# IEEE Region 4 Awards

The IEEE Region 4 Awards and Recognition program is designed to promote, recognize, and reward excellence in furthering the objectives of IEEE as reflected in the operations of Region 4 and Region 4 Operating Unit activities (Sections, Chapters, Affinity Groups, Student Branches, and Student Branch Chapters).

# Contents

# Nomination Guidelines

**Step 1:** Identify a deserving member or organization to be awarded for their service to IEEE.  Organizations include Section, Student Branches, Section Chapters, Student Chapters, Affinity Groups, and public/private companies.

- IEEE members in good standing and residing in Region 4 may nominate another Region 4 member for an Individual Award.
- IEEE members in good standing and residing in Region 4 may submit nominations for an Organization Award.
- Self-nominations are not allowed.
- No one will receive an award if they are not nominated.

**Step 2:** Choose the appropriate award for nomination.
 Is this an INDIVIDUAL achievement or an ORGANIZATIONAL achievement?

- Google Form for an Individual Award
- Google Form for an Organization Award

**Step 3:** Submit award nominations via Google Forms:

- Form must be accurately completed to be considered.
- No substitutes to the form will be considered for any of the awards.
- The Region 4 Awards and Recognition Committee (R4 ARC) will not research unsupported claims.
- The R4 ARC will not enhance the nominations.

**Step 4:** Obtain Letters of Recommendation.
The Jack Sherman Outstanding Member Award and the Outstanding Professional Award requires 2 letters of recommendation.  The letters may be submitted by anyone (IEEE member or otherwise) with close knowledge of the nominees achievements.

- Ask two or more members to write a one page letter of recommendation to the nomination.
- Letters of Recommendation may be submitted with this Google Form.
- Later in this document you will find three examples of recommendation letters.

# General Information for Region 4 Awards
The following information applies to all Region 4 Awards.

## Administration
Region 4 will be responsible for administering these awards.

## Eligibility

For Individual Awards, the nominee must be an IEEE member in Region 4 at the time of the nomination deadline. The nominee cannot be the current Region 4 Director or Director-Elect. The nominee cannot be a member of the Region 4 Awards and Recognition Committee (R4 ARC). The nominee can only be considered for one Region 4 award in a given year. The nominee must have <u>both</u> been a member (any grade) of IEEE and resided in Region 4 for at least the two years immediately preceding the deadline for nominations.

Consistent with the IEEE Code of Ethics, individual award nominees and recipients must uphold the highest standards of integrity, responsible behavior, and ethical conduct in professional activities.

For Organization Awards, the organization must be in Region 4 at the time of the nomination deadline. The organization can only be considered for one Region 4 award in a given year. IEEE OU (Organizational Units) include Sections, Section Chapters, Section Affinity Groups, Student Branches, and Student Chapters.

Several awards are offered to OU's based on their size. The awards for Outstanding Section, Membership Growth, and Membership Retention are available for large, medium and small Sections within Region 4. Definition of Region 4 Section Sizes are:

- A Large Section has 1,501 or more members (including Students) as of 31 December of the past year.
- A Medium Section has 501 to 1,500 members (including Students) as of 31 December of the past year.
- A Small Section has 500 or fewer members (including Students) as of 31 December of the past year.

## Prize Item

The award winner will be presented with a plaque at the next IEEE Region 4 Committee meeting following the nomination deadline. No cash will be provided.

## Funds

Funds for procurement of the plaque will come from the annual Region 4 awards budget.

## Nominee Solicitation

The entire Region 4 awards program is described in this document. The nomination site on the R4 awards portal (currently Google Forms) will be linked to the R4 awards page as well. IEEE members (of any grade) in Region 4 are notified 3, 2 and 1 months before the nomination deadline, at a minimum, with the descriptions of all of the awards and the deadline. Region 4 Section Chairs are notified of all awards and encouraged to solicit nominations in their sections. The Region 4 Executive Committee (R4 ExCom) is notified of all R4 ARC updates at regular R4 ExCom meetings.

Except for the R4 ARC Chairperson and the Region 4 Director, IEEE members in good standing and residing in Region 4 may submit nominations for this Organization Award.  The R4 ARC Chairperson and the Region 4 Director are not eligible to submit nominations for any Region 4 Awards.

