

IEEE FELLOW COMMITTEE

Operations Manual (Effective October 2023)

Note: There is a transition and overlap period for the processes for the 2024 Fellow Class and the 2025 Fellow class. The IEEE Fellow Committee Operations Manual dated February 2020 remains in effect for the 2024 Fellow Class.

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IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

1.	MANUAL OF THE IEEE FELLOW COMMITTEE	4
2.	ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF THE IEEE FELLOW COMMITTEE AND ITS SUBCOMMITTEES	5
2.1	The IEEE Fellow Committee	5
2.2	The Fellow Strategic Planning Subcommittee	6
2.3	The Fellow Diversity Oversight Subcommittee	6
2.4	IEEE Fellow Committee Governing Documents and their Approval Process.....	6
	2.4.1 Operations Manual (Normative)	7
	2.4.2 Nomination and Evaluation Forms (Normative)	7
	2.4.3 Handbooks (Normative).....	7
	2.4.4 IEEE Fellow Committee Recommendation Guides (Best Practices)	7
	2.4.5 IEEE Fellow Committee Help Guides for the Web-Applications (Informative)	8
2.5	Responsibilities of Fellow Committee Members	8
	2.5.1 Chair	8
	2.5.2 Vice-Chair	9
	2.5.3 Members.....	9
	2.5.4 Committee Alternates	9
2.6	Estimated time required	10
	2.6.1 IEEE Fellow Committee First Orientation Teleconference	10
	2.6.2 Review and Score Fellow Nominations	10
	2.6.3 IEEE Fellow Committee Second Orientation Teleconference ..	10
	2.6.4 Face-to-Face Meeting	10
2.7	Staff Support	10
3.	MEMBERSHIP OF THE IEEE FELLOW COMMITTEE AND ITS SUBCOMMITTEES	11
3.1	Membership of the IEEE Fellow Committee	11
	3.1.1 Term Limits.....	11
3.2	Membership of the Fellow Strategic Planning Subcommittee ..	11
	3.2.1 Term Limits.....	12
3.3	Membership of the Fellow Diversity Oversight Subcommittee ..	12
	3.3.1 Term Limits.....	12
4.	CONFLICT OF INTEREST.....	12
5.	MEETINGS OF THE IEEE FELLOW COMMITTEE.....	12
5.1	Quorum	12
5.2	Action of the Committee	12
6.	QUALIFICATIONS FOR FELLOW GRADE MEMBERSHIP	13
7.	FELLOW PUBLICITY	13
8.	NOMINATION PROCESS AND DEADLINES	13
9.	RESPONSIBILITIES AND ELIGIBILITY REQUIREMENTS OF THE PARTICIPANTS IN THE FELLOW NOMINATION AND EVALUATION PROCESSES	14
9.1	Training and Orientations.....	14
9.2	Nominator	15
	9.2.1 Responsibilities	15
	9.2.2 Eligibility requirements	15
9.3	Nominee	15
	9.3.1 Responsibilities	15
	9.3.2 Eligibility requirements	15
9.4	Reference	16

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

9.4.1	Responsibilities	16
9.4.2	Eligibility requirements	16
9.5	Endorser	16
9.5.1	Responsibilities	16
9.5.2	Eligibility requirements	17
9.6	S/TC Fellow Search Committees (S/TC FSC)	17
9.6.1	Term Limits	18
9.7	IEEE S/TC Fellow Evaluating Committees (FECs)	18
9.7.1	Responsibilities of the IEEE Society/Technical Council Presidents	18
9.7.2	Governance Requirements for IEEE S/TC-FECs	19
9.7.3	Term limits of S/TC-FEC Members	19
9.7.4	Responsibilities of all S/TC-FEC members.....	20
9.7.5	Responsibilities of the S/TC-FEC Chairs and Vice-Chairs.....	20
9.7.5.1	Eligibility Requirements.....	21
9.7.6	Responsibilities of S/TC-FEC Evaluators	21
9.7.6.1	Eligibility Requirements.....	21
9.8	IEEE Cohort Fellow Evaluating Committees	22
9.8.1	Governance Requirements for IEEE CFEC	22
9.8.2	Term Limits of CFEC Members	23
9.8.3	Responsibilities of all CFEC Members	23
9.8.4	Responsibilities of the CFEC Chairs	23
9.8.5	CFEC Eligibility Requirements	24
9.9	Fellow Committee	24
10.	POLICY ON INFORMING NOMINEES OF PROPOSED FELLOW NOMINATION.....	25
11.	POLICY ON CONSIDERATION OF AN IEEE FELLOW NOMINATION.....	25
12.	POLICY ON RESUBMISSION OF NOMINATIONS THAT WERE PREVIOUSLY CONSIDERED BUT WERE UNSUCCESSFUL	26
13.	POLICY ON POSTHUMOUS FELLOW ELEVATIONS	26
14.	POLICY ON NUMBER OF NOMINEES TO BE SELECTED FOR RECOMMENDATION	26
15.	NOMINEE, NOMINATION, AND EVALUATION DATA CONFIDENTIALITY.....	26
16.	NOMINATION CONTRIBUTION CATEGORIES.....	26
17.	DESCRIPTION OF RATING CATEGORIES AND EVALUATION CRITERIA.....	27
17.1	Evaluation criteria	27
17.2	Individual Contributions/Evidence of Technical Accomplishment (weight = 40/100)	27
17.3	Strength of Cohort Fellow Evaluating Committee Support (weight = 25/100)	29
17.4	Strength of References and Endorsements Support (weight = 15/100)	30
17.5	Professional Activities (IEEE and non-IEEE) (weight = 10/100)	30
18.	NOMINEES REJECTED BY THE IEEE BOARD OF DIRECTORS.....	30
19.	ANNOUNCEMENT OF NEWLY ELEVATED IEEE FELLOWS	30
20.	FELLOW COMMITTEE TRAVEL POLICY	31
21.	FELLOW DIVERSITY DEMOGRAPHIC DATA	31

1. Manual of the IEEE Fellow Committee

This Operations Manual (Manual) approved by the IEEE Board of Directors (IEEE BoD) contains the policies and procedures that govern the conduct of the Fellow Process and the operation of the IEEE Fellow Committee (IEEE FC), and shall be distributed to the IEEE FC Members annually. The Manual shall be reviewed at least annually to ensure that the procedures and information are kept up to date. This activity may result in proposals to the IEEE BoD for changes in this Manual or IEEE Bylaws.

The IEEE Fellow Committee recommends nominees to the IEEE BoD for the elevation of Fellow grade.

In this summary and below the IEEE Fellow Committee uses the terms of “in-field” and “out-of-field” evaluators to mean:

- In-field evaluator is an expert who is familiar or very familiar with the technical area of the nomination.
- Out-of-field evaluator is an expert who has little or no familiarity with the technical area of the nomination.

The Fellow Process evaluation is in two levels.

The first level evaluation consists of two steps. The first step of the first level is completed by the Society/Technical Council (S/TC) that is identified on the nomination form. The S/TC evaluation is a review of the impact of the nominee’s contributions by at least two in-field evaluators. The S/TC Fellow Evaluating Committee (S/TC-FEC) will meet and rank all its nominations and will forward the evaluators’ comments, scores, and its ranking report to the Cohort Fellow Evaluating Committee (CFEC).

The second step of the first level evaluation is completed by a CFEC consisting of either a standalone S/TC-FEC or a group of members from multiple S/TC-FECs. The Cohort-FEC guarantees that every nomination receives five evaluations, of which at least two are by in-field evaluators and at least two are by out-of-field evaluators. The out-of-field evaluators may be drawn from the same S/TC identified on the nomination form or from other S/TC’s in the same cohort. The five evaluations of each nomination combined with the S/TC ranking report form the basis for the Cohort-FEC to produce a final normalized ranking. The Cohort-FEC forwards to the IEEE FC for use in the IEEE FC evaluation the Cohort-FEC normalized ranking report, the five evaluations, the five individual scores of each nomination, and the S/TC-FECs ranking report.

The second level evaluation is completed by the IEEE FC and consists of a multi-step process. In the first step of the process, the IEEE FC separates the nominations into three tentative groups: the Top, the Bottom, and the Middle. The Bottom group is further divided into various diversity categories and a generic category. The nominations in each diversity category are subject to an expedited evaluation by the Fellow Diversity Oversight Subcommittee (FDOS). The nominations in the generic category of the Bottom group and the nominations in the Top group are subject to an expedited evaluation by the reviewers in the XP Committee. The XP Committee is a subgroup of the IEEE FC. The FDOS and the XP Committee reviewers may identify nominations to be moved to the Middle group. The IEEE FC then performs a detailed review of all the nominations in the Middle group. Once all the steps are completed, a global ranking of all the nominations is generated and a final review of the list is assessed one more time by the entire IEEE FC.

