor drives for 25 years."
  - Example: 1) Dr. X developed techniques and algorithms to improve the performance, functionality, reliability, and availability of motor drive and power electronic systems, specifically through the use of existing sensors. 2) Dr. X developed a method of predictive method of speed-sensorless direct torque control (DTC) of an induction motor, which does not require a separate current control loop (7.I.3).

- It is important that the reviewer realize that the accomplishments were distinctive/unique and IMPORTANT.
  - You need to explain not only the nature of the work, but its impact on the field and on society as a whole.
  - This is often missing in nominations.
  - Try to keep this section factual while still conveying that the accomplishments are outstanding and important to the field.

Evidence of Technical Accomplishment

› Part 1: List the three most important items of tangible and verifiable evidence of technical accomplishments identified above. In sentence form, state the engineering significance and lasting societal impact of each. Part 2: List not more than 10 additional items, subdivided into distinct areas of contributions.

› This section requires you to list 15 publications or patents, reports, etc.

  – This takes up a lot of the available words allowed.

› Be absolutely sure to add after the citation one or two sentences that a) describe what the items is about, and b) why is was important. Be very clear and concise!!

  – Example: Schoen, R. R., Habetler, T. G., Kamran, F., and Bartheld, R. G., "Motor bearing damage detection using stator current monitoring," *IEEE Trans. on Industry Applications,* vol. 31, no. 6, pp. 1280-1286, Nov./Dec. 1995. This paper is the seminal work on using current-based condition monitoring to determine impending bearing failures. This paper has been cited in many subsequent papers, including survey papers, on the subject of motor diagnostics.

› In part 1, make sure that the 3 specific items relate DIRECTLY to the individual accomplishments in the previous section.

› In part 2, list your most important pubs, etc. They do not have to be on the specific individual accomplishments listed in the previous section.

Evidence of Technical Accomplishment (cont'd)

❯ Mix patents in with papers, if appropriate.

❯ You can even add tutorials and short courses as evidence of your stature in the field.

❯ Do not afraid to add ANY verifiable evidence of your accomplishments.

  – You do not just need transactions papers in this section.

❯ At the end, give the total number of pubs and patents even though it does ask for this.

  – The reviewers will take this into account.

IEEE Activities

- ❯ While not nearly as important as the previous 2 sections, service to the profession is a separately scored category, and should not be left blank, if at all possible.

- ❯ It is important to add any awards received in this section, including best paper awards.

- ❯ Try to convey that you are a contributing member/volunteer to IEEE.

- ❯ This section can often separate nominees that are right on the edge of election.

Non-IEEE Activities

› This is section is the least important for people in our field.
  – Important for nominees on the fringes of EE.

› You can add anything here that you do as a volunteer.
  – Example: Electric vehicle race team advisor, boy scout electricity merit badge advisor, STEM promotion activities, etc.

› Be sure to list awards from your employer or university.

› Don't worry about using all the words in this section.

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Proposed Citation

› Generally should start with "for contributions to …"

› Do not make it too broad.

› It should specifically relate to the accomplishments listed.

› Don't worry about perfection, because the committee will change/edit it if they do not like it.

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References

› Many people think that all that matters is the references.

- – This is not necessarily true, in my experience.

- – They have significantly less weight in the total score than the nomination form itself.

- – Nearly all references are very positive, and therefore are not a good differentiator.

› A poor or lukewarm reference is usually very harmful to the case.

› You do not necessarily need to know each referee personally. If the nomination form well written, this should not matter.

- – *It's not who you know, but how you present yourself.*

- – Many qualified candidates are hesitant to apply because they think they do know enough fellows to get good references.

- – Utilize society lists and contacts to get in touch with potential referees.

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Endorsements

› These are good to have because they show IEEE involvement in ways that the nomination form cannot always do.

› They can add detail to the nominee's service activities.

› They are NOT necessary, however, and do not carry much weight on their own.

– I, personally, had none because my IEEE activities were clear.

Summary

› Many qualified candidates are unsuccessful because their accomplishments are not presented in the best possible way.

› The "Individual Contributions" and "Evidence of Technical Accomplishment" sections are EXTREMELY important in presenting the nominee to reviewers and references who may not have personal knowledge, or even be in the field of specialty.

› Utilize society fellow lists to contact potential references.

  – It's not necessary "who you know" that matters.