



IEEE Region 2  
Awards and  
Recognition Committee

*Program Manual*

For further information about the Region 2 Awards Program contact the Awards and Recognition Committee Chair listed at:

<http://sites.ieee.org/r2/awards/>

To submit an award:

<https://apply-ieee.smapply.io>

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## 1. INTRODUCTION

### PURPOSE

This Awards and Recognition Committee Manual describes the principal activities and administrative processes of the IEEE Region 2 Awards and Recognition Committee (ARC). It is intended to provide a guide for consistent application of practices and procedures by ARC members and IEEE staff. The statements contained in this ARC Operations Manual must conform to the four documents that govern the IEEE and the IEEE AB as listed below (under Governance).

### GOVERNANCE

The policies, procedures and regulations by which the IEEE and the IEEE Award Board (AB) are governed are embodied in the following documents:

1. The IEEE Certificate of Incorporation legally establishes IEEE under the New York State Not-for-Profit Corporation Law.
2. The IEEE Constitution, which is approved by the voting members of the IEEE, contains IEEE's fundamental objectives and organization.
3. The IEEE Bylaws, which are approved by a two-thirds majority vote of the IEEE Board of Directors, govern implementation of Constitutional provisions in specific organization structures. The IEEE Bylaws applying to the Awards Board are proposed and amended by a majority vote of the AB, with final approval by the IEEE Board of Directors.
4. The IEEE Policies, which are approved by the IEEE Board of Directors, provide more detailed statements of IEEE-wide policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws.

IEEE Region 2 sponsors a robust program of awards recognizing, rewarding, and promoting excellence in all facets of the professional lives of its members. The Awards and Recognition Committee (ARC) must take care to preserve the integrity of the evaluation and selection process to assure that it is both open and rigorous, and that it contributes to the prestige of the Region and the award recipients.

The Awards and Recognition Program is one of the most important of all Region 2 activities. It provides the means to recognize those members and Region entities that have brought improvement and recognition to our profession and to the Institute.

The awards are:

- 1) An expression of recognition for outstanding contributions to the art and science of electro technology,
- 2) An incentive to emulate excellence,
- 3) A presentation to the public of the achievements of the profession and its members, and
- 4) The identification of IEEE with these achievements.

## 2. GENERAL INFORMATION

The authority of the Region 2 ARC is defined in accordance with the Region 2 Bylaws, Article VIII. Specific questions regarding the Region 2 Awards and Recognition Program should be addressed to the Region 2 ARC Chair or the Region 2 Director.

The Region 2 ARC meets in whole, or in part, in connection with Region 2 EXCOM meetings and the Region 2 Committee Meeting. Additional meetings may be called by the ARC Chair as required.

Funding for the Region 2 ARC comes from Region funds as well as from other sources and is determined at the start of each fiscal year and amended as appropriate during the year. A preliminary budget shall be submitted to the Region 2 Treasurer in sufficient time to support the Region's financial planning activities that occur during the Fourth Quarter of each calendar year.

This document and Region 2 officer contact information can be found on the Region 2 website at <http://sites.ieee.org/r2>.

### 3. CHARTER

- Develop and implement awards and recognition programs for sponsorship specifically by the Region.
- Publicize to the Areas/Councils and Sections the awards available through other IEEE awards activities.
- Actively encourage the Sections to nominate their members for all appropriate awards and provide such aid as may be necessary for accurate, timely, and professional nominations. Assist in gaining maximum media exposure for award recipients, including visibility via Region/Section publications.
- Submit pertinent and timely awards information to the Region 2 Newsletter Editor. Submit biographies and photographs of all award recipients to the Region 2 Newsletter Editor.
- Develop and keep current documentation on Region awards and the overall management of the awards program in the Region.
- Manage the allocated budget of the Awards and Recognition Program for maximum impact. Assist in the preparation of the annual detailed budget of the ARC within the bounds of the funds of the Region as well as other funds that may be available.