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

SEARCH FOR FELLOW NOMINEES	LEVEL 1 EVAL. (SOC./TECH. COUNCIL)	EVALUATION AT IEEE FC LEVEL
<p>SEEK POTENTIAL CANDIDATES FROM SENIOR MEMBERS OF SOCIETY /TECHNICAL COUNCIL</p> <p>MODIFY NOMINATION FORM TO REVISE NOMINEE CATEGORIES, CONTRIBUTION CLASSIFICATIONS & COLLECT DIVERSITY DATA</p> <p>IF S/TC HAD >15 NOMINATIONS IN THE PREVIOUS 3 CYCLES: NEED: FELLOWS SEARCH COMMITTEE (FSC)</p> <p>IF S/TC HAS A SEARCH PROCESS WITH AN EXISTING N&A OR ADVANCEMENT COMMITTEE: EXISTING N&A OR ADVANCEMENT COMMITTEE CAN BE FSC</p> <p>EITHER OF THESE COMMITTEES MUST SATISFY: <ul style="list-style-type: none"> NO MEMBER CAN SERVE ON BOTH FSC (OR EQUIV) AND FEC FSC OR EQUIV WILL HAVE 7 TO 11 MEMBERS WITH <ul style="list-style-type: none"> <=50% FROM R1-R7 >=10% EACH FROM R8, R9, R10 >30% WOMEN <60% ACADEMICS RECOMMEND AT LEAST 1 WITH STANDS EXPERIENCE </p> <p>IF S/TC HAD <15 NOMINATIONS IN THE PREVIOUS 3 CYCLES: ADCOM/BOG/N&A</p> <p>COMMITTEE SHOULD SEEK DIVERSE POTENTIAL CANDIDATES</p>	<p>NOMINATIONS, ENDORSEMENT LETTERS AND CONTENT OF REFER. LETTERS TO ALL S/TC & COHORT-FEC EVALUATORS</p> <p>COHORT FELLOW EVALUATING COMMITTEE (COHORT-FEC):</p> <ul style="list-style-type: none"> SAME AS S/TC FEC IF S/TC: 1) WITH >30 NOMINATIONS PREVIOUS 3 YEARS OR 6K MEMBERS AND 2) BREADTH >2 DISTINCT AREAS IF NOT, FORMED FROM FECs OF S/TCs FROM SAME DIVISION, EACH APPOINTS 2 (# NOM.<10) OR 3 MEMBERS (# NOM.>10) <p>S/TC & COHORT FELLOW EVALUATING COMMITTEE</p> <p>THE S/TC-FEC MUST:</p> <ul style="list-style-type: none"> BE APPOINTED BY THE S/TC ADCOM/BOG <ul style="list-style-type: none"> SHALL HAVE BETWEEN (N/5, 5) AND (N/4, EMIN + 5) WHERE N IS THE AVERAGE # NOM. OF LAST 3 NOMINATION CYCLES <=50% FROM R1-R7 >=10% EACH FROM R8, R9, R10 >30% WOMEN <60% ACADEMICS RECOMMEND AT LEAST 1 WITH STANDARDS EXPERIENCE <p>IN-FIELD EVALUATION (AT LEAST 2 INDEPENDENT)</p> <ul style="list-style-type: none"> Evaluation By Members of the S/TC-FEC with Relevant Expertise Those S/TCs part of division cohort rank their nominations <p>OUT-OF-FIELD EVALUATION (AT LEAST 2 INDEPENDENT)</p> <ul style="list-style-type: none"> Evaluation by members of Cohort-FEC with little or no expertise in technical area of nomination <p>COHORT-FEC RANKING: NORMALIZE AND MERGE RESULTS FROM IN-FIELD AND OUT-OF-FIELD EVALUATIONS AND GENERATE RANKINGS OF ALL NOMINATIONS</p>	<p>IEEE FELLOWS COMMITTEE (50 MEMB.+CHAIR+VICE CH.)</p> <ul style="list-style-type: none"> APPOINTED BY A DIVERSE SUBCOMMITTEE OF 7 FELLOWS IN IEEE N&A <ul style="list-style-type: none"> <=50% FROM R1-R7 >=10% EACH FROM R8, R9, R10 >30% WOMEN <60% ACADEMICS AT LEAST 2 WITH STANDARDS EXPERIENCE <p>IEEE FC DIVERSITY AND OVERSIGHT SUBCOMMITTEE (FDOS)</p> <ul style="list-style-type: none"> APPOINTED BY CHAIR IEEE FC; 7 DIVERSE MEMBERS WILL REVIEW AND APPROVE S/TC FSC AND S/TC-FEC AND COHORT-FEC COMPOSITION. CAN WAIVE DIVERSITY REQUIREMENTS ON CASE-BY-CASE BASIS <p>Level 2 IEEE FC EVALUATING AND ELEVATION Consolidates and Vets Level 1 Reviews and Rankings from across IEEE and generates final list for elevation</p> <p>EVALUATING/ ELEVATION PROCESS</p> <ul style="list-style-type: none"> 3 tentative groupings: Top (15-20%), Bottom (50-60%), Middle FDOS expedite reviews nominations from <u>all</u> of underrepresented subgroups in Bottom pile XP Committee of IEEE FC: expedite reviews all <u>nomi.</u> in TOP and all remaining nominations in Bottom piles IEEE FC: detailed evaluation of all <u>nomi.</u> in Middle pile Global tentative ranking: Tentative Top <u>nom.</u>, then ranked Middle pile after detailed review, followed by Bottom pile IEEE FC Flagging Panel: makes recommendation to IEEE FC of who to propose for elevation IEEE FC makes final list for BOB of nominees for elevation
<ul style="list-style-type: none"> FIVE YEARS OF DIVERSITY STATISTICS SHOULD BE PROVIDED 	<ul style="list-style-type: none"> FIVE YEARS OF DIVERSITY STATISTICS SHOULD BE PROVIDED ALL PARTICIPANTS SHOULD RECEIVE TRAINING 	<ul style="list-style-type: none"> FIVE YEARS OF DIVERSITY STATISTICS SHALL BE PROVIDED ALL PARTICIPANTS SHOULD RECEIVE TRAINING A REPORT SHALL BE PROVIDED TO THE BOARD

2. Organizational Structure and Responsibilities of the IEEE Fellow Committee and its Subcommittees

2.1 The IEEE Fellow Committee

The IEEE Fellow Committee (IEEE FC) reports to the IEEE BoD. The IEEE FC shall be responsible for making recommendations to the IEEE BoD for Nominees to be conferred the grade of Fellow. The IEEE FC shall also provide a citation for each such Nominee. The IEEE FC shall review nomination applications with the goal of recommending to the IEEE BoD individuals who have demonstrated technical excellence and the highest standards of professional ethics and scientific integrity.

The IEEE FC shall also be responsible for specifying additional policies and procedures, some of which shall be specified in the Manual and some in other normative governance documents (Nomination and Evaluation Forms, Handbooks).

The policies and procedures specified and maintained in this Manual shall be:

1. The IEEE FC organizational structure, including the Fellow Diversity Oversight Subcommittee (FDOS)
2. The composition, responsibilities, and term limits of members of any Subcommittee
3. The S/TC Fellow Search Committees
4. The training of members of all S/TC-FEC, CFEC, and IEEE FC members.
5. The approval authority of Forms, Handbooks, and Recommendation Guides
6. The participation of S/TC-FECs in the evaluation process
7. The participation of Cohort Fellow Evaluating Committees (CFECs) in the evaluation

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

process

8. The responsibilities and eligibility requirements of Nominees and others involved in the nomination and evaluation processes
9. The Contribution Categories
10. The rating categories
11. The Nominee evaluation and scoring principles

The policies and procedures that shall be specified and maintained in other normative governance documents shall include:

1. The Fellow Nomination “package,” which includes all the Fellow nomination and evaluation forms
2. Additional policies of the IEEE FC, including operational details for the Nominee evaluation and scoring procedures
3. Additional responsibilities, and recommendations for S/TC-FECs and CFECs

2.2 The Fellow Strategic Planning Subcommittee

The Fellow Strategic Planning Subcommittee (FSPS) shall be a committee of the IEEE FC, and shall be responsible for addressing ongoing and new activities on an annual basis, including initiatives to improve the efficiency of and assure the fairness of the Fellow nomination and evaluation processes, revise as necessary the IEEE FC governing documents, encourage the nomination of qualified individuals among underrepresented sectors of the IEEE membership, represent the IEEE Fellow Committee with the Society/Technical Council Fellow Evaluating Committees and the Cohort Fellow Evaluating Committees, advocate for the IEEE Fellow Committee needs within Member and Geographic Activities and with the IEEE Information Technology Department, and enhance the prestige of Fellow grade membership. Throughout the year, the FSPS shall request feedback from the IEEE FC on issues being addressed and send out surveys (indicative polls) for assessing the level of interest and support for specific actions under consideration.

2.3 The Fellow Diversity Oversight Subcommittee

The Fellow Diversity Oversight Subcommittee (FDOS) shall be a committee of the IEEE FC and shall:

- Approve the proposed members of the S/TC Fellow Search Committees (FSCs), S/TC Fellow Evaluation Committees (S/TC-FECs), and Cohort Fellow Evaluating Committees (CFECs) to ensure compliance with the Diversity Representation Guidelines as referenced in Section 9.6.
- Ensure consistency in statistics and metrics of the S/TC-FEC and CFEC rankings.
- Promote an inclusive and equitable culture in IEEE’s activities and in the Fellows programs, including review of nominations from groups that traditionally have been less represented in the IEEE Fellows elevated classes to identify those who rank high in their respective group for further review by the IEEE FC.

2.4 IEEE Fellow Committee Governing Documents and their Approval Process

The IEEE FC maintains a number of governing documents. The order precedence of these documents shall be as follows (from highest to lowest):

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

1. Operations Manual (normative)
2. Nomination and Evaluation Forms (normative)
3. Handbooks (normative)
4. Recommendation Guides (best practice)
5. IEEE Web-applications for nomination, evaluation and scoring Help Guides (informative)

The Fellow Manual, Forms, and Handbooks shall take precedence over the S/TC governing documents for matters related to the Fellow Nomination and Evaluation processes.

All the IEEE FC governing documents in force shall be posted online on the Fellows webpage and are listed in the following sections together with their approval requirements.

2.4.1 Operations Manual (Normative)

This document is the Operations Manual, a normative document containing the functions, scope, policies, and responsibilities of the IEEE FC, together with its rules for operation and guidance. Amendments to the Operations Manual shall require the approval of the IEEE FC and the IEEE BoD.

