

FELLOW REFERENCE 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 a Reference, 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). Once you select the link, you will be asked to sign in with your IEEE Primary Account to access the Reference Form.

If you need assistance with an IEEE Primary Account, contact the IEEE Support Center. You can reach the Global Offices directly online at: www.ieee.org/contactcenter - or - by telephone at: [1.732.981.0060](tel:1.732.981.0060) Worldwide, [1.800.678.4333](tel:1.800.678.4333) US & Canada.

Note: If you update your email address in your IEEE Membership Profile after receiving a Reference request to your original email address, you will not be able to access the original invitation nor, if applicable, your completed Reference Form. You will need to reach out to the Nominator directly to delete your Reference request and the Nominator must resend a request to your new email which matches your IEEE Membership Profile. A new Reference Form will need to be completed for the nominee at that time.

Saving or Printing a Reference Form

The Reference form can be saved or printed up to the deadline of February 7.

REFERENCE ELIGIBILITY

A Reference must be an eligible IEEE Fellow or Life Fellow in good standing. If a nominee resides in Region 9, references will be accepted from Senior Members, as well as both IEEE Fellows and Life Fellows, in good standing.

'In good standing' is defined in IEEE Bylaw I-104.14.2a as:

"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 104.14.1.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 publications(s) to which they are entitled".

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.

REFERENCE IMPACT ON THE NOMINATION

The Nominator must secure at least three, but no more than five, supporting References from IEEE Fellows who are able to assess the Nominee's contributions and their impact. The Nominator chooses the References with the goal of having them serve as advocates for the Nominee. If a potential Reference is not sufficiently familiar with the value of the Nominee's contributions to provide an informed reference, they should let the Nominator know and decline to serve as a Reference.

References should be experts in the Nominee's technical field and be familiar with the Nominee's contributions and their impact, but it is not required that the Reference is personally acquainted with the Nominee. This is much more important than having an influential Reference making generic statements or repeating what has already been stated in the nomination. References should provide a candid personal perspective about the qualifications of the Nominee. References can also provide additional evidence about the Nominee's contributions and their impact. References provide a narrative discussion as to whether the Nominee meets the requirements for IEEE Fellow grade and a score/rating describing the Nominee's level of qualification:

- Extraordinarily Qualified
- Highly Qualified
- Qualified
- Marginally Qualified
- Not Qualified

SAMPLE REFERENCE FORM

Please see the Guidelines section of the Fellows website for a pdf of the Reference 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 Fellow Nomination process.