### 4. COMMITTEE STRUCTURE & RESPONSIBILITIES

#### 4.1 Region 2 Awards and Recognition Committee Membership

The Awards and Recognition Committee (ARC) shall consist of a Chair, appointed by the Region 2 Director with concurrence of the Region 2 Executive Committee (EXCOM). Additional committee members may be comprised of the Past-Chair, Educational

Activities Chair, Student Activities Chair, Professional Activities Chair and all area/council Chairs.

The ARC must include a Chair and, at a minimum, include no less than 4 of the aforementioned roles as committee members. All are voting members.

ARC members shall be appointed or reappointed annually by the Region 2 ARC Chair and shall serve for the calendar year.

## 4.2 Region 2 Awards and Recognition Responsibilities & Committee Structure

### 4.2.1 General Responsibilities

The IEEE R2 Awards Recognition Committee administers the awards and recognition program of the Region 2, IEEE. Through its awards program, the IEEE advances the interests of its members by recognizing their contributions in advancing the fields of interest to IEEE to 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.

The ARC makes awards recommendations and recommends policies for the consideration of the Region 2 EXCOM and other IEEE bodies as appropriate. The ARC ensures the proper conduct of the awards program, including recommending the modification and/or creation of new awards as needed.

### 4.2.2 Region 2 ARC Chair

The ARC Chair ensures that the awards submission website is current, and works with IEEE MGA staff to archive previous nominations and set the dates for opening and closing the current year's nomination submission process. The Chair reviews and accepts nominations on behalf of the ARC and supervises the evaluation of candidates for Region 2 awards. This includes distributing nominations to committee members, leading the review and selection of the best nominees, having the award instruments prepared and coordinating the presentations. The ARC Chair is responsible for the Region 2 Awards and Recognition Program as defined in the Region 2 Bylaws. The Chair is also responsible for maintaining the Region 2 Awards and Recognition Program Manual.



The ARC Chair is an ex-officio member of the IEEE USA Awards Committee. The ARC Chair should be prepared to encourage nominations for Institute, MGA, IEEE-USA, and EAB awards.

The term of the chair is two years. If reappointed, the chair term is not to exceed a maximum of three years of concurrent service.

The Chair may appoint one to three at-large members.

#### 4.2.3 Committee Membership

ARC Committee membership and associated responsibilities are listed in Table 4.1

<b>ROLE</b>	<b>NUMBER</b>	<b>DUTIES</b>
<b>Region 2 ARC Chair</b>	1	See paragraph 'Region 2 ARC Chair' above: <ul style="list-style-type: none"> <li>• Convening all meetings annually that are required to support a successful Region 2 awards program.</li> <li>• May appoint subcommittees as needed to support ARC activities.</li> <li>• May appoint 1 to 3 at-large, non-voting, members.</li> </ul>
<b>Region 2 ARC Past Chair</b>	1	<ul style="list-style-type: none"> <li>• Provide support to the ARC Chair for annual leadership transition activities.</li> <li>• Attend ARC meetings.</li> </ul>
<b>Region 2 Area Chairs Members</b>	1 - 9	<ul style="list-style-type: none"> <li>• Remain aware of activity and progress (or lack thereof), looking for roadblocks and getting the proper members working to remove them.</li> <li>• Suggest matches between awards available and potential candidates.</li> <li>• Review completed nominations and suggest improvements to the awards submission process, if necessary, to enhance the chances of a candidate being selected for an award.</li> <li>• Attend ARC meetings.</li> <li>• Work with local Sections to encourage local awards programs that could serve as feeders to the Region Awards.</li> </ul>
<b>Region 2 Education Activities Chair</b>	1	<ul style="list-style-type: none"> <li>• Remain aware of activity and progress (or</li> </ul>