2.4.2 Nomination and Evaluation Forms (Normative)

The "*Nomination and Evaluation Forms*" is a normative document currently in force which contains all the forms used in the Fellow nomination and evaluation process.

Amendments to any of the Fellow nomination and evaluation forms shall require the approval of the IEEE FC.

2.4.3 Handbooks (Normative)

The IEEE FC Handbooks are normative documents which contain additional details not specified in the Manual. The Handbooks currently in force are:

1. "*IEEE Fellow Committee Handbook*," which provides additional policies and operational details not specified in the Manual.
2. "*IEEE S/TC Fellow Evaluating Committees Handbook*," which complements the policies specified in Sect. 9.7.
3. "*IEEE Cohort Fellow Evaluating Committees Handbook*," which complements the policies specified in Sect.9.

Amendments to IEEE FC Handbooks shall require the approval of the FSPS and the IEEE FC Chair.

2.4.4 IEEE Fellow Committee Recommendation Guides (Best Practices)

The IEEE FC Recommendation Guides contain best practices aimed at educating the individuals involved in the Fellow nomination and evaluation process.

The creation of new, and the amendment of existing, IEEE FC Recommendation Guides shall require the approval of the FSPS and the IEEE FC Chair.

2.4.5 IEEE Fellow Committee Help Guides for the Web-Applications (Informative)

These Help Guides clarify the correct usage of IEEE web-based nomination, Reference, Endorsement, S/TC-FEC and IEEE FC scoring applications. A member of the IEEE staff who shall normally be the IEEE Fellow Activities Manager shall have the responsibility of maintaining accurate and up to date Help Guides.

Amendments to the Help Guides require the approval of the IEEE FC Chair.

2.5 Responsibilities of Fellow Committee Members

The responsibilities of Fellow Committee members are specified in the next sections. Note that the members' position description, which also includes time commitment information, can be found on the IEEE Fellow webpage at www.ieee.org/fellows.

2.5.1 Chair

1. Abide by the [IEEE Code of Conduct](#) and [IEEE Code of Ethics](#)
2. Submit to the IEEE Nominations and Appointments Committee recommendations of potential IEEE FC Members.
3. Suggest Nominees for the IEEE FC Vice-Chair position to the IEEE Nominations and Appointments Committee.
4. Schedule, facilitate training and orientations for the members of the S/TC Fellow Evaluating Committee, Cohort Fellow Evaluating Committee, and IEEE FC.
5. Schedule, attend, and facilitate meetings of the IEEE FC and prepare the related material.
6. Conduct the final review and selection of proposed Fellow Nominees in Executive Session.
7. Review eligible Fellow nominations, if necessary.
8. Review meeting agendas and minutes with staff.
9. Assist with the preparation of submissions to the IEEE BoD.
10. Assign responsibility for oversight of the IEEE FC duties under the IEEE Fellow Communication Plan (Fellow Publicity).
11. Establish IEEE Fellow Ad Hoc Committees.
12. Appoint the Chair and members of the Fellow Diversity Oversight Subcommittee.
13. Serve on ad hoc committees appointed by the IEEE BoD, if necessary.
14. Attend IEEE BoD, MGA or TAB meetings, as necessary.
15. Handle inquiries or grievances regarding the Fellow Process in consultation with the IEEE FC Vice-Chair, past IEEE Fellow Chair or Vice-Chair, staff and IEEE legal counsel, if necessary.
16. Complete training and orientations as required by IEEE Policy 9.31.
17. Complete compliance training, as required by IEEE.
18. Treat all data related to the Nomination and Evaluation process as specified by the confidentiality requirements in Section 15.

2.5.2 Vice-Chair

1. Abide by the [IEEE Code of Conduct](#) and [IEEE Code of Ethics](#).
2. Act on behalf of the Chair in the event of his/her incapacity.
3. Chair the Fellow Strategic Planning Subcommittee, ex-officio.
4. Conduct a review of the IEEE FC Manual, other related documents, and procedures on an annual basis.
5. Assist the Chair in the training and orientations for the members of the S/TC Fellow Evaluating Committees, Cohort Fellow Evaluating Committees, and IEEE FC.
6. Review eligible Fellow nominations, if necessary.
7. As necessary, serve on ad hoc committees appointed by the IEEE FC Chair.
8. Handle inquiries or grievances regarding the Fellow Process in consultation with the IEEE FC Chair, Past IEEE FC Chair, staff, and IEEE legal counsel, if necessary.
9. Attend in-person and teleconference meetings of the IEEE FC.
10. Complete training and orientations as required by IEEE Policy 9.31.
11. Complete compliance training, as required by IEEE.
12. Treat all data related to the Nomination and Evaluation process as specified by the confidentiality requirements in Section 15.

2.5.3 Members

1. Abide by the [IEEE Code of Conduct](#) and [IEEE Code of Ethics](#)
2. Evaluate eligible nomination packages, which include nomination, Reference, Endorsement (optional), and Society/Technical Council evaluations, Cohort Fellow evaluations received in accordance with procedures outlined in this Manual.
3. Recommend to the IEEE BoD an appropriate number of Nominees who qualify for elevation to Fellow grade – see Sect. 14 of this Manual for the policy on number of Nominees. The IEEE FC shall also provide a citation for each recommended Nominee.
4. Assist in revisions to the Fellow Nomination package and the Recommendation Guides.
5. Attend in-person and teleconference meetings of the IEEE FC.
6. As necessary, serve on ad hoc committees appointed by the IEEE FC Chair.
7. Complete training and orientation as required by IEEE FC.
8. Complete compliance training, as required by IEEE Policy 9.31.
9. Treat all data related to the Nomination and Evaluation process as specified by the confidentiality requirements in Section 15.

2.5.4 Committee Alternates

1. Abide by the [IEEE Code of Conduct](#) and [IEEE Code of Ethics](#)

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

2. If an IEEE FC member resigns, becomes ill, or cannot serve for other reasons, serve as a Member.
3. Complete training and orientations as required by IEEE FC.
4. Complete compliance training, as required by IEEE Policy 9.31.

2.6 Estimated time required**2.6.1 IEEE Fellow Committee First Orientation Teleconference**

- IEEE FC Members and Alternates, as required
- Topics covered: Fellow Nomination Process and scoring
- Two hours (May or June)

2.6.2 Review and Score Fellow Nominations

- IEEE FC Members and Alternates, as required
- Activities: Review and score Fellow nomination packages as assigned
- Approximately 160 hours (typically, July and August)

2.6.3 IEEE Fellow Committee Second Orientation Teleconference

- IEEE FC Members and Alternates, as required
- One hour (typically, September or October)

2.6.4 Face-to-Face Meeting

- IEEE FC Members and Alternates, as required
- Activities: finalize Nominees' ranking and citations
- 2 days in late September or early October

Reasonable travel expenses are reimbursed for IEEE FC members and Alternates, as necessary. See Sect. 20 for more details.

2.7 Staff Support

The IEEE FC shall have appropriate administrative support from the IEEE Fellow Activities staff to assist in its work as assigned by the Managing Director, Member and Geographic Activities.

The staff, who shall normally be the IEEE Fellow Activities Manager, shall have the responsibility of maintaining the Help Guide for using the IEEE web-based nomination, Reference, Endorsement, S/TC-FEC and IEEE FC scoring applications and shall prepare and provide related materials for training and orientations sessions.

3. Membership of the IEEE Fellow Committee and its Subcommittees

3.1 Membership of the IEEE Fellow Committee

In accordance with the IEEE Bylaws, IEEE Fellow Committee (IEEE FC) members shall be appointed by the IEEE BoD and shall consist of not more than 52 members, including the Chair and Vice-Chair. Members shall be chosen from among those of Fellow grade, to reflect the diverse, global nature of IEEE membership, with consideration to geographic, technical, and professional representation, and standards activities. All are voting members of the Committee. Members of the IEEE FC shall not be eligible to serve as Nominators, References or Endorsers for any Fellow nomination, nor as S/TC Fellow Evaluating Committee Chairs or Members, or members of the Cohort Fellow Evaluating Committees, as specified in Sect. 9 and its subsections. Hereafter, IEEE FC Members who are not Chair/Vice-Chair are also referred to as “Judges” and “XP Reviewers”.

Fellow Committee Members shall fulfill all requirements and responsibilities. If a Fellow Committee Member fails to fulfill requirements and responsibilities by the established deadline, then the Member is considered to have resigned from the Committee.

3.1.1 Term Limits

In accordance with the IEEE Bylaws, IEEE FC members shall serve a two-year staggered term with reappointment permissible for one additional two-year term. The Chair and Vice Chair shall be selected from among the members and shall serve one-year terms in those positions with reappointment permissible for one additional term.

Limitations of tenure may be waived in individual cases by the IEEE BoD for reasons deemed to be in the best interests of the IEEE.

3.2 Membership of the Fellow Strategic Planning Subcommittee

The Fellow Strategic Planning Subcommittee (FSPS) includes a Chair and up to twelve members, and all are voting members. The IEEE FC Vice-Chair shall be the FSPS Chair, ex-officio. The other members shall be current or past IEEE FC members and shall be as follows:

- The IEEE FC Chair, ex-officio.
- The immediate past IEEE FC Chair, ex-officio. If the immediate past IEEE FC Chair is unable or unwilling to serve, the next past IEEE FC Chair shall fill the slot ex officio. If the next past IEEE FC Chair is unable or unwilling to serve, then the incoming FSPS Chair shall make the appointment in consultation with the incoming IEEE FC Chair.
- Up to seven members shall be appointed by the IEEE FC at the fall face-to-face meeting.
- Up to three members shall be appointed by the incoming FSPS Chair in consultation with the incoming IEEE FC Chair.

