

## **Sensors Council Awards Procedures**

The awards procedures are administered by the IEEE Sensors Council Awards Committee Chair (ACC), who is appointed by the IEEE Sensors Council President each year, before January 20.

### **1. IEEE Sensors Council AWARDS**

The IEEE Sensors Council awards are for Distinguished Technical Achievement, for Meritorious Service, and for IEEE Sensors Journal Best Paper for the past calendar year.

### **2. PROCEDURES**

The ACC appoints subcommittee chairs for each of the council awards. Typically, subcommittee chairs should be selected as follows:

- Technical & Service Awards: past recipients of the respective award or other qualified IEEE members.
- Sensors Journal Best Paper Award: present or past EIC's or Senior Editors

The subcommittee chairs shall propose at least two persons as members of their subcommittee. For the Sensors Journal Best Paper subcommittee, members should be chosen from the present/past editors (EICs, senior or associate editors) of the Journal or related publications. The subcommittee membership lists shall be submitted for approval to the ACC before May 31.

#### **2.1 Nominations**

Invitations for nominations for the Distinguished Technical Achievement Award and the Meritorious Service Award shall be published on the IEEE Sensors Council website and in the IEEE Sensors Council E-Newsletter before January 31 each year. The invitations shall also be distributed to the Editors of Member Society Newsletters with a request that they be published. Invitations for nominations for the Sensors Journal Best Paper Award will be solicited from the Journal's Editorial Board and reviewers by March 1 each year.

The deadline for nomination for all Council awards is August 15. After this date the lists of nominees and their nomination materials are circulated to members of the respective subcommittees.

#### **2.2 Conflict of Interest**

Subcommittee members may not nominate or endorse candidates for the award their subcommittee is adjudicating, nor may they be considered for that award.

#### **2.3 Adjudication**

Each subcommittee shall evaluate the complete set of nominations for its related award and propose the recipient to the ACC Chair by July 15. If in the subcommittee deliberations (via email or conference calls) there are multiple worthy nominations, an alternate will also be proposed. If a subcommittee decides that none of the nominees meets the high standards necessary for a given award, that award will not be given in that year. The Subcommittee Chair shall communicate this result to the ACC with appropriate justification, who in turn will inform the Council's President, ExCom and AdCom.

The ACC will forward the final subcommittee awardee recommendations (including alternates if appropriate) to the Council President. The Council President shall submit the names of the recommended winners to the ExCom for approval. The President will inform the approved awardees and announce the results by October 1st.

#### **2.4. Presentation**

The Awards will be presented at an appropriate event in conjunction with the annual IEEE SENSORS Conference.

3/19/2007