

# FELLOW ENDORSEMENT QUICK HELP GUIDE

## **GENERAL INFORMATION**

All forms (Nomination, References, and Endorsements) must be received by 7 February (23:59 ET).

NO EXCEPTIONS WILL BE MADE.

If a Nominator selects you to serve as an Endorser, you will receive an email from the alias fellows@ieee.org. Navigational assistance is available from the Help Guide link within the email.

In the body of the email will be a link to the electronic Fellow nomination system (Fellow Portal).

### **Saving an Endorsement Form**

An endorsement form cannot be saved in draft mode.

### **Printing the Endorsement Form**

The endorsement form must be printed prior to submission.

## **ENDORSEMENT ELIGIBILITY**

Eligibility:

Any person, including a non-IEEE member, or those writing on behalf of an organization may serve as an Endorser.

Non-eligibility:

- Member of the IEEE Board of Directors.
- Member of the Fellow Committee.
- Chair, Vice Chair or Member (Evaluator) of any Society/Council Fellow Evaluating Committee (S/C FEC) evaluating the nomination.
- Any member of the Cohort Fellow Evaluating Committee (CFEC) evaluating the nomination.
- Nominator for the same nomination.
- IEEE Staff.

## **ENDORSEMENT IMPACT ON THE NOMINATION**

Endorsements are optional, and a maximum of three may be submitted for a Nominee. An Endorsement strengthens the nomination only when it supplements the Nomination Form with specific evidence highlighting the Nominee's contributions and their impact on society at large, without merely reiterating items given in the nomination.

Endorsements are designed to be used when they can provide an additional and unique perspective on the Nominee's work not widely available. In these cases, Endorsements can be most effective if submitted by a company officer, program director, committee chair for a technical community or standards body, or a colleague, and, more generally, anyone who can attest and verify the Nominator's claims on the impact and individual role of the Nominee.

## **SAMPLE ENDORSEMENT FORM**

Please see the Guidelines section of the Fellows website for a pdf of the Endorsement Form to use as a guide before using the electronic Fellow nomination system (Fellow Portal). All Fellow nominations must be completed through the Fellow Portal.

*Thank you for being an integral part of the IEEE Fellow Nomination process.*