

Preparing a Successful Award Nomination

IEEE Educational Activities Board
Awards and Recognition Committee (ARC)



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Agenda

- Overview of EAB Awards Program
- 2023 Awards Cycle
- The EAB Awards Portal
- Nuts and bolts of a successful nomination
- Preparing a successful nomination
- EAB ARC and Evaluation process

2023 EABC *Awards*

IEEE Educational Activities Board

Focus of Educational Activities Board Awards

**Recognize and honor individuals and organizations
for excellence and outstanding contributions to engineering
and technical education in IEEE fields of interest**

EAB Awards Program Offerings

EAB Awards (10)

- ▶ Meritorious Achievement in Accreditation Activities
- ▶ Meritorious Achievement in Continuing Education
- ▶ Meritorious Achievement in Outreach and Informal Education
- ▶ Meritorious Achievement Award in Pre-University Education
- ▶ Major Education Innovation
- ▶ Meritorious Service to IEEE EAB
- ▶ Employer Professional Development
- ▶ Section Professional Development
- ▶ Society/Council Professional Development
- ▶ Vice President's Recognition Award

EAB Fellowship and Scholarship (3)

- ▶ IEEE Life Members Graduate Study Fellowship in Electrical Engineering
- ▶ IEEE Life Members Graduate Study Fellowship in Electrical Engineering – second year
- ▶ The Charles LeGeyt Fortescue Scholarship

HKN Awards (4)

- ▶ Outstanding Young Professional Award
- ▶ C. Holmes MacDonald Outstanding Teaching Award
- ▶ Distinguished Service Award
- ▶ Asad M. Madni Outstanding Technical Achievement and Excellence Award

(Nomination promotion and selection managed by HKN ARC)



2023 EABC Awards

IEEE Educational Activities Board



2023 Nominations Open Feb 1st!

Learn more about the
Educational Activities Awards Program
www.ieee.org/education/awards.html

Nomination Deadline: 1 May 2023

2023 Awards Cycle

Nominations, Judging, Celebration

2023
EABC Awards
IEEE Educational Activities Board



- **Nominations Accepted** 1 Feb – 1 May 2023
- **Evaluation Period** May – June 2023
- **Awardee Selection** During June Board Series (16 June)
- **Awardee Announcement** July - Aug 2023
- **Awards Ceremony** During November Board Series (18 Nov)