The FSPS Chair may appoint additional non-voting FSPS members chosen among IEEE members of Fellow Grade. All appointments shall be promptly provided to the IEEE FC. In appointing FSPS members, due attention should be given to ensuring broad diversity in terms of demographics, with respect to factors such as geographic, technical, and professional representation, and standards activities.

3.2.1 Term Limits

The FSPS Chair is eligible for reappointment for one additional year and would normally not serve for more than two consecutive years. The members of the FSPS shall be appointed or reappointed annually for the calendar year. FSPS members are eligible for appointment for up to three consecutive one-year terms.

3.3 Membership of the Fellow Diversity Oversight Subcommittee

The voting members of the FDOS shall consist of seven (7) members, including the Chair, appointed by the IEEE Fellow Committee Chair from among the IEEE Fellow Committee with the following composition guidelines:

- At least 40% female;
- At least 40% from industry with preferably one from the Standards community;
- A maximum of 50% from Regions 1-7; and
- A minimum of approximately 10% to come from each of Regions 8, 9 and 10.

All appointments shall be promptly provided to the IEEE FC.

3.3.1. Term Limits

The FDOS members shall serve one-year terms and are eligible for reappointment for up to two additional terms.

4. Conflict of interest

It is the responsibility of all IEEE Fellow Committee members and all individuals reviewing IEEE Fellow nominations, to consider each item of business where they have a vote or decision-making authority to determine if a real or perceived conflict of interest may exist.

The current IEEE Conflict of Interest Policy is expressed in IEEE Policies, Section 9.9.

5. Meetings of the IEEE Fellow Committee

The IEEE Fellow Committee (IEEE FC) shall normally hold at least one in-person meeting, in accordance with agenda requirements for the Annual meeting of the IEEE BoD at which the selection of recommended Fellow Nominees, and any other business, shall be conducted. This meeting shall normally take place approximately six weeks before the IEEE BoD meeting or, approximately, in the September to October timeframe. Training and orientations may also be held earlier in the calendar year. The IEEE FC may also meet and conduct business via telecommunications or other electronic means in accordance with the IEEE Bylaws.

5.1 Quorum

A majority of the voting members of the IEEE FC shall constitute a quorum.

5.2 Action of the Committee

When conducting business at meetings (teleconference or face-to-face), a quorum must be present and normal voting requirements shall apply. Unless specified elsewhere in IEEE governing documents or in this Manual, a majority of the votes of the IEEE FC Members present and entitled to vote at the time of the vote, provided a quorum is present, shall be

the act of the IEEE FC.

In accordance with IEEE Bylaws, the following special voting requirement shall apply when conducting business without a meeting (e.g., via email): the passing of a motion voted upon via email requires unanimous approval of all the members entitled to vote.

6. Qualifications for Fellow grade membership

The qualification for Fellow grade as provided for in IEEE Bylaw I-104.2 is quoted below.

“The grade of Fellow recognizes unusual distinction in the profession and shall be conferred by the Board of Directors upon a person with an outstanding record of accomplishments in any of the IEEE fields of interest (Bylaw I-104.11). The accomplishments that are being honored shall have contributed importantly to the advancement or application of engineering, science and technology, bringing the realization of significant value to society. The nominee shall hold Senior Member grade at the time the nomination is submitted and shall have been a member in good standing in any grade for a period of five years or more preceding 1 January of the year of elevation. Additional eligibility requirements for nominees and others involved in the submission and evaluation process, as well as other related procedures, shall be specified in the IEEE Fellow Committee Operations Manual. The year of elevation to the grade of Fellow is the year following approval by the Board of Directors conferring the grade of Fellow. Members elevated to the Fellow grade may use the title immediately following approval by the Board of Directors. All those elevated will receive a certificate and pin.”

7. Fellow publicity

The Fellow Activities Staff and IEEE Fellow Committee (IEEE FC) shall undertake ongoing activities to promote IEEE member awareness of the Fellow process and the Contribution Categories, enhance the prestige of Fellow grade membership, and encourage nominations in under-represented categories.

An IEEE Fellow Web Site shall include but is not limited to information related to the nomination and elevations process, related forms and guides, and a roster of Fellows and citations.

8. Nomination process and deadlines

The Fellow nomination process shall involve the following sequence of steps:

1. The online process shall be the only method to nominate an IEEE member for elevation to Fellow grade. It is accessible through the Fellow Web site at http://www.ieee.org/membership_services/membership/fellows/index.html. The process allows Nominators, References, and Endorsers the capability to submit their forms electronically.
2. The opening of the Nomination period shall be set by the Fellow Strategic Planning Subcommittee (FSPS) with the concurrence of the IEEE Fellow Committee (FC) Chair.
3. Announcement of the opening of the Nomination period shall be posted on the Fellow Web site and published in The Institute and various society and regional newsletters.
4. Complete nomination, Reference, and Endorsement forms shall be submitted via the dedicated IEEE Web-Application no later than 07 February at 11:59 p.m. US Eastern Time. No changes can be made to any documents after the deadline has passed. However, submitted Nominations may be updated by the Nominator prior to the deadline.

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

5. In order to be considered, a Fellow nomination shall be compliant with the policy specified in Sect. 11. If not compliant, a nomination shall be deemed invalid and shall not be forwarded for evaluation.
6. The Fellow evaluation process starts in February and ends around October. The IEEE FC shall finalize at its face-to-face meeting the list of Nominees recommended to the IEEE BoD for elevation and the proposed citations. Additional details of the Fellow evaluation process shall be specified in the "*IEEE Fellow Committee Handbook*."
7. The IEEE BoD confirms or rejects the recommendations of the IEEE FC.
8. The announcement of the names of the newly elevated Fellows is made immediately after the IEEE BoD has taken formal action of approving the elevations, typically around the end of November. See Sect. 19 for more details.

9. Responsibilities and eligibility requirements of the participants in the Fellow Nomination and Evaluation Processes

In accordance with IEEE Bylaw I-305.9, no member of the Board of Directors, the IEEE Fellow Committee (IEEE FC), or the staff shall act as Nominator, Reference, or Endorser for any Fellow Nominee. No member of the Society/Technical Council (S/TC) Fellow Evaluating Committee or the Cohort Fellow Evaluating Committee reviewing a nomination shall act as Nominator, Reference, or Endorser for that Fellow Nominee. Additional restrictions to the eligibility of Nominators, References, and Endorsers are specified in Sections 9.2.2, 9.4.2, 9.5.2, 9.7.5.1, 9.7.6.1, and 9.8.5.

Furthermore, in accordance with IEEE Bylaw I-104.2, additional eligibility requirements for Nominees and others involved in the submission and evaluation process, as well as other related procedures, shall also be specified in this Manual. If any, additional eligibility requirements shall be specified in this section.

9.1 Training and Orientations

To support the understanding of the IEEE's Fellow Process and volunteer expectations, the IEEE Fellow Process shall have mandatory training and orientations for volunteers participating in the Fellow processes. The mandatory training and orientations shall be determined by the Fellow Committee. The annual training and orientation deadline(s) shall be set by the Fellow Activities Staff and IEEE FC Chair.

Fellow Activities Staff shall notify every volunteer required to complete training and orientations of the applicable deadline(s). The IEEE FC Chair and IEEE staff should be respectful of volunteers' time and provide well advance notice of when training and orientations occur and provide several opportunities for volunteers in the Fellow Process to fulfil their mandatory training and orientations.

If a volunteer in the Fellow Process fails to complete mandatory training and orientations, then the volunteer is considered to have resigned from the Committee. The IEEE FC Chair shall send notice of the volunteer's resignation.

9.2 Nominator**9.2.1 Responsibilities**

- Complete the IEEE Fellow Grade Nomination Form.
- Identify a minimum of 3 but no more than 5 References.
- Identify a maximum of 3 Endorsements (optional).
- Submit the IEEE Fellow Grade Nomination Form via the dedicated IEEE Web-Application no later than the deadline specified in Section 8, item 4.

9.2.2 Eligibility requirements

Any person, including non-IEEE members, may serve as a Nominator – except as noted at the beginning of Sect. 9 and in the following additional requirements:

- Self-nominations shall not be permitted.
- Members on an IEEE S/TC-FEC shall not serve as Nominators for any Nominee evaluated by their respective Society/Council Committee.
- Members on a CFEC shall not serve as Nominators for any Nominee evaluated by their respective Cohort.
- Any S/TC officer to whom the S/TC Fellow Evaluating Committee reports, shall not be a Nominator for a Fellow Nomination evaluated by the S/TC.

9.3 Nominee**9.3.1 Responsibilities**

None.

9.3.2 Eligibility requirements

An IEEE Senior or Life Senior Member in good standing and who has been an IEEE member for five years or more preceding 1 January of the year of elevation may be nominated for Fellow grade based on technical excellence and the demonstration of the highest standards of professional ethics and scientific integrity. Note: IEEE Society affiliation membership does not apply.

The following members shall not be eligible for nomination to Fellow grade:

- Members of the IEEE Board of Directors.
- Any S/TC officer to whom the S/TC Fellow Evaluating Committee reports, shall not be a Nominee for a Fellow Nomination evaluated by the S/TC.
- Members who have committed, in the five years preceding 1 January of the year of elevation, either a plagiarism violation or other form of major publication misconduct, as identified by the Publication Services and Products Board (PSPB) or a conduct violation or other form of major ethics violation as identified by the relevant IEEE

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

bodies. Two or more counts of such violations by the same member over any period of time shall result in permanent ineligibility.

When evaluating Nominees, the IEEE Fellow Committee may consider, in its reasonable discretion, such other factors that may bear on the Nominee’s professional ethics and scientific integrity, including but not limited to:

- Prohibiting from publishing in a non-IEEE publication.
- Plagiarism violations or other forms of major publication misconduct outside of IEEE.
- Scientific misconduct as determined by the relevant IEEE body or other competent authority in the scientific community at large.
- Ethical misconduct as determined by the relevant IEEE body or other competent authority.
- Other misconduct in the public domain under active investigation by IEEE or other competent authority, which if established would compromise nominee’s candidacy.