		<p>lack thereof), looking for roadblocks and getting the proper members working to remove them.</p> <ul style="list-style-type: none"> <li>• Suggest matches between awards available and potential candidates.</li> <li>• Review completed nominations and suggest improvements to the awards submission process, if necessary, to enhance the changes of a candidate being selected for an award.</li> </ul> <p>Work with local Sections to forward award nominee packages that could serve as feeders to the Education Activities Board Awards program.</p> <ul style="list-style-type: none"> <li>• Attend ARC meetings.</li> </ul>
<b>Region 2 Student Activities Chair</b>	1	<ul style="list-style-type: none"> <li>• Remain aware of activity and progress (or lack thereof), looking for roadblocks and getting the proper members working to remove them.</li> <li>• Suggest matches between awards available and potential candidates.</li> <li>• Review completed nominations and suggest improvements to the awards submission process, if necessary, to enhance the changes of a candidate being selected for an award.</li> </ul>
<b>Region 2 Professional Activities Chair</b>	1	<ul style="list-style-type: none"> <li>• Remain aware of activity and progress (or lack thereof), looking for roadblocks and getting the proper members working to remove them.</li> <li>• Suggest matches between awards available and potential candidates.</li> <li>• Review completed nominations and suggest improvements to the awards submission process, if necessary, to enhance the changes of a candidate being selected for an award.</li> <li>• Attend ARC meetings.</li> </ul>
Table 4.1. Region 2 ARC Membership		

## 5. ADMINISTRATION OF AWARDS

### 5.1 Responsibilities

The ARC Chair has the administrative responsibility at the Region level for the Region 2 awards program. The ARC determines the slate of annual award recipients for consideration and approval by the Region 2 EXCOM.

The Region 2 ARC reserves the right to present multiple awards or to withhold an award entirely if nominations of less than qualifying caliber have been received.

Nominations are solicited for the awards presented by Region 2 unless otherwise specified in Table 5.1.

<b>TYPE</b>	<b>IDENTIFICATION</b>	<b>FREQUENCY</b>	<b>NUMBER</b>	<b>ACTION</b>	<b>HONORARIUM</b>
Solicited	Outstanding Engineer	Annually	1	ARC	\$150
Solicited	Outstanding Service	Annually	1	ARC	\$150
Solicited	Outstanding Engineering Educator	Annually	1	ARC	\$150
Solicited	Professional Leadership	Annually	1	ARC	\$150
Solicited	Exemplary Section	Semi-annually	2	ARC	\$100
Solicited	Exemplary Student Branch	Annually	As Req'd	ARC	\$0

Table 5.1. Region 2 Awards Summary

## 5.2 Confidentiality of Nominees' Identities and Committee Deliberations

The ARC shall exercise extreme caution to maintain confidentiality in their deliberations, including the identity of nominees. Until the EXCOM has disposed of the nomination, and the Region 2 Director has informed the nominee, no word of the committee's recommendation should be given to nominees, nominators, or any other persons.

## 5.3 Conflict of Interest

Care should be taken to avoid conflicts of interest on the ARC and its various subcommittees. In no case should a nominee, nominator, or endorser for an award serve in any capacity that affects the selection for that award. In addition, the ARC must ensure that in the awards process there is no other conflict of interest, or appearance of conflict of interest.

## 5.4 Awards Handbook

The ARC shall create and maintain a Program Manual, in which detailed procedures for the solicitation, review, and selection of nominees for each award will be set forth. This manual serves as the primary means of ensuring appropriate quality and continuity in the operation of the several awards subcommittees. The ARC may modify the Program Manual providing that its procedures are consistent with applicable policies and procedures of the IEEE. Changes to the Program Manual must be approved by the Region 2 EXCOM. The ARC chair is responsible for seeing that a copy of the manual is made available to each member of the ARC and the EXCOM at the beginning of each calendar year.

### 5.5 Schedule of Nomination Deadlines

A schedule of nomination deadlines is established at the beginning of each year by the Region 2 ARC.

### 5.6 Selection Committee

The Selection Committee shall be the IEEE Region 2 ARC.

### 5.7 Presentation

Generally, the awards are presented by the Region 2 Director at the Region 2 annual meeting. Occasionally, the Region 2 Director, or a designee, may present Section Banners, or other awards, at another appropriate IEEE event.

### 5.8 Records

The Region 2 ARC Chair will maintain formal documentation and records on a year-to-year basis. A copy of all nominations will be kept on file for a period of four years.