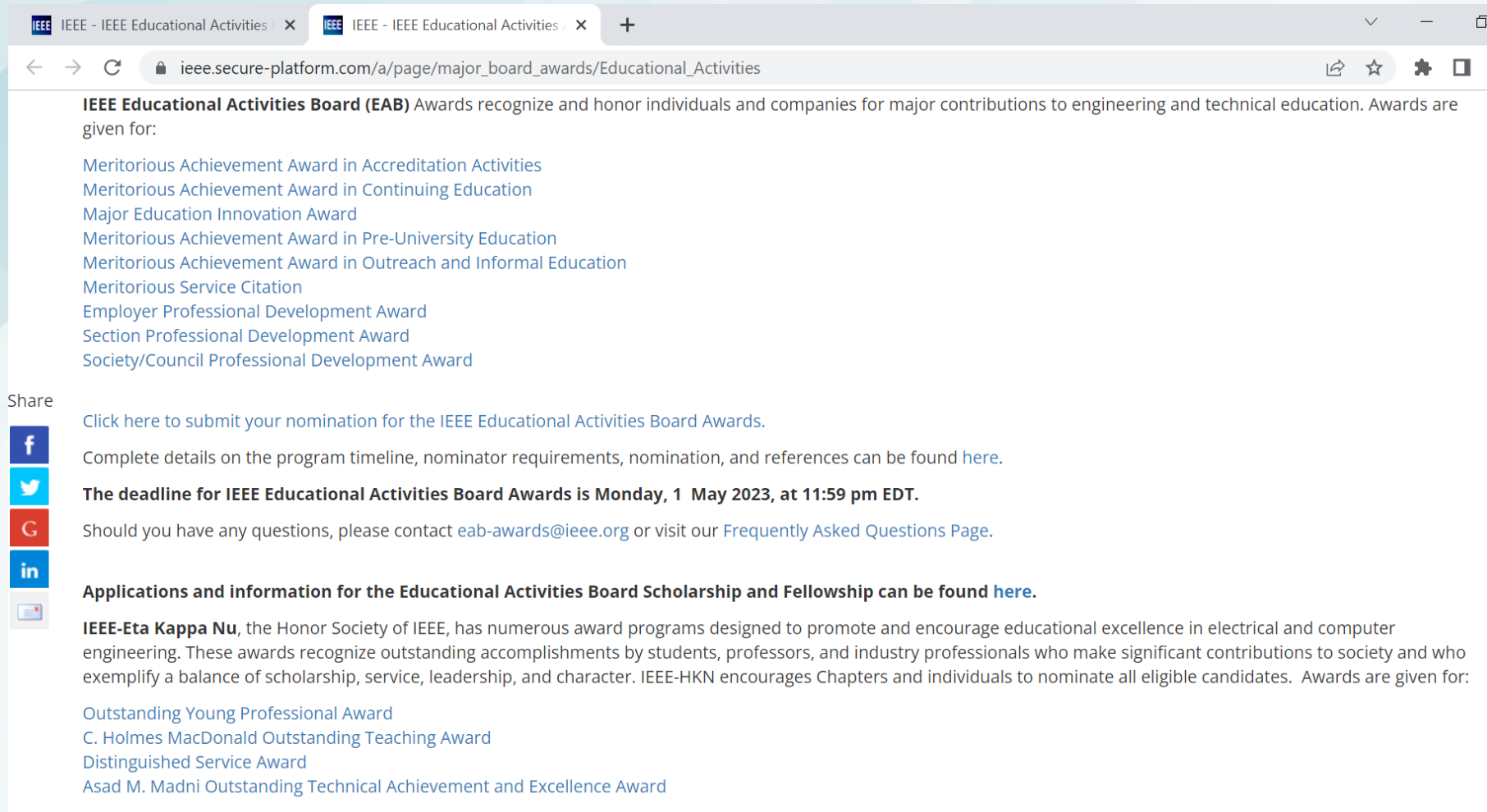


Where do you begin?

The screenshot shows a web browser window with the URL [ieeee.org/education/awards/index.html](https://www.ieee.org/education/awards/index.html). The page features the IEEE logo and tagline "Advancing Technology for Humanity" on the left, and a search bar and social media icons on the right. A navigation menu includes "About", "Membership", "Communities", "Conferences", "Standards", "Publications", and "Education", with a "JOIN IEEE" button. The main content area is titled "IEEE Educational Activities Board (EAB) Awards" and includes a "Related information" link. The text states: "IEEE Educational Activities Board (EAB) Awards recognize and honor major contributions to engineering and technical education. The nomination deadline is Monday, 1 May 2023. See below for additional details. > Nominate someone today". A sidebar titled "On this page:" lists links: "> Types of awards", "> Program timeline", "> Nominator requirements", "> Nominations", "> References", and "> Award recipients". On the right, a "Call For Nominations" banner features a gold medal graphic with the text "CALL FOR 2023 EAB Awards NOMINATIONS".

<https://www.ieee.org/education/awards/index.html>

IEEE EAB Awards Portal



IEEE Educational Activities Board (EAB) Awards recognize and honor individuals and companies for major contributions to engineering and technical education. Awards are given for:

- Meritorious Achievement Award in Accreditation Activities
- Meritorious Achievement Award in Continuing Education
- Major Education Innovation Award
- Meritorious Achievement Award in Pre-University Education
- Meritorious Achievement Award in Outreach and Informal Education
- Meritorious Service Citation
- Employer Professional Development Award
- Section Professional Development Award
- Society/Council Professional Development Award

Share

Click here to submit your nomination for the IEEE Educational Activities Board Awards.

Complete details on the program timeline, nominator requirements, nomination, and references can be found [here](#).

The deadline for IEEE Educational Activities Board Awards is Monday, 1 May 2023, at 11:59 pm EDT.