Based on the above, the IEEE Fellow Committee would have the authority to decide whether to advance the nomination, reject it, or hold it for one additional review period pending further consideration.

9.4 Reference

9.4.1 Responsibilities

- Complete an IEEE Fellow Grade Reference Form.
- Submit the IEEE Fellow Grade Reference Form via the dedicated IEEE Web-Application no later than the deadline specified in Section 8, item 4.

9.4.2 Eligibility requirements

For eligibility requirements, see beginning of Sect. 9.

A Reference must be an eligible IEEE Fellow or Life Fellow (Note: waiver is noted below for Region 9) in good standing. As defined in IEEE Bylaw I-104.13.2a “when applied to an IEEE member, the term member in good standing shall mean an IEEE member of any grade who is not under suspension” and I-104.13.1.c “Meet the monetary obligations required for membership such as the payment of dues and applicable assessments. In addition, Life Members shall be obligated to confirm annually the desire to continue to receive services and publication(s) to which they are entitled”.

Note: References shall be accepted if a Reference is an IEEE Senior Member or IEEE Life Senior Member from Region 9 in good standing and the Nominee they are serving as a Reference for resides in Region 9.

9.5 Endorser

9.5.1 Responsibilities

- Complete an IEEE Fellow Grade Endorsement Form.

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

- Submit the IEEE Fellow Grade Endorsement Form via the dedicated IEEE Web Application no later than the deadline specified in Section 8, item 4.

9.5.2 Eligibility requirements

Any person, including non-IEEE members, may serve as an Endorser – except as noted at the beginning of Sect. 9.

9.6 S/TC Fellow Search Committees (S/TC FSC)

S/TCs that receive more than 15 Fellow nominations averaged over the previous 3 cycles shall establish a S/TC Fellow Search Committee (FSC) tasked with identifying for the upcoming cycle suitable nominees for possible elevation to IEEE Fellow with particular emphasis on nominees who reflect the diversity of IEEE and the diversity of the professional communities identified with IEEE. It is expected that the S/TC FSC will also seek input from other senior members of the S/TC community to identify suitable nominees, including diverse nominees, for nomination.

Each FSC shall consist of at least seven and up to eleven members appointed by the S/TC AdCom/BoG. These members, who shall not be members of the S/TC Fellow Evaluation Committee (FEC) nor the Cohort Fellow Evaluating Committee, shall be IEEE Fellows who reflect the diverse and global nature of the S/TC community as listed in the below S/TC FSC's Diversity Representation Guidelines.

- A maximum of 50% from Regions 1-7
- A minimum of 10% from each of the following Regions: 8, 9, and 10
- At least 30% female
- No more than 60% from education
- At least one member from the Standards community is recommended.

S/TCs that have an existing N&A or Member Advancement Committee carrying out a similar Fellow search activity will not need to establish a separate S/TC FSC, but should guarantee that this alternative committee follows the diversity representation guidelines above and perform the tasks assigned to the FSC.

Those S/TCs that receive less than an average of 15 nominations in the previous 3 cycles are exempted from forming an S/TC FSC. These S/TCs without a S/TC FSC shall undertake a similar search to identify suitable nominees and diverse nominees for the upcoming Fellow cycle through their S/TC AdCom/BoG as well as any relevant S/TC N&A Committee. Further, S/TC Senior volunteers should be tasked with identifying suitable diverse nominees. Diversity demographic data for previous 5 years of S/TC Fellow nomination cycles should be used to guide and prioritize the search process.

Each S/TC FSC should prepare a report that includes diversity demographic data of the resulting S/TC nominee pool as well as a summary of diversity priorities for the next Fellow nomination cycle. Each S/TC FSC should also prepare a report that includes a compilation of any best practices used for the successful identification of Fellow nominees from under-represented groups.

9.6.1 Term Limits

The FSC members shall serve one-year terms and are eligible for reappointment for up to two additional terms.

9.7 IEEE S/TC Fellow Evaluating Committees (FECs)

Before being evaluated by the IEEE Cohort Fellow Evaluating Committees, all Nominees shall be evaluated by a Fellow Evaluating Committee (FEC) created by the IEEE Society/Technical Council (S/TC) to which the Nominee was referred to by the Nominator.

The goal of an S/TC-FEC is to provide IEEE Cohort Fellow Evaluating Committee with a critical evaluation and assessment of Nominees referred to that S/TC by the Nominator. This evaluation shall be performed by preparing an S/TC-FEC Evaluation Form for each referred Nominee and submitting it to the IEEE Cohort Fellow Evaluating Committee. The S/TC-FECs perform an essential role in the Fellow Evaluation process and IEEE Judges rely highly on their evaluations for an objective and technically informed assessment of the Nominee's credentials.

Eligibility requirements for and main responsibilities of S/TC-FECs shall be specified in this Section, while additional responsibilities, and recommendations for S/TC-FECs shall be specified in the *"IEEE S/TC Fellow Evaluating Committees Handbook."*

For convenience, S/TC-FEC Members that are not Chair/Vice-Chair are also referred to as "Evaluators."

9.7.1 Responsibilities of the IEEE Society/Technical Council Presidents

The S/TC Presidents shall inform the IEEE FC Chair, Vice-Chair, and Fellow Activities Staff of the S/TCs AdCom/BoG appointments for the following year on these committees:

1. Members of S/TC-FSC (normally due in May)
2. Members of S/TC-FEC (normally due in September)
3. Members of CFEC (normally due in September)

The specific deadlines shall be established by the IEEE Fellow Activities Staff and the IEEE FC Chair to provide sufficient time for ratification by the Fellow Diversity Oversight Subcommittee and to allow members to decline serving in other roles that may create conflicts or eligibility issues.

The S/TC President shall take the necessary actions to ensure that the S/TC-FEC submits its evaluations by the deadline. The IEEE BoD has passed a motion specifying the following consequences in case an S/TC-FEC fails to submit its evaluations by the deadline:

1. S/TC-FEC and CFEC evaluations that are not received by the deadline shall not be forwarded for consideration to the IEEE FC.
2. The Nominator, the President of the affected S/TC, its concerned Division Director, and the IEEE Vice-President of Technical Activities shall all be notified.

9.7.2 Governance Requirements for IEEE S/TC-FECs

The following mandatory and recommended requirements shall apply to all S/TC-FECs:

1. The Chairs, Vice-Chair(s) and members of the S/TC-FEC shall be appointed by the S/TC Board of Governors or Administrative Committee and ratified by the Fellow Committee Diversity Oversight Subcommittee.
2. The membership of each S/TC-FEC shall consist of a minimum number of evaluators (E_{MIN}) and a maximum number of evaluators (E_{MAX}) based on the average (N) of the last three years of the number of Fellow nominations received by the S/TC-FEC (N):
 - E_{MIN} = Maximum of ($N/5$, 5)
 - E_{MAX} = Maximum of ($N/4$, $E_{MIN} + 5$)
3. The S/TC-FEC members, who shall not be members of the S/TC Fellow Search Committee (FSC), shall be IEEE Fellows who reflect the diverse and global nature of the S/TC community and should follow the below S/TC-FEC's Diversity Representation Guidelines:
 - A maximum of 50% from Regions 1 – 7
 - A minimum of 10% from each of the following Regions: 8, 9, and 10
 - At least 30% female
 - No more than 60% from education
 - At least one S/TC-FEC member from the Standards community is recommended
4. Any exceptions to the Diversity Representation Guidelines shall be accompanied by a statement of extenuating circumstances for the consideration and approval of the FDOS.
5. The membership of the S/TC-FEC shall be made publicly available on the S/TC website.
6. The S/TC-FEC should be composed of experts with diverse backgrounds such as research and development, teaching, technical management, engineering application and practice (including product or system design), manufacturing, system operation, product application, standards, etc.
7. All S/TC-FEC members shall receive access to the nominations, endorsement letters, and anonymized_reference letters within their Societies/Technical Councils.
8. The S/TC Policies and Procedures shall reside in the Technical Activities Operations Manual.
9. IEEE S/TC leadership volunteers, including AdCom/ BoG members, should abstain influencing or interfering with the work of the S/TC-FEC or CFEC throughout the Fellows evaluation and deliberation process.

9.7.3 Term limits of S/TC-FEC Members

The term limits of S/TC-FEC Chairs, Vice-Chairs (if any), and Evaluators shall be based on IEEE Bylaws I-304.4/5/6:

1. Unless otherwise stated, terms are to be intended to be one-year terms.
2. Chairs shall not serve for more than two consecutive terms.
3. Evaluators and Vice-Chairs (if any) shall not serve for more than three consecutive years.
4. Members shall not serve for more than 5 consecutive years, regardless of the position held.
5. Appointment of Evaluators shall be distributed over time so as to avoid the termination of more than about one-third of the members in any calendar year.

For reasons deemed to be in the best interests of the IEEE FC, limitations of tenure may be waived in individual cases with the approval of the IEEE FC Chair and Vice-Chair.