Many of the awards are included on the Regions 2 Awards website. This site should be updated each year.

## 5.9 Awards Retirement

The ARC will consider awards that receive fewer than three nominations in two consecutive years as candidates for the development of a rejuvenation plan. The Chair may appoint a committee to elicit opinions of stakeholders and make recommendations for a rejuvenation plan.

## 5.10 ARC Budget/Expenses

The Region 2 annual budget is adopted by the EXCOM. The ARC Chair must exercise prudent financial management to assure that the awards program operates within that approved budget.

# 6. NOMINATIONS PROCESS

## 6.1 Who May Nominate

Nominators must be members of IEEE (Member or Higher Grade). ARC members cannot directly nominate, endorse, or otherwise publicly support nominees; however, members are encouraged to actively seek nominations. While the committee member is not required to recuse herself or himself from debate and voting, the committee member should announce their role in seeking, or supporting, a nomination to the ARC.

## 6.2 How to Nominate

The procedure in proposing candidates for various types of awards varies somewhat. This will be apparent from the forms and the descriptions of the awards and the qualifications by which candidates will be judged. Nomination packages, including letters of endorsement and supporting documentation, must be submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>

The nominator can significantly influence the selection process by accurately completing the nomination form and by providing all required documentation. Supply relevant information in concise English. Please follow all instructions carefully. Consider the distinctive features of the award as described in the guidelines. Ask the question: Does the achievement fit the award?

Responses should be complete yet reasonably concise. Although supporting documentation in excess of that requested by the particular award may be accepted and considered, it is highly recommended that the entire nomination package not exceed eight (8) pages unless an award's instructions specify otherwise. The Region 2 ARC will use its discretion in limiting the attachments that will be evaluated when an excessive volume of additional documentation has been submitted.

Nominators should be very careful that the accomplishments of the nominee match the criteria of the specific award for which he or she is being nominated. Nominations guidance is available at the R2 ARC website: at <http://sites.ieee.org/r2/awards/>

### 6.3 Endorsements

Endorsers are not required to be members of IEEE. A nominator may not also be an endorser for that nominee. While a cover letter from the nominator is acceptable and will be considered to be part of the nomination package, it does not suffice as one of the required letters of endorsement.

Letters of endorsement should be as current as possible. Letters over a year old will not be accepted. However, letters of endorsement, which have been accepted for a particular year, may be carried over for one additional year's competition without updating if a nominator wishes to resubmit that nomination.

### 6.4 Nomination Deadline

Nomination packages, including letters of endorsement and supporting documentation, must be COMPLETE no later than MIDNIGHT local time on the date of the nomination deadline or of the first business day following the published deadline when the deadline falls on a weekend or holiday. All nomination packages will be acknowledged within

seven (7) days following receipt. Under extenuating circumstances, the ARC may grant extension deadlines.

## 7. BASIS OF SELECTION & PROCESS

### 7.1 Basis of Selection

The nominee must have BOTH been a member of IEEE and resided in Region 2 for at least the three years immediately preceding the deadline for nominations.

Example: A nominee for an award whose deadline is December 1, 2011, must have been an IEEE member and resided within the current (2011) boundaries of Region 2 since December 1, 2008.

Neither the Region 2 Director nor the Region 2 Director - Elect is eligible for nomination for a Region 2 award during his or her term of office.

Example: A Director - Elect who will assume office in 2011 may be nominated for a "2011" award since the nomination would have been submitted during 2010 – prior to elevation to that office. Conversely, a Director whose term of office ended in 2011 would not be eligible for a "2012" award since the nomination deadline for that award would have been in 2011 – during his or her term of office.

Members of the Region 2 ARC may not be considered for Region 2 awards during their term of office. They have the option of resigning from the Committee, prior to the submission of the consideration of an award nominations package, if they wish their nomination to be accepted.

A nominee cannot be considered for more than one Region 2 award in any one year.

Nominees of outstanding caliber are eligible regardless of

- Membership grade (Member or Higher Grade is required however),

- Having received similar recognition from another region or
- IEEE entity, or
- Professional affiliation or employer (i.e., government, industry, or academia).