## Awards Committee

The Region 4 Awards and Recognition Committee (R4 ARC) consists of the Chairperson, a Support Chair (non-voting), the four Area Chairpersons, the Director-Elect and the Immediate Past Director.  The R4 ARC Chairperson is appointed by the Region 4 Director.  Members of the R4 ARC are not eligible for Region 4 Awards.  The R4 ARC Chairperson and the Region 4 Director are not eligible to submit nominations for any Region 4 Awards.  After the R4 ARC votes on the recommended award winner, they provide information to the R4 ExCom on all of the applicants, what their recommendation is, and why.  After the R4 ExCom votes to approve the R4 ARC's selection of winners, the award winner is officially chosen.

## Schedule

Award nominations are solicited yearly.  Nominees can be submitted on the R4 awards portal currently Google Forms) website from the time the R4 ARC Chairperson opens the website for nominations in the summer until the deadline of November 1st, 11:59 pm, in a given year.  The R4 ARC reviews the nomination in November and early December and provides their recommendation to the R4 ExCom for approval during the January meeting.  The winner is informed by the Region 4 Director and confirms acceptance. After that time, all other applicants are notified. The winner receives his or her award at the IEEE Region 4 Committee meeting (typically in January).

## Selection

The applications are reviewed and scored on the R4 awards portal currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on the selection criteria described for each award.

## Presentation

The preferred location for the award presentation is at the next IEEE Region 4 Committee meeting following the nomination deadline.  This usually occurs in January of the following year. In unforeseen circumstances when the face-to-face meeting does not occur, such as pandemics, the plaque will be shipped to the award winner or to his or her Section leadership according to the winner's preference.  The award winner will be invited to the next Region 4 Committee meeting to be publicly recognized.

## Publicity

The award winner will be recognized in the next Region 4 newsletter to be published after the IEEE Region 4 Committee Meeting, usually in the spring.

# Individual Awards

## Jack Sherman Outstanding Member Award

To recognize members of Region 4 who, through their professional and technical abilities, have made outstanding and noteworthy contributions to the Institute, their communities, fellow professionals, and human kind. The award does not recognize a single achievement, but rather collective contributions complemented by singular works exemplifying IEEE's objectives and attributes.

The Jack Sherman Outstanding Member Award requires two letters of recommendation.  The letters may be submitted by anyone (IEEE member or otherwise) with close knowledge of the nominees achievements.

## Outstanding Professional Award

To recognize members of Region 4 who, through their technical abilities, have made outstanding contributions to their profession. It acknowledges the development of new technical concepts, significant patents, development of new devices, development of applications, new designs, considerable cost reductions using known techniques, etc.

The Outstanding Professional Award requires two letters of recommendation.  The letters may be submitted by anyone (IEEE member or otherwise) with close knowledge of the nominees achievements.

## Outstanding Student Award

To recognize a student who has exhibited exceptional performance as a student through their contributions to the Institute, their university, and membership in Region 4. Students who have demonstrated outstanding leadership abilities, admirable ethical behavior, and a strong commitment to professionalism both inside the classroom and within their community are recognized.

## Young Professional Achievement Award

To recognize those substantive projects or achievements of a relatively short nature (one to three years) but which have left an undeniable imprint on the fabric of YP operations within Region 4. The award will be based on a selection that recognizes individuals involved with YP activities, which are recognized for singular achievement in the development and completion of a project(s) or activity (ies) which are directed to the fulfillment of one or more of the Region's goals and objectives.

# Women in Engineering Award

## Description

The IEEE Region 4 Women In Engineering (WIE) Award is given annually to recognize a Region 4 WIE member who has made an outstanding contribution to IEEE WIE, their community, and the engineering community through their dedication and involvement in projects or activities toward fulfilling the IEEE WIE goals and objectives.

## Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

- The principal  focus of this awardee is to promote activities of interest to women engineers and  actively encourage young women or female students to pursue a career in engineering
- Service to IEEE WIE at Section or Society level
- Service to non-IEEE professional/technical organizations and community involvement
- Promote member grade advancement for women to the IEEE membership grades of Senior Member and Fellow
- Advocate women in leadership roles in IEEE governance and career advancement for women in the profession

# Student Branch Counselor Award

## Description

The IEEE Region 4 Student Branch Counselor Award is given annually to recognize a Student Branch Counselors' exceptional and dedicated efforts to a Region 4 Student Branch. Through their work as Counselor, award winners will be those individuals who exemplify the Institute's commitment to the educational, personal, professional, and technical development of students in IEEE related fields of interest. The Student Branch Counselor must have completed a minimum period of at least one year in office to be eligible for this award.  The associated Student Branch must remain active for at least one year to qualify for this award.

## Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

- Promoting the professional development of those students in the Region Branch
- Aiding the Student Branch in organizing student activities, contests, conferences, and promote IEEE membership to non-members
- Aiding the Branch in organizing and implementing programs to enhance  student understanding of IEEE activities and services
- Actively participate in the Student Activities Committee (SAC)
- Assist with successful transition of graduating students to IEEE Higher Grade membership

# Diversity and Inclusion Award

## Description

The IEEE Region 4 Diversity and Inclusion Award is given annually to recognize individuals in promoting diversity and inclusion within Region 4.   IEEE's mission to foster technological innovation and excellence to benefit humanity requires the talents and perspectives of people with different personal, cultural, and disciplinary backgrounds. IEEE is committed to advancing diversity in the technical profession, and to promoting an inclusive and equitable culture in its activities and programs that welcomes, engages and rewards those who contribute to the field without regard to race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression.  Eligible candidates must be an IEEE member in Region 4 at the time of the nomination deadline.  The winner of this award is presented with a plaque. One award will be presented annually.

## Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

- Supports efforts to recruit and retain diverse IEEE Members through a welcoming environment
- Supports teaching and/or research that expands and embraces our understanding of inclusiveness; multicultural programming or related initiatives

● Raising awareness and consciousness about diversity and inclusion

# Industry Engagement Award

### Description

The IEEE Region 4 Industry Engagement Award is given annually to recognize the outstanding efforts an individual has put toward local industry engagement activities that result in new industry/applied engineering-oriented events, training, certification programs, or other activities.  The goal of these events and activities is to facilitate and increase the engagement of organizations and individuals from industry and government with IEEE, increase IEEE's visibility to these entities, and have the potential to increase IEEE's membership and/or revenue.  Eligible candidates must be an IEEE member in Region 4 at the time of the nomination deadline.  The winner of this award is presented with a plaque. One award will be presented annually.

### Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

● Activities and programs focused on increasing IEEE's connection with industry, government, and industry/government professionals.
● Contributions that fulfill IEEE's strategy as it relates to industry engagement.
● Contributions that provide opportunities for the development of products and services that meet the needs of industry, government, and industry/government professionals.

# Outstanding Service Award

### Description

The IEEE Region 4 Outstanding Service Award is given annually to recognize individuals whose contributions over a substantial period encompass creative and stimulating leadership, exceptional administrative and managerial accomplishments, initiation of new programs to encourage broader participation in the full spectrum of Region 4 activities, and the general communication advocacy of the IEEE technical community as a whole. Eligible candidates must be an IEEE member in Region 4 at the time of the nomination deadline.  The winner of this award is presented with a plaque. One award will be presented annually.

### Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

● Region leadership
● New programs introduced to engage Region 4 members
● For innovative, influential leadership, encouraging member engagement and development
● Advocacy of IEEE and its Mission

# Organization Awards

## Outstanding Section Award

Three awards are available per year - one each for Large, Medium, and Small Sections.  The Region 4 Outstanding Section Award will be awarded to recognize the Section's successful efforts in fulfilling the educational and scientific goals of IEEE for the benefit of the public by maintaining, enhancing, and supporting the Student Branches, Technical Chapters, and Affinity Groups within their geographic boundaries.

## Employer Professional Development Award

### Definition

The IEEE Region 4 Employer Professional Development Award is given annually to recognize organizations employing Region 4 members for contributions to employee continuing education and professional development. The award is given to organizations whose contributions to employee continuing education and professional development are outstanding, as evidenced by their quality, comprehensiveness, innovation, or impact. Eligible organizations must be in Region 4 at the time of the nomination deadline.  The winner of this award is presented with a plaque. One award will be presented annually.

### Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:
- Continuing education programs
- Professional development and mentorship programs
- Access to resources

## Membership Growth Section Award

### Definition

The IEEE Region 4 Membership Growth Section Award is given annually to recognize sections in promoting membership growth within Region 4. The award is based on membership statistics for the previous IEEE Membership Year.  Membership year runs September through August. The section winners of this award are presented with a plaque. Three awards will be presented annually, one each for small, medium, and large sections.

### Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:
- Membership statistics as reported in IEEE OU Analytics and by the IEEE Member and Geographic Activities Department including:
  - New Joins
  - Reinstatements

## Membership Retention Section Award

### Definition

The IEEE Region 4 Membership Retention Section Award is given annually to recognize sections in promoting membership retention within Region 4. The award is based on membership statistics for the previous IEEE Membership Year.  Membership year runs September through August. The section winners of this award are presented with a plaque. Three awards will be presented annually, one each for small, medium, and large sections.

### Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:
- Membership statistics as reported in IEEE OU Analytics and by the IEEE Member and Geographic Activities Department including:
  - Renewal number
  - Renewal goal

## Outstanding Student Branch Award

### Definition

The IEEE Region 4 Outstanding Student Branch Award is given annually to recognize the outstanding contributions a Student Branch has put toward organizing events and improving member development.  The goal of these events and activities is to increase the engagement of Student Members within IEEE, increase IEEE's visibility to these entities, and have the potential to increase IEEE's membership and/or revenue.

### Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:
- Student Branch activities and programs focused on increasing Student members' connection with IEEE.
- Student Branch activities and programs that increase understanding of IEEE Technical Activities, Member and Geographic Activities, Standards Activities, Education Activities, and IEEE-USA programs.

## Outstanding Affinity Group Award

### Definition

The IEEE Region 4 Outstanding Affinity Group Award is given annually to recognize the outstanding contributions an Affinity Group has put toward organizing events and improving member development.  It encourages the development of local activities and adds professional value to members to increase the visibility of the group.   The goal of these events and activities is to increase the engagement of the Affinity Group with IEEE, increase IEEE's visibility to these

entities, and have the potential to increase IEEE's membership and/or revenue.  Three awards will be presented annually, one each for small, medium, and large sections.  Affinity groups currently recognized by MGA are the Women In Engineering Affinity Group, the Young Professionals Affinity Group, the Life Members Affinity Group and, the Consultants Network Affinity Group.

## Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC. In addition to the eligibility requirements described above, the criteria for judging is based on:

- Affinity Group activities and events that increase understanding of the IEEE
- Affinity Group's support for member involvement in activities or events directed toward fulfilling the group's goals and objectives.
- Affinity Group's service to its members including:
  - Alignment of activities and events with IEEE's mission and purpose.
  - Alignment of activities and events with Affinity Group mission.
  - Number and quality of events/activities.
  - Number of event attendees.  Number of members and non-members served.
  - Member satisfaction with events/activities.

# Outstanding Chapter Award

## Definition

The IEEE Region 4 Outstanding Chapter Award is given annually to recognize the outstanding contributions a Chapter has put toward organizing technical events and improving member development.  It encourages the development of technical activities and adds professional value to members to increase the visibility of the Society.   The goal of these events and activities is to increase the engagement with the IEEE, increase IEEE's visibility to these Chapters, and have the potential to increase IEEE's membership and/or revenue.

## Selection Criteria

The applications are reviewed and scored on the R4 awards portal (currently Google Forms) by the R4 ARC.  In addition to the eligibility requirements described above, the criteria for judging is based on:

- Chapter activities and events that increase understanding of the IEEE
- Chapter support for member involvement in activities or events directed toward fulfilling the Technical Society's goals and objectives.
- The Chapter's service to its members including:
  - Alignment of activities and events with IEEE's mission and purpose.
  - Alignment of activities and events with the Technical Society's mission.
  - Number and quality of events/activities.
  - Number of event attendees.  Number of members and non-members served.
  - Member satisfaction with events/activities.

# Example Nomination

## Example Nomination 1

I wish to nominate Pat Smith for the IEEE Region 4 Jack Sherman Award for activities in serving our Section and Region 4. I have known Pat Smith for about 4 years. Pat is a dedicated and passionate volunteer. Pat has excellent leadership skill and is an excellent communicator. Pat is a model volunteer and always takes time to show less experienced volunteers how to get things done within IEEE.

I wish to point out a couple of Section activities that Pat initiated and implemented. First, Pat organized a series of workshops related to imbedded systems. Pat did all the work to make these workshops a success from contacting the guest speakers, setting up the lab space, sending meeting notices with registration, etc. Pat worked with the other Section leaders to make sure the workshops well were publicized and within budget. The workshops were very successful and received recognition from the Region Industry Engagement Committee.
Second example of Pat's work in the Section here.