9.7.4 Responsibilities of all S/TC-FEC members

All S/TC-FEC members shall:

1. Abide by the [IEEE Code of Conduct](#) and [IEEE Code of Ethics](#).
2. Be familiar with the Fellow Manual, the IEEE FC Handbook on S/TC-FECs, and the S/TC governing documents related to the FEC.
3. Complete mandatory compliance training as required by IEEE Policy 9.31.
4. Complete mandatory training and orientations as required by IEEE FC.
5. Be free from any undue external influence or interference from anyone outside the Fellows evaluation and deliberation process while serving in their capacity as member of an S/TC-FEC or CFEC.
6. Hold all meetings in Executive Session – see the [IEEE Executive Session Documentation and Guidelines](#).
7. Score each Nominee with the minimum number of S/TC Evaluators specified below:
 - a. Five (5), if the S/TC has forty (40) or more Fellows
 - b. Three (3), if the S/TC has fewer than forty (40) Fellows
8. If the S/TC-FEC ascertains that a Nominee has been improperly referred for evaluation to its S/TC, the Chair shall immediately notify the IEEE Fellow Activities Staff and shall provide a recommendation for the appropriate S/TC where to perform the evaluation of that Nominee. Transfers into a new S/TC shall be allowed only if the Chair, Vice-Chair (if any), and Evaluators of the new S/TC-FEC satisfy the eligibility requirements specified in Sect. 9.
9. Complete the S/TC-FEC Evaluation Forms of each assigned Nominee and approve them prior to submission to the CFEC (typically, mid-March).
10. Advise the CFEC whether the citation proposed by the Nominator is appropriate, providing a revised citation if needed.
11. Destroy all confidential information they may have obtained related to the Fellow nomination process, including electronic correspondence.
12. Treat all data related to the Nomination and Evaluation process as specified by the confidentiality requirements in Section 15.

9.7.5 Responsibilities of the S/TC-FEC Chairs and Vice-Chairs

The S/TC-FEC Chair shall:

1. Complete mandatory compliance training as required by IEEE Policy 9.31.
2. Complete training and orientations as required by IEEE FC.
3. Be the primary point of contact of the S/TC-FEC with the IEEE Fellow Activities staff.
4. Organize S/TC-FEC meetings, as appropriate.
5. Not perform evaluations nor score Nominees.

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

6. Instruct Evaluators of their responsibilities as specified in the Fellow Manual, the IEEE FC Handbook on S/TC-FECs, and the S/TC governing documents related to the FEC.
7. Assign S/TC Evaluators to each Nominee, consistently with minimum number of required Evaluators specified in Sect. 9.7.4.
8. Submit via the dedicated IEEE Web-Application the S/TC Evaluation Forms for all assigned Nominees as approved by the S/TC-FEC and by the deadline (typically, late March) – Evaluators shall be notified upon submission and receive a copy of the submitted evaluations.

The Vice-Chair(s) (if any) shall assist the Chair in performing his/her duties. One Vice-Chair shall be chosen to act on behalf of the Chair in the event of his/her incapacity. Any Vice-Chair may serve as an S/TC Evaluator and score Nominees. In this case, see also Evaluators' responsibilities in Sect. 9.7.6.

9.7.5.1 Eligibility requirements

The S/TC-FEC Chair (and Vice-Chair(s), if any) shall:

- Be an active IEEE Fellow.
- Be an active member in the relevant Society/Technical Council.

The following limitations to eligibility shall apply:

- Shall not serve as a Nominator for any Fellow Nominees.
- Shall not serve as References or Endorsers for any Fellow Nominees evaluated by his/her S/TC-FEC.
- Shall not be a member of the IEEE FC.
- Shall not be a member of the IEEE BoD.

9.7.6 Responsibilities of S/TC-FEC Evaluators

1. Complete a Fellow Grade Society/Technical Council Individual Evaluation Form for each of the Nominees he/she is reviewing according to the same evaluation criteria set for IEEE Judges, as specified in Sect. 17.1. Additionally, Evaluators shall not consider the Nominee's outside activities or service to the S/TC.
2. Immediately notify the S/TC-FEC Chair if there is any conflict of interest (real or perceived).

9.7.6.1 Eligibility requirements

An S/TC-FEC Evaluator shall:

- Be an active IEEE Fellow.
- Be an active member in the relevant Society/Technical Council.

The following limitations to eligibility shall apply:

- Shall not serve as a Nominator, Reference or an Endorser for any Fellow Nominee

evaluated by his/her S/TC-FEC.

- Shall not be a member of the IEEE FC.
- Shall not be a member of the IEEE BoD.

9.8 IEEE Cohort Fellow Evaluating Committees

Before being evaluated by the IEEE Fellow Committee, all Nominees shall be evaluated by a Cohort Fellow Evaluating Committee (CFEC). A CFEC consists of either a standalone S/TC-FEC or consists of members from multiple S/TC's from the same Division. The goal of the CFEC is to provide the IEEE Fellow Committee with a critical evaluation and assessment of the Nominees.

A CFEC receives the ranking report from the S/TC-FECs that includes the evaluations and raw scores carried out by the S/TC evaluators that include at least two in-field evaluations. The Cohort-FEC will guarantee that each nomination receives five evaluations with at least two by out-of-field evaluators. On the basis of the S/TC ranking report and all evaluations and scores for all the nominations, the Cohort-FEC produces a final normalized ranking and report. The Cohort-FEC forwards to the IEEE FC its ranking and report, with the evaluations and raw scores for the nominations and the S/TC-FEC rankings and reports.

9.8.1 Governance Requirements for IEEE Cohort Fellow Evaluating Committees

The following mandatory and recommended requirements shall apply to all IEEE Cohort Fellow Evaluating Committees:

1. The S/TC-FEC shall also serve as the CFEC for an individual S/TC that satisfies the following criteria:

- Have a voting membership larger than 6K or receive an average of more than 30 nominations in the last three cycles.
- Have a field of interest that allows at least two distinct areas, so that experts in one area act as in-field evaluators in their area and act as out-of-field evaluators for nominations from other areas.

2. CFECs for groups of S/TC-FECs from the same Division are formed by each S/TC-FEC appointing two of its members if it has fewer than 10 nominations in the previous three cycles, and three members if it has more than 10 nominations in the previous three cycles. The S/TC-FEC Chair shall normally be one of those appointed to the CFEC.

3. Members of the Cohort Fellow Evaluating Committee shall be IEEE Fellows who reflect the diverse and global nature of the Cohort community and should be selected with consideration for the below Diversity Representation Guidelines, and shall not be members of a S/TC Fellow Search Committee (FSC):

- A maximum of 50% Regions 1 – 7
- A minimum of 10% from each of the following Regions: 8, 9, and 10
- At least 30% female
- No more than 60% from education
- At least one CFEC member from the Standards community is recommended

Any exceptions to the Diversity Representation Guidelines shall be accompanied by a statement of extenuating circumstances for the consideration and approval of the FDOS.

4. The memberships of the CFEC shall be made publicly available on each S/TC website.

5. The CFECs should consist of experts with diverse backgrounds such as research and development, teaching, technical management, engineering application and practice (including product or system design), manufacturing, system operation, product application, standards, etc.

6. All CFECs members shall receive access to the nominations, endorsement letters, and anonymized reference letters within their cohort.

7. The CFEC policies and procedures shall reside in the Technical Activities Operations Manual

9.8.2 Term limits of CFEC Members

- Unless otherwise stated, terms are to be intended to be one-year terms.
- Chairs shall not serve for more than two consecutive terms.
- Members shall not serve for more than three consecutive years. except for the chair who may serve for one additional year.

9.8.3 Responsibilities of all CFEC Members

All CFEC members shall:

1. Abide by the IEEE Code of Conduct and IEEE Code of Ethics.
2. Be familiar with the Fellow Process and relevant manuals.
3. Complete mandatory compliance training as required by IEEE FC.
4. Complete mandatory training and orientations as required by IEEE FC.
5. Hold all meetings in Executive Session – see the IEEE Executive Session Documentation and Guidelines.
6. Complete the CFEC Evaluation Forms of each assigned Nominee and approve them prior to submission to the IEEE FC.
7. Follow the “in-field” and “out-of-field” evaluation process, including evaluating and scoring Nominees when necessary.
8. Advise the IEEE FC whether the citation proposed by the Nominator is appropriate, providing a revised citation if needed.
9. Destroy all confidential information they may have obtained related to the Fellow nomination process, including electronic correspondence.
10. Treat all data related to the Nomination and Evaluation process as specified by the confidentiality requirements in Section 15.

9.8.4 Responsibilities of the CFEC Chairs

The CFEC Chair shall:

1. Complete mandatory compliance training as required by IEEE.

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

2. Complete training and orientations as required by IEEE FC.
3. Be the primary point of contact of the CFEC with the IEEE Fellow Activities staff.
4. Organize CFEC meetings, as appropriate.
5. Not perform evaluations nor score Nominees.
6. Instruct Members of their responsibilities as specified in the Fellow Manual, the IEEE FC Handbook on Cohort Fellow Evaluating Committees, and the S/TC governing documents related to the FEC.
7. Assign Members to each Nominee respecting out-of-field requirements.
8. Submit via the dedicated IEEE Web-Application the CFEC Evaluation Forms for all assigned Nominees as approved by the CFEC and by the deadline; Members shall be notified upon submission and receive a copy of the submitted evaluations.

9.8.5 CFEC Eligibility Requirements

All CFEC members except the Chair are current S/TC-FEC members and, therefore, must satisfy the eligibility requirements stated in 9.7.5.1 or 9.7.6.1.

The CFEC Chair shall:

- Be an active IEEE Fellow.
- Be an active member in the relevant Cohort.

The following limitations to eligibility shall apply:

- Shall not serve as a Nominator, Reference, or Endorser for any Fellow Nominees within the Chair's Cohort.
- Shall not be a member of the IEEE FC or the Board of Directors.

9.9 Fellow Committee

Upon receiving the CFECs evaluation reports, the Fellow Committee shall distribute the evaluated nominations into three groups:

1. "Top" group consists of the top 15-20% ranked nominations.
 - The degree of qualification of a top Nominee is high enough to immediately place the Nominee on the tentative list of Nominees recommended for elevation without undergoing a full evaluation.
2. "Bottom" group consists of the bottom 50-60% ranked nominations.
 - The degree of qualification of a bottom Nominee is low enough that it can be tentatively decided that the Nominee be not recommended for elevation without undergoing a full evaluation.
3. "Middle" group consists of the remaining nominations.