## 7.2 Selection Process

The criteria for each named award are included in this Handbook (Section 8) and are also publicized on the web. After an initial ranking or “straw vote” of the nominees by subcommittee members, the members should discuss the results and consider other attributes and contributions of the nominees that cannot be captured by a point system. The subcommittee shall have a vote to identify the recommended awardee(s) or decide not to recommend any awardee(s).

If there are less than three nominations for an award and the subcommittee supports a nomination from the small pool of nominations, then the subcommittee chair shall be prepared to defend the subcommittee’s recommendation based on qualifications of the nominee.

## 8. REGION 2 AWARDS

### 8.1 Outstanding Engineer Award

#### Purpose

To recognize a member of Region 2 who, through technical and professional abilities, has made an outstanding contribution to the electro technology profession.

#### Schedule

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	January 7



Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	Annual R2 Meeting or other suitable IEEE event

## **Scope**

One award annually

## **Nomination Package**

- “IEEE Region 2 Outstanding Engineer Award Nomination Form” completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

## **Specific Criteria**

- Importance of the electro technology contribution and engineering achievements pertinent to this award.
- Level and extent of technical distinction and/or responsible charge of important work.
- Productivity of electro technology innovations(s), patents, proprietary designs, engineering leadership, papers, articles, and technical presentations (Sole responsibilities are preferable; if credit for the accomplishments is shared, the nominator must provide the name(s) of others jointly responsible.)
- Service to the Institute.
- Service to the electro technology profession in professional and technical organizations other than IEEE
- Recognition through other honors.

Note: For nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

## **General Guidance**

This award primarily recognizes the technical achievements of our members as engineers. This is not a service award, and, as a result, non-technical contributions receive less weight during the award evaluation process. Note that particular emphasis is placed on the importance of the individual's technical contributions rather than on their quantity.

## **Award Instrument**

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

## **Nomination Form**

Submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>

## 8.2 Outstanding Service Award

### **Purpose**

To recognize a member of Region 2 who, through service to the Region and to the Institute, has made an outstanding contribution to the electro technology profession.

### **Schedule**

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	January 7
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	Annual R2 Meeting or other suitable IEEE event

## **Scope**

One award annually

## **Nomination Package**

- “IEEE Region 2 Outstanding Service Award Nomination Form” completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

## **Specific Criteria**

- Service to IEEE at the Region level (This is the primary criteria for consideration for this award)
- Service to IEEE at the Institute, Area, Council, Section, Subsection, Chapter, and Student Branch levels
- Service to the electro technology profession in professional and technical organizations other than IEEE
- Service to the community

Note: for nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

## **General Guidance**

This award recognizes service, with particular emphasis placed on contributions made at the Region level. Region- level involvement might include activity as an elected or appointed member of the Region 2 Executive Committee or as its representative to other boards or committees. There also may have been work on a particular project that benefited the Region and its members.

Considered with much lesser weight are contributions made at other levels of IEEE and to other technical, professional, community, and civic organizations.

When describing accomplishments at any level, details of the significance of the activity is most important. Simple lists of positions held do not fully explain the nominee's contributions.

Examples of contributions rather than merely positions held might be that the nominee developed an innovative project that had a profound impact on the Region and its members by providing employment services or enhanced marketing of members' professional resources, that a new conference could be termed "ground breaking" for some reason or another, or that new ideas resulted in enhanced operation of the Region or reduced financial risk. An appointment at the Board level to represent Region 2 could have had a positive influence on the services offered to our members or resulted an improved way of doing business. The emphasis should be on how the contributions of the nominee should be recognized as an outstanding service to the members of Region 2.

## **Award Instrument**

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

## **Nomination Form**

Submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>

### 8.3 Outstanding Engineering Educator Award

#### **Purpose**

To recognize a member of Region 2 who has shared technical and professional abilities through teaching in industry, government, or in an institution of higher learning and in so doing has made an outstanding contribution to the electro technology profession.