I feel that our Section is fortunate to have the benefit of Pat's leadership in several Section positions over the years. Pat has served as our Section's Vice Chair and Chair. It is a pleasure to work with Pat because he/she is always willing to pitch in and help where help is needed. Pat is an inspiration to the other Section volunteers by continuously leading by example.

Please consider Pat Smith for the IEEE Region 4 Jack Sherman Award.

Sincerely,
John Q Volunteer
Member and Position

# Example Letters of Recommendation

## Example Letter 1

To: IEEE Region 4 Awards and Recognition Committee

I wish to recommend Jane Doe for the IEEE-USA Regional Professional Leadership Award for his professional activities in serving Our Section, the RAB and Region 4 of the IEEE USA. I have known Jane Doe for about 28 years. During this time I have served with Jane in our Section leadership and on our Section's committees. I have found her to be an outstanding leader and effective committee member in Section. Jane has inspired me by her dedication to leadership positions in the Section.

It is always a pleasure to work with Jane. She adds background and history resource to volunteers facing potential problems. She provides the needed knowledge to enable other people in our Section, MGA and Region 4 of the IEEE USA "to think outside of the box".

I feel that our Section is fortunate to have the benefit of Jane's leadership in varying section positions. Jane has served as our Section's Vice Chair and Chair.  Jane is a tireless leader.  Her enthusiasm inspires the people she works with.  It is a pleasure to work with Jane because of her willingness to pitch in where help is needed.

Please strongly consider Jane Doe for a Regional Professional Leadership Award.

Sincerely,
John Q Volunteer
Member and Position

## Example Letter 2

Dear Awards Committee:
I have worked with John Doe for over 15 years on professional licensing committees and IEEE committees. He is (currently serving as chair of the IEEE USA Licensing and Registration Committees and I serve as a member of that committee. He and I also co-chair the NCCES Exam Composition Committee for the Electrical and Economics Exam module of the Professional Engineering Exam.

John is providing exemplary service as Chair of the Licensing and Registration committee. A number of significant initiatives have come up under his leadership. In every case, he either initiated the subject or provided the initiative to make the contacts and get the appropriate people involved in the discussions. During the last year, he has led the IEEE USA L & R committee efforts to reach appropriate positions on the proposal to implement software
Engineering licensing module, to add a 30 hour requirement beyond the bachelor's degree for licensing, and to respond to the new structure of the Electrical and Computer Engineering licensing exam.

Over the last 25 to 20 years, he has provided leadership at NCEES by serving on the EE exam writing committee, of chairing that committee and several subcommittees, and by participating in two cycles of redefinition of the exam structure and two cycles of redefinition of exam content.

The level of vision and leadership which John is providing as Chair of the L & R committee and as an exam module chair on the NCEES exam writing committee could not easily be matched. I am regularly impressed with his vision and initiative as L & R chair. This is exemplary service to IEEE members. I strongly endorse his nomination for the Citation of Honor award.

Fred Q Volunteer
Member and Position

## Example Letter 3

Dear Awards Committee;

I am writing to commend John Doe to you as an outstanding member and volunteer.

I have known John for several years professionally. He has been an outstanding volunteer for the Our Section of the IEEE and he has been active in nearly every major activity we have undertaken. From coordinating the IEEE judging for the 2006 International Science and Engineering Fair (ISEF) held in Indianapolis to his work on our IEEE TISP program to his service in support of our National Engineer's Week Children's Day at the Children's Museum. He has also been an officer of the CIS IEEE Executive Committee helping to coordinate and maintain relations with our Student Chapters at Purdue, IUPUI, Rose- Holman, and ITT Tech.

Beyond his support of IEEE sponsored activities, he is a talented Engineer and Senior Member of the IEEE. John volunteers his time in the community for many valuable pursuits
– including working as a FIRST Volunteer for the Warren Central Team and as a trainer of Service Dogs by training puppies for the program.

Though, I am sure that all these activities have been listed in the nomination. I fully expect John to continue his service and so those generous gifts of his time and talent will continue to be an inspiration to other IEEE volunteers.

So, in summary, John has been a thoughtful and hardworking volunteer. He has inspired others to volunteer their time and has brought a sense of optimism and vision which significantly enhances the CIS IEEE's mission. I highly recommend John Doe for Outstanding Member for Region 4.


Sincerely,

John Q Volunteer
IEEE Position