The "Top" group shall be subject to an expedited review to determine if the nominations require a more detailed review in which case the nomination is moved to the "Middle" group and the balance shall remain in the "Top" group.

The “Bottom” group shall be divided into two subgroups:

(a) Underrepresented groups, which shall include female, Region 9, Region 10, countries within Africa, industry, and standards nominations; the FDOS shall review each group independently of each other and determine if a nomination should be moved into the “Middle” group or remain in the “Bottom” group.

(b) Non-underrepresented group, which shall consist of the balance of the nominations not included in part (a), shall be reviewed by the IEEE FC XP Reviewers to determine if a nomination should be moved into the “Middle” group or remain in the “Bottom” group.

The “Middle” group consists of the nominations not placed in the “Top” group or the “Bottom” group after review by the respective XP Reviewers or FDOS. IEEE FC Judges shall review the nominations in the “Middle” group as detailed in the IEEE Fellow Committee Handbook.

A global ranking shall be formed after all reviews are complete placing the “Top” group as the first group, followed by the “Middle” group nominations as ranked by the Judges, and then followed by the nominations in the “Bottom” group.

Once the Fellow Committee finalizes the global ranking, with assistance from the FDOS and the Flagging Panel, the Fellow Committee shall follow processes outlined in the Fellow Handbook to reject or recommend elevations to the IEEE Board of Directors.

10. Policy on informing Nominees of proposed Fellow Nomination

In order to prepare a complete and thorough nomination, it may be necessary for the Nominator to obtain certain information directly from the Nominee. There is no objection to such action. However, the Nominator is cautioned that due care must be taken to avoid embarrassment to the Nominee or IEEE, and that it must be understood that only a fraction of the Nominees are selected in one year. Nominators are further instructed that inquiries regarding References or other supporting action shall be made by the Nominator, not by the Nominee.

11. Policy on consideration of an IEEE Fellow Nomination

A Fellow Nomination shall be considered by the IEEE Fellow Committee (IEEE FC) if it satisfies the following requirements:

- Nominator, Nominee, References, Endorsers, S/TC-FEC members, and CFEC members shall all meet the eligibility requirements specified in the Manual, see Sect. 9.
- IEEE Fellow Grade Nomination Forms shall be submitted via the dedicated IEEE Web-Application no later than the deadline specified in Section 8, item 4.
- Nominations shall be supported by at least three, but no more than five, References (see Sect. 9.4.2 for Region 9 exceptions). Completed Reference forms shall be submitted no later than the deadline specified in Section 8, item 4.
- Nominations may be supported by up to three Endorsements, which shall be submitted no later than the deadline specified in Section 8, item 4. Endorsement forms (if any) shall be forwarded to the Society/Technical Council Fellow Evaluating Committee to aid

them in their evaluations.

A Nomination failing to meet the above requirements shall not be considered for review by the S/TC-FEC, CFEC, and IEEE FC. In this case, the Nominator shall be notified in writing by the IEEE Fellow Activities Staff of the nature of the administrative deficiency with attention not to reveal sensitive information about third parties to the Nominator, e.g. about the Endorsers or References.

12. Policy on resubmission of Nominations that were previously considered but were unsuccessful

The reconsideration of an IEEE Fellow Nominee is not automatic, and the entire Fellow Nomination process must be repeated if a nomination is unsuccessful.

13. Policy on posthumous Fellow elevations

Since the grade of Fellow is not intended as a memorial award, a nomination submitted posthumously shall not be considered by the IEEE Fellow Committee. However, if the Nominee is alive at the time of the submission deadline date, the nomination shall be considered.

14. Policy on number of Nominees to be selected for recommendation

IEEE Bylaw I-305.8 states that the total number of Fellow recommendations in any one year must not exceed one tenth of one percent of the total voting membership of the IEEE on record as of 31 December of the preceding year.

The Fellow Committee would like to preserve the high threshold of accomplishment required for IEEE Fellow status over the long term. Each year the Fellow Committee shall set the maximum number of Fellow nominations that can be elevated to Fellow grade the following year subject to the above limit.

15. Nominee, Nomination, and Evaluation data confidentiality

IEEE Fellow Committee Members Society/Technical Council Fellow Evaluating Committee Members, and Cohort Fellow Evaluating Committee shall treat all data related to the Nomination and Evaluation process in their possession as IEEE Confidential – Controlled Distribution, in accordance with IEEE Policies, Section 9.25 Information Disclosure Policy, and shall not share with anybody outside their own committees. Furthermore, they shall be responsible for destroying all confidential information they may have obtained related to the Fellow nomination process, including electronic correspondence.

16. Contribution Categories

The contribution categories shall be:

1. Technology Innovator (TI)
2. Educator (EDU)
3. Research Engineer/Scientist (RE/S)
4. Standards Contributor (STDC)
5. Technical Leader (TL)

A nominator shall classify each contribution listed on a Nominee's Fellow Nomination Form with one of the five Contribution Categories.

17. Description of rating categories and evaluation criteria

For each Nominee, IEEE Judges shall assign a numerical score between 0.00 and 100.00 to four rating categories (each of which shall carry a weight):

1. Individual Contributions/Evidence of Technical Accomplishment (weight = 40/100)
2. Strength of Cohort Fellow Evaluating Committee Support (weight = 25/100)
3. Strength of References and Endorsements Support (weight = 15/100)
4. Professional Activities, IEEE and non-IEEE (weight = 10/100)

Additional details on the evaluation process and scoring procedure can be found in the *"IEEE Fellow Committee Handbook."*

17.1 Evaluation criteria

The fundamental evaluation principles that IEEE Judges shall follow are:

- The contributions by Technology Innovators in the application of engineering, science, and technology shall be accorded equal recognition with theoretical developments
- The Nominee must have made substantial individual contributions that have impacted Society
- The impact of the Nominee must have already happened, and there should be no speculation on potential future impact

Furthermore, IEEE Judges should carry out the following tasks for the evaluation of Nominees:

- Identify specific outstanding technical accomplishments
- Critically assess the innovation, creativity, importance, impact and degree of acceptance of the contribution(s)
- Critically assess the Nominee's individual role in the contribution(s)
- Critically verify the evidence provided, performing their due diligence on the basis of publicly available information
- Critically compare impact of contribution(s) to that of other Nominees

The evaluation criteria for each rating category are discussed in the next Sections, where it is also discussed how the criteria to be used may differ depending on the specific contribution category.

17.2 Individual Contributions/Evidence of Technical Accomplishment (weight = 40/100)

Individual contributions of the Nominee are detailed in the IEEE Fellow Grade Nomination Form in one of five categories: Technology Innovator, Educator, Research Engineer/Scientist, Standards Contributor, or Technical Leader.

The Nominee's contributions that raise him/her significantly above the norm shall be examined. In all cases, the contributions are based on technical achievements only. The individual's contributions can take many forms. The contributions can take the form of a new and significant piece of theoretical and/or experimental work leading to an important advance in the state of the art.

Technology Innovators may make significant technical contributions in the design and evolution into manufacturing of products or systems, the use, operation or application of such

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

products or systems, and the advancement of industry practices and standards. Although a few impactful papers may be present, quality and quantity of scholarly publications is not necessary for this category and lack thereof must not penalize Nominee. The contributions shall be based on the realization to society, in accordance with IEEE Bylaw I-104.2 as judged by the IEEE Fellow Committee, considering innovativeness, originality, creativity, meeting market needs, regional as well as global impact on the profession or society at large, or advances in quality, reliability, cost effectiveness or manufacturability.

As an Educator, the Nominee's personal contributions can encompass the development of a new education program in IEEE's areas of interest, curriculum or courses that are innovative or unique. An accepted and widely used pioneering text is also a significant useful contribution. The contributions, again, are to be judged on the basis of impact on Society, uniqueness, innovation, wide acceptance, etc. Note that for elevation in this category, it is not sufficient to have taught for many years or held an academic administrative role. It is the impact while in these positions that will be assessed.

For Research Engineers/Scientists, sustained scholarly work is typically documented by significant (quality and quantity) scholarly contributions such as peer-reviewed publications, books, and patents. In some cases, also impact of scholarly work in successful products or artifacts in the market place.

Standards Contributors may (a) define the framework, reference, functional or design architectures for a standard or family of standards, or (b) demonstrate strong technical skill in leading a standards project or task or in building technical consensus. Original technical content may directly or indirectly contribute to a standards project, which ultimately is adopted into a published standard or widely accepted specifications. Evidence of contribution(s) may come from the IEEE SA Contributor Collection, Internet Engineering Task Force's (IETF's) RFC, and/or other Standards Development Organizations' or alliances' publications certifying individual contributions, or working group meeting minutes. Evidence of significant individual global impact on Society of their contributions may include the Nominee's role in development of the standard, as shown by reference and endorser testimony, related publications and patent activity, IEEE or other awards with citations to the standard; and broader impact of the standard, including functional, scientific, economic, market and societal aspects. Quality and quantity of scholarly publications is not necessary for this category and lack thereof must not penalize the Nominee.

The individual's contributions of Technical Leader Nominees can also be exemplified through technical leadership of a managerial team or company-wide effort that led to an important benefit to society, to technical innovation, to the advancement of a device, idea or system leading to development, application and/or production. The technical innovation, risk involved, performance improvement, economic results or other advantages must be perceived by the IEEE Fellow Committee as above the norm. For Technical Leaders Nominees, their leadership and role must be crucial for the successes of the accomplishments cited and specific technical contributions by the Nominee which made the achievement possible must be present and supported by verifiable evidence. Note that organizational positions cannot be used as primary evidence of accomplishments for Nominees in the Technical Leader category. As is the case for the Technology Innovator category, quality and quantity of scholarly publications is not necessary for this category and lack thereof must not penalize the Nominee.