#### **Schedule**

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	January 7
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	Annual R2 Meeting or other suitable IEEE event

#### **Scope**

One award annually

#### **Nomination Package**

- “IEEE Region 2 Outstanding Engineering Educator Award Nomination Form” completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

#### **Specific Criteria**

- Importance of educational contribution
- Level and extent of involvement in engineering education
- Output of patents, books, papers, technical presentations, and other educational products
- Service to IEEE
- Service to the electro technology profession in professional and technical organizations other than IEEE
- Recognition though other honors

Note: for nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

### **General Guidance**

Remember that this award recognizes educational contributions, whether made in formal academic settings or within government or industry. This award is not limited to teaching in academic institutions, but, rather, includes continuing education and other non-traditional educational opportunities. Be specific and complete in describing the nominee's dedication and accomplishments. During the nomination evaluation process, particular emphasis is placed on the importance of the individual's educational contributions.

### **Award Instrument**

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

### **Nomination Form**

Submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>

## 8.4 Professional Leadership Award

### Purpose

To recognize a member of Region 2 for outstanding leadership efforts in advancing the professional aims of IEEE in the United States.

### Schedule

Call for nominations	September 1
Nomination deadline	December 1
Recipient and alternate selected by ARC	January 7
Region Executive Committee approval	January-February
Recipient notified	February
Award presentation	Annual R2 Meeting or other suitable IEEE event

### Scope

One award annually

### Nomination Package

- “IEEE Region 2 Professional Leadership Award Nomination Form” completed online by the nominator
- Two (2) letters of endorsement completed online
- Any supporting documentation

### Specific Criteria

- Recent IEEE responsibilities related to professional activities

- Tangible results and identifiable contributions made by the individual in advancing the professional aims of IEEE
- Importance of contributions at Region level
- Importance of contributions at other IEEE levels

Note: for nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

### **General Guidance**

Remember that this award recognizes dedication, effort, and quality of accomplishment in advancing the aims of IEEE professional activities. Emphasize how these contributions have served the professional aspects of the economic, ethical, legislative, and social concerns of our members. These activities include improving the effectiveness of the IEEE's interface with government, addressing understanding and solutions to problems of technological policy, and enhancing the opportunity for members to sustain a successful lifetime career as engineers and science professionals. Be specific and complete in describing the nominee's long-term dedication as well as specific accomplishments. During the nomination evaluation process, particular emphasis is placed on those contributions made at the Region level of IEEE. However, do not neglect to describe service made at the Institute, Area/Council, and Section level.

### **Award Instrument**

A plaque, suitably inscribed, attesting to the accomplishment(s) made by the individual.

### **Nomination Form**

Submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>



## 8.5 Exemplary Section Award

### Purpose

To recognize outstanding Section leadership, management, and administration for the immediate past Section year. To provide a mechanism that allows the Regional Director to visit, recognize the Section leadership and make the award presentation.

### Schedule

Call for nominations	None
Nomination deadline	Six (6) months following the end of the section year
Recommendation by ARC	Thirty (30) days following receipt of nomination package
Region Executive Committee approval	The first EXCOM meeting following recommendation of ARC
Recipient notified	After EXCOM approval
Award presentation	At suitable IEEE event (Section or Region)

### Scope

Up to one award annually to each Section in Region 2.

### Nomination Package

- “IEEE Region 2 Exemplary Section Award Nomination Form,” completed by the nominator
- Copies of actual documents are not required; the Section Chair certifies that the minimum performance criteria listed as “Qualifying Statements” have been met
- A concise statement for each item on the nomination form is sufficient

- Supporting documentation to support exemplary performance may be attached, but the total amount of such attachments should not exceed six (6) pages

### **Specific Criteria**

- Evidence of timely completion and maintenance of Section records and reports
- Level and extent of management, planning, and operational skills exhibited by the Section's officers during the year
- Effectiveness of Section's programs in serving its members
- Support of key programs and activities of IEEE and of the technical and professional community
- Support of organizational subunits within the Section's boundaries, including Subsections, Chapters, and Student Branches

### **Award Instrument**

A certificate, suitably inscribed, attesting to the accomplishment of the Section.