Should you have any questions, please contact eab-awards@ieee.org or visit our [Frequently Asked Questions Page](#).

Applications and information for the Educational Activities Board Scholarship and Fellowship can be found [here](#).

IEEE-Eta Kappa Nu, the Honor Society of IEEE, has numerous award programs designed to promote and encourage educational excellence in electrical and computer engineering. These awards recognize outstanding accomplishments by students, professors, and industry professionals who make significant contributions to society and who exemplify a balance of scholarship, service, leadership, and character. IEEE-HKN encourages Chapters and individuals to nominate all eligible candidates. Awards are given for:

- Outstanding Young Professional Award
- C. Holmes MacDonald Outstanding Teaching Award
- Distinguished Service Award
- Asad M. Madni Outstanding Technical Achievement and Excellence Award

https://ieee.secure-platform.com/a/page/major_board_awards/Educational_Activities

A few things to keep in mind

- Self-nominations are generally not allowed for EAB Awards. Review the specific requirements for each individual award for exceptions.
- A nominator is required to provide a minimum of three and a maximum of five individuals willing to submit reference letters for a nomination. For most of the EAB awards, at least two of the individuals providing a reference letter must be IEEE members.
- An individual cannot serve as both a nominator and an endorser for the same award nomination.
- An individual cannot serve as a nominator or reference for more than one nomination per award category.

Elements of an Award Nomination

- Proposed Citation
- Major contributions that the nominee has made relative to the award
- Effects of contributions
- Evidence of Accomplishments
- IEEE Activities
- Non-IEEE Professional Activities
- Additional Information

Nuts and Bolts of a successful nomination..1

- **Proposed Citation (50 words)**
- **Major contributions that the nominee has made relative to the award (500 words)**
 - Details of the impact are required (individual, local, regional, or international)
- **Effects of contributions (500 words)**
 - Why are the nominee's (or Team's) contributions truly outstanding?
 - What are the effects of the contributions?
 - Statistics, metrics, of impact if available.
 - Length of service.
 - Number of programs or events that the nominee (Team) participated in or lead.
 - How many individuals did the nominee's programs influence/reach?

Nuts and Bolts of a successful nomination..2

- **Evidence of Accomplishments (500 words)**
 - Minimum of (3) but no more than (7) of the most important items of tangible and verifiable evidence of contributions relevant to the award objective.
 - Publications, Reports, Presentation materials, Software or other items.
 - Accessibility information (Citations, URL's) – **Do not attach actual items!**
- **IEEE Activities (500 words)**
 - Volunteer work related to the award
 - Impact of the work
 - How many were served/impacted
- **Non-IEEE Professional (500 words)**
 - Related to the award – Depth and degree of contributions
- **Additional Information**

Your role as the Nominator

- Be familiar with the Award objective and Criteria
- Ensure that your nominee's contributions are a good fit for the award.
- Review the list of past award recipients (Benchmarking the quality of contributions).
- Be specific, succinct and clear when describing the nominee's contributions and the impact of their work.
- Select endorsers who can provide their unique individual perspective on the contributions of the nominee and impact.
- Follow up w/endorsers to ensure to submit their endorsements prior to the deadline.

Special note for References/Endorsers

- All reference letters must be submitted via the EAB Awards portal.
- The reference form should not be a repeat of information found on the nomination form. Such appropriation of another's words puts in question the reference's judgment of the candidate's accomplishments, and, to that extent, reduces its contribution to the candidate's ranking.
- Comments about the relative contributions of any work attributed to more than just the nominee (i.e., if you are a co-author of a listed activity) are extremely valuable.
- Reference letters should cite specific evidence of the uniqueness and impact of the contributions of the candidate.
- Current members of the IEEE Educational Activities Board (EAB), members of the EAB Awards and Recognition Committee (ARC), or IEEE staff may not serve as references for any IEEE EAB Award nominations.

