

## **SOCIETY/TECHNICAL COUNCIL FELLOW EVALUATING COMMITTEE**

### **MAIN RESPONSIBILITIES – CHAIR**

As specified in the Fellow Operations Manual, the goal of a Society/Technical Council (S/TC) Fellow Evaluating Committee (FEC) is to provide the IEEE Fellow Committee with a critical technical evaluation and an assessment of the degree of qualification of the Nominees referred to the S/TC.

The S/TC evaluation is extremely important because it provides IEEE Fellow Committee members with an independent experts' opinion on the value and impact of the Nominee's technical contributions. Since not all the IEEE Fellow Committee members evaluating a Nominee may be experts in the S/TC's fields of interest, it is important that the S/TC-FEC evaluations help IEEE Fellow Committee members achieve a broader understanding of the Nominee's technical contributions and impact. Therefore, the S/TC-FEC must do more than just echoing the words on the Nomination Form and must provide to IEEE Fellow Committee members an informed and independent (from Nominator and References) technical assessment and verification of the cited contributions and their impact, conveying both the strengths/weaknesses of the Nominee and a clear explanation for the rationale behind the assigned rank and score.

The Chair must not evaluate nor score Nominees. The Chair must lead the FEC in a fair and impartial way, also making sure that the FEC's evaluations are fair and impartial. To act otherwise will devalue the input to the IEEE Fellow Committee from the S/TC-FEC.

It is also important to keep in mind that the FEC must:

- A) Provide a technical assessment only, disregarding any service the Nominee may have provided to any S/TC or IEEE.
- B) Treat equally all Nominees, regardless of whether they are active as volunteers in any S/TC or active elsewhere or not active at all in IEEE.
- C) Have no contact with any other S/TC committee on matters related to the Nominees being evaluated, e.g. Technical Committees, Fellow Search Committees, etc.

Specific responsibilities of S/TC-FEC Chairs:

- 1) Organize and chair a committee of experts with backgrounds in research and development, teaching, technical management, engineering application and practice (including product or system design), manufacturing, system operation, product application, etc., to review IEEE Fellow grade nominations.
- 2) Be the primary point of contact between the S/TC-FEC and the IEEE Fellow Committee and coordinate the evaluation process ensuring transparency, ensuring parliamentary procedures are properly followed, providing guidance to Evaluators, helping Evaluators reach consensus, and meeting the deadlines set by the IEEE Fellow Committee.
- 3) Help the committee reach consensus if there are disagreements among members. In case disagreements persist, organize a formal vote at a regularly

scheduled meeting (in-person or teleconference) or via email to correctly validate the approval of the evaluations.

- 4) Submit to the IEEE Fellow Committee the S/TC Evaluation Forms for all assigned Nominees as approved by the S/TC-FEC and by the deadline. All S/TC-FEC members shall be notified upon the submission and receive a copy of all evaluations submitted to IEEE.
- 5) Assign the required number of Evaluators to each Nominee. If a S/TC has 40 or more Fellows, then five or more evaluators must review a Fellow nomination. If a S/TC has fewer than 40 Fellows, then three or more evaluators must review a Fellow nomination.
- 6) Understand and make sure the S/TC-FEC members understand the [IEEE Code of Conduct and IEEE Code of Ethics](#).
- 7) Attend the orientation courses organized by the Fellow Activities Staff and share the orientation material with the rest of the Committee.
- 8) Instruct Evaluators of their responsibilities as specified in the IEEE Fellow Operations Manual, the IEEE Fellow Handbook on S/TC-FECs, and the Fellow Recommendation Guide on “S/TC-FEC Evaluators and IEEE Judges” – all available on [ieee.org/fellows](http://ieee.org/fellows).
- 9) Treat all Nomination and Evaluation material as IEEE Confidential with distribution strictly limited only to the S/TC-FEC, IEEE Fellow Committee members, and authorized IEEE staff.
- 10) Conduct all meetings of the S/TC-FEC in Executive Session, see here for the [IEEE Guidelines on Executive Sessions](#).
- 11) Immediately notify the Fellow Activities Staff ([fellows@ieee.org](mailto:fellows@ieee.org)) if a Nominee was referred for evaluation in error to the S/TC and recommend the appropriate S/TC for the technical evaluation of the Nominee.

This document lists only the main responsibilities of the S/TC-FEC Chair. It is strongly recommended that S/TC-FEC Chairs become very familiar with the following documents to fully understand their responsibilities and the Fellow evaluation principles:

- [Fellows Operations Manual](#), especially Sections 9.5 and 15-17.
- [Fellow Nomination and Evaluation Forms](#)
- [S/TC-FEC Handbook](#)
- [Guide for S/TC-FEC Evaluators and IEEE Fellow Committee Judges](#)