The technical accomplishments of a Nominee can take the form of technical publications as

evidenced by refereed papers in archival journals, edited or authored books, papers in technical reports or other publications.

When assessing body of publications, it is important to look at several things: type of article (e.g., tutorial or not), how many co-authors, how often the Nominee is the first author, impact on literature, impact on technology, impact on standards, impact on society at large. Bibliometric indices (number of citations, *h*-index, etc.) are useful and can be taken into account, but should not be abused. They should not be the primary evidence of impact and they must be weighed vis-à-vis the "typical" citation count in the considered field.

The technical contributions may also be in the form of patents, standards or other documentation describing the development or application of products, systems, facilities, services or software.

Evidence is the author's technical presentation in the form of keynote papers, papers summarized in conference digests, documented invited papers, developed courses and textbooks. Where the Nominee's contribution is an improved product or system design, which may have been held confidential by his employer, the technical accomplishment can be documented by using internal technical reports identifying the Nominee's role in the development.

The Nominee's contributions can also consist of the development, manufacture or application of products, systems, facilities and services. Where a Nominee makes a contribution as part of a team, the Nominee's specific contribution as identified in the Fellow nomination, and verified by in-house References and Endorsers, constitutes suitable evidence. The evidence can be in the form of survey articles, review papers, company reports, published specifications, instruction manuals, application information, competitive analyses, government publications, market trend studies, etc.

17.3 Strength of Cohort Fellow Evaluating Committee Support (weight=25/100)

As specified in Sect. 9.5, a CFEC Evaluation Form for each Nominee shall be prepared by the CFEC and forwarded to IEEE FC Judges, along with the materials from the initial S/TC-FEC evaluation. IEEE Judges shall evaluate the CFEC Evaluation Form and assign a numerical value representing the *strength of support* of the CFEC for the Nominee. This score is different from the numerical score provided with the CFEC Evaluation Form.

IEEE Judges should assign the "Strength of CFEC support" score based on:

- Synthesizing all the information in the Nominee's CFEC Evaluation form, i.e. score, rank, narrative, and multiple-choice answers
- Reconciling any difference between CFEC narrative comments and the Nominees' scoring/ranking
- Incorporating the aggregate group of scores of all the Nominees in a CFEC to understand relative strength of support for this Nominee

Harmonizing scores between the various CFEC IEEE Judges should also look for:

- An independent verification of the cited contributions, the role of the Nominee in them, and the current (not the potential) impact
- An assessment of how qualified (or not) a Nominee is for elevation to Fellow

- Does it provide new information, or merely copies from Nomination Form?

If a Nominee's contributions are outside an IEEE Judge's field of work, then the narrative answers should be used to gain a broader understanding about the Nominee's impact for the IEEE Judges' assessment of the "Individual Contributions/Evidence of Technical Accomplishment" rating category. Input from CFECs can help inform an IEEE Judge of the Individual Contributions but should not replace the IEEE Judge's own assessment of the evidence and impact of the Nominee's contributions.

17.4 Strength of References and Endorsements Support (weight = 15/100)

References provide a narrative detailing the contribution of the Nominee, the reasons the Nominee meets or does not meet the requirements for Fellow grade, and a categorization of the degree of qualification of the Nominee. References serve as advocates for the Nominee. Individuals submitting References are also expected to describe their relationship to the Nominee. This explanation may expand on the accomplishments asserted in the Fellow nomination itself or may offer additional information about the Nominee not addressed in the Fellow Nomination form.

Although optional, Endorsements can be useful as a complement of the Nomination Form in providing additional confirmation of evidence of the impact of contributions when the public availability of verifiable evidence of impact is limited; e.g., proprietary or classified contributions. In these cases, Endorsements are most effective when provided by company officers, program directors, standardization officers, or colleagues who are in a position to attest and verify the Nominator's claims on impact and individual role of Nominee. Endorsements provide a narrative on the level of the Nominee's achievements and their impact that complements the Nomination Form.

17.5 Professional Activities (IEEE and Non-IEEE) (weight = 10/100)

The IEEE and non-IEEE activities include awards, professional society membership and offices, major professional, government or international committee memberships, internal organization awards or licensure or professional registration within areas associated with the IEEE Fields of Interest, including, for example, Professional Engineer, MD specialty certification, and Patent Law. The IEEE and non-IEEE activities shall be evaluated on the basis of length and type of service as well as degree of responsibility and scope encompassed in the offices held. IEEE Judges shall assess the *quality and impact* of the professional activities of the Nominee.

18. Nominees rejected by the IEEE Board of Directors

If a Nominee that the Fellow Committee recommends for elevation is rejected by the Board of Directors, then the name of the Nominee shall be removed from the list and the nomination shall be considered unsuccessful. The IEEE Board of Directors shall provide the Fellow Committee Chair with the reason for any such rejection. Additionally, when deemed appropriate by the IEEE Board of Directors, a determination with respect to any limitation on the rejected Nominee's eligibility in future years shall be provided.

19. Announcement of newly elevated IEEE Fellows

Announcement of the names of recommended Nominees shall not be made prior to the date when the IEEE BoD has taken formal action. Upon action by the IEEE BoD, Fellow Activities

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

Staff shall prepare and coordinate the following:

- Letter to successful Nominees from the IEEE President, advising them of their elevation to Fellow grade, and accompanying citation.
- List of names, business affiliations, and citations of newly elevated Fellows for publication in *The Institute*, or any other press request.
- Preparation and distribution of newly elevated Fellows, by geographical location, to respective IEEE entities.
- Preparation and distribution of newly elevated Fellows by Technical Division and IEEE Societies/Technical Councils to respective IEEE entities.
- Preparation and distribution of newly elevated Fellows by Society/Technical Council affiliation, to respective Fellow Evaluating Committee Chairs.
- Preparation and distribution of a list of newly elevated Fellows to respective IEEE Publication Editors.
- E-mail sent to employers of newly elevated Fellows advising them of their employee's elevation to Fellow grade and accompanying citation.
- E-mail sent to graduating schools of newly elevated Fellows advising them of their alumni's elevation to Fellow grade.
- News release template distributed to local editors announcing newly elevated Fellows.
- E-mail sent to successful Nominees advising them of their elevation to Fellow grade and accompanying citation with a copy to their Nominator.
- E-mail sent to Nominators regarding the unsuccessful nomination of their Nominee and expressing appreciation for participation in the Fellow nomination process.
- Preparation of Fellow certificates and arrangement for presentation to recipients, in accordance to established procedures.

Additional announcements may be made by the IEEE FC as specified in the "*IEEE Fellow Committee Handbook*."

20. Fellow Committee Travel Policy

It is IEEE policy to reimburse reasonable, authorized travel expenses incurred in connection with the conduct of IEEE business as specified in Sect. 6 of the IEEE Finance Operations Committee.

However, the travel policy of the Fellow Committee is more restrictive than the general IEEE one and Business Class fare shall not be allowed. Only economy non-refundable coach fare shall be eligible for reimbursement. Upgrades are allowed if obtained by using personal miles or paying personally the difference between the economy fare and the upgrade fare.

21. Fellow Diversity Demographic Data

IEEE FC, including FDOS, will receive diversity demographic data, as noted below, for the previous five (5) years of IEEE Fellow nomination cycles and elevation classes:

- Gender, region, and professional affiliation of the nominees
- Gender, region, and professional affiliation of the elevated nominees

IEEE FC, including FDOS, will receive diversity demographic data for the current S/TC Fellow nomination pool before starting their evaluations:

IEEE Fellow Committee – Operations Manual (Effective date 10/2023)

- Gender, region, and professional affiliation of the S/TC nominees

The S/TC Fellow Search Committees (S/TC FSC) will receive diversity demographic data, as noted below, for the previous five (5) years of S/TC Fellow nomination cycles to guide the search process and establish priorities:

- Gender, region, and professional affiliation of the S/TC nominees
- Gender, region, and professional affiliation of the S/TC elevated nominees

The S/TC Fellow Evaluation Committee (FEC) will receive diversity demographic data for the current S/TC Fellow nomination pool before starting their evaluations:

- Gender, region, and professional affiliation of the S/TC nominees

The S/TC Fellow Evaluation Committee (FEC) will receive diversity demographic data, as noted below, for the previous five (5) years of Fellow nomination cycles associated with the Fellow elevation statistics:

- Gender, region, and professional affiliation of the S/TC nominees
- Gender, region, and professional affiliation of the entire Fellow group nominees

The S/TC Fellow Evaluation Committee (FEC) should prepare the following reports that include diversity demographic data:

- Results of the S/TC nominees
- Summary of diversity priorities for the next Fellow cycle
- Compilation of best practices for the successful identification of Fellow nominees from under-represented groups.

The Cohort Fellow Evaluating Committee (CFEC) will receive diversity demographic data for the current CFEC Fellow nomination pool before starting their evaluations:

- Gender, region, and professional affiliation of the CFEC nominees

The Cohort Fellow Evaluating Committee (CFEC) will receive diversity demographic data, as noted below, for the previous five (5) years of Fellow nomination cycles associated with the Fellow elevation statistics:

- Gender, region, and professional affiliation of the CFEC nominees
- Gender, region, and professional affiliation of the entire Fellow group nominees

The Cohort Fellow Evaluating Committee (CFEC) should prepare the following reports that include diversity demographic data:

- Results of the CFEC nominees
- Summary of diversity priorities for the next Fellow cycle
- Compilation of best practices for the successful identification of Fellow nominees from underrepresented groups.