### **Nomination Form**

Submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>

## 8.6 Exemplary Student Branch Award

### **Purpose**

To encourage through public recognition exemplary Student Branch operation.

## Schedule

Call for nominations	None
Nomination deadline	Six (6) months following the end of the section year
Recommendation by ARC	Thirty (30) days following receipt of nomination package
Region Executive Committee approval	The first EXCOM meeting following recommendation of ARC
Recipient notified	After EXCOM approval
Award presentation	At suitable IEEE event (Section or Region)

## Scope

Up to one award annually to each Student Branch in Region 2.

## Nomination Package

- “IEEE Region 2 Exemplary Student Branch Award Nomination Form,” completed by the nominator
- Supporting documentation requested by the nomination form

## Specific Criteria

- This award is presented to the Student Branch(es) judged to have accomplished Branch operations in accordance with IEEE Bylaws. For award consideration, the Branch must be nominated by a Branch officer, satisfy the nomination package requirements as defined on the nomination form, and be endorsed by the Branch Counselor/Advisor and appropriate Section officer.

## Award Instrument

A certificate, suitably inscribed, attesting to the accomplishment of the recipient Student Branch(es).

## **Nomination Form**

Submitted electronically through the Region 2 Awards and Recognition Portal at <https://apply-ieee.smapply.io>

## 9. PRIOR AWARD RECIPIENTS

Up-to-date lists of prior award recipients can be found on the Region 2 Awards Information web page: at <http://sites.ieee.org/r2/awards/>

## 10. OTHER IEEE AWARD PROGRAMS

The IEEE offers a wide variety of awards and recognition vehicles that can be used to highlight member participation in a variety of administrative, advisory, and technical roles. Because the details of these programs change on a regular basis, the links to these awards (accurate as of the date of publication) is provided here to allow the nominator to access the most up-to-date information: at <http://sites.ieee.org/r2/awards/>

### 10.1 IEEE Awards Board

The IEEE Awards Board (AB) administers the awards and recognition program of IEEE. Through its awards program, the IEEE advances the interests of its members by recognizing their contributions in advancing the fields of interest to IEEE to 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.

[http://www.ieee.org/about/awards/DF\\_IEEE\\_MIG\\_MCT\\_86254](http://www.ieee.org/about/awards/DF_IEEE_MIG_MCT_86254)

## 10.2 IEEE Educational Activities Board Awards

IEEE Educational Activities Board (EAB) Awards recognize and honor individuals and companies for major contributions to engineering and technical education.

[http://www.ieee.org/education\\_careers/education/awards/index.html](http://www.ieee.org/education_careers/education/awards/index.html)

## 10.3 IEEE Members and Geographic Activities Awards

The awards and recognition program of the Member and Geographic Activities Board (MGA) is designed to promote, recognize and reward excellence in the MGA operations and IEEE geographic unit activities (Regions, Councils and Areas, Sections, Chapters, Student Branches, and Student Branch Chapters).

[http://www.ieee.org/societies\\_communities/geo\\_activities/awards/index.html](http://www.ieee.org/societies_communities/geo_activities/awards/index.html)

## 10.4 IEEE-USA Awards

IEEE-USA has authorized the presentation of Awards and Recognition for the purpose of recognizing excellence, outstanding service and contributions in furtherance of its objectives. The awards are administered by IEEE-USA's Awards and Recognition Committee and have been approved by the IEEE Awards Board and the IEEE Board of Directors. IEEE-USA Awards are given to recognize professionalism, technical achievement, and literary contributions to public awareness and understanding of the engineering profession in the United States. In addition to IEEE-USA awards, other forms of recognition are also available, including awards from other entities within IEEE and also outside the organization.

<http://www.ieeeusa.org/volunteers/awards/index.html>

## 10.5 Society Awards

In addition to the programs listed above, each Society also offers its own awards and recognition programs. The nominator is referred to the Society web pages for further information.