2023 Awards and Recognition Committee Members and Staff



S.K. Ramesh
ARC Chair
Region 6



Sohaib Sheikh
Past ARC Chair
Region 8



Lorena Garcia
EAB Voting Member
Region 9



Deyasini Majumdar
EAB Voting Member
Region 1



Babak Beheshti
CEC Chair
Region 1



Stamatis Dragoumanos
PECC Chair
Region 8



Rafal Sliz
URC Chair
Region 8



Russ Meier
HKN ARC Chair
Region 4



Rabab Ward
EAB Vice President
Region 7



Rachel Warnick
Director,
Education,
Strategy, Mktg
& Governance



Jordanna Coyle
Sr Gov &
Project Mgmt
Admin

ARC Roles and Responsibilities

- **Mission**

To recognize excellence and outstanding educational contributions of individuals and organizations through awards that are aligned with EAB's educational vision and mission.

- **Scope**

Promote and reward excellence in performance in the development and implementation of educational programs and activities, either formal or otherwise, that relate directly to the discipline of electrical and electronics engineering. This is including, but not limited to, continuing education, pre-university guidance, accreditation, educational innovations and private sector support of educational institutions or activities.

- **Functions**

- Originate and administer all awards (subject to IEEE Policies).
- Solicit nominations from the broadest IEEE membership segment possible.
- Conduct impartial evaluations of nominations, possibly with the aid of Subcommittees.
- Recommend candidates for specific awards. Final decision on all awards shall be vested with EAB, which shall also select the appropriate time and place of the presentation of the awards.

- **Awards Presentation**

EAB awards and scholarship awards shall normally be presented by the Vice President, IEEE Educational Activities, or his/her designee, in conjunction with the last regularly scheduled EAB meeting of the year. The IEEE-HKN awards shall normally be presented by the IEEE-HKN President, or his/her designee.



Attributes of Evaluation – EAB Awards

- **Thoroughness/ Completeness of the provided information. Is the information provided sufficient for you to judge the nomination?**

5=Complete
3=Mostly Complete
0=Incomplete

- **Impact of contributions**

5=Outstanding
3=Significant
1=Minimal
0=Insufficient

*Impact is the influence of an action/phenomenon on something

- **Effects of contributions**

5=Outstanding
3=Significant
1=Minimal
0=Insufficient

*Effect is the consequence or outcome of an action or a phenomenon.

- **Evidence of accomplishments**

5=Outstanding
3=Significant
1=Minimal
0=Insufficient

- **Comments**

ARC members can provide individual comments in this section.

- **Relevance to award objectives (The contributions should be relevant for the award. An award commensurate with the level of prestige should be considered.)**

5=Relevant
0=Not Relevant

Attributes of Evaluation – Scholarships

College Honors / Other Awards

5=More than three
3=Three
1=One or two
0=None

Extracurricular Activities (work, athletics, clubs, etc.)

5=Leadership in more than one
3=Leadership in one
1=Participated in one or more
0=None

IEEE Activities - Awards, Offices Held, Committee Memberships, etc.

5=Leadership in more than one
3=Leadership in one
1=Participated in one or more
0=None

Papers: Prepared, Presented or Published

5=More than three
3=Three
1=One
0=None

Outline any scientific or technical work now in progress

5=Leadership in more than one
3=Leadership in one
1=Participated in one
0=None"

Cumulative College Grade Point Average (X out of Y)

5=Excellent
4=Above average
3=Average
2=Low
1=Not acceptable

Review and Evaluation Process

- Following the submission deadline, members of the EAB ARC individually review and score the nominations.
- Scores and comments are tabulated and shared with the EAB ARC prior to the June IEEE Board series where the EAB ARC meets to discuss the nominations and develop recommendations
- Recommendations are presented to the IEEE EAB for their review and final approval during the June Board series.
- IEEE EAB coordinates announcements to selected recipients and nominators as appropriate.
- Awardees are recognized during the annual IEEE EAB Awards and Recognition Ceremony at the November IEEE Board series.

2022
EAB Awards
IEEE Educational Activities Board

IEEE Educational Activities Board
Congratulations!
IEEE Educational Activities Board

 IEEE

Do you know a deserving Colleague,
Employer, Section, or Society?

Who will you nominate for a 2023 EAB
Award?

Nomination Deadline: 1 May 2023

**IEEE
Education Week™**

