

Region 4 Award Nomination Guidelines (updated 7/25/19)

Step 1: Identify a Deserving Member or Section to be awarded for their service to IEEE

1. Anyone can nominate another member for an award.
2. Age is not a consideration in nominating for an award, what matters are accomplishments.
3. No one can nominate themselves.
4. No one will receive an award if you don't nominate them or write a letter of recommendation.

Step 2: Choose the appropriate award for nomination. Is this an **INDIVIDUAL** achievement or a **SECTION** achievement?

- **INDIVIDUAL**

- **Jack Sherman Outstanding Member Award**

- To recognize members of Region 4 who through their professional and technical abilities have made outstanding and noteworthy contributions to the Institute, their communities, fellow professionals and fellow man. The award is not designed to recognize a single achievement, but rather collective contributions complemented by singular works exemplifying the objectives and attributes of IEEE.

- **Outstanding Professional Award**

- To recognize members of Region 4 who through their technical abilities have made outstanding contributions to their profession. It recognizes the development of new technical concepts, significant patents, development of new devices, development of applications, new designs, significant cost reductions using known techniques, etc.

- **Outstanding Student Award**

- The "Region 4 Outstanding Student Award" recognizes students who have exhibited exceptional performance both as a student and as a young professional through their contributions to the Institute, their university and membership in Region 4. Recognition is given to students who have demonstrated exceptional leadership abilities, admirable ethical behavior, and strong commitment to professionalism both inside the classroom and within their community.

- **Young Professional Achievement Award**

- Modeled after the Achievement Award, this award is designed to recognize those substantive projects or achievements of a relatively short nature (one to three years) but which have left an undeniable imprint on the fabric of GOLD operations.

- **SECTION**

Outstanding Large, Medium, and Small Section Awards are awarded to one large Section, one medium Section, and one small Section each year, for their successful efforts in fulfilling the educational and scientific goals of IEEE for the benefit of the public by maintaining, enhancing, and supporting the Student Branches, Technical Chapters, and Affinity Groups within their geographic boundaries.

- **Large Section Award** - 1,501 or more members (including Students) as of 31 December of the past year
- **Medium Section Award** - 501–1,500 members (including Students) as of 31 December of the past year
- **Small Section Award** - 500 or fewer members (including Students) as of 31 December of the past year

Step 3: Submit award nominations via the: [Region 4 Awards and Recognition Portal](#)

1. Form must be accurately completed to be considered.
2. No substitutes to the form will be considered for any of the awards.
3. Selection committees will not research unsupported claims.
4. Selection committees will not enhance the nominations.

Step 4: Obtain Letters of Recommendation

1. Ask two or more members to write a one page one to 1 ½ page letters of recommendation to the nomination.
2. Attach letters of recommendation to the nomination within the [Region 4 Awards and Recognition Portal](#)
3. Three examples of recommendation letter follow:

Example 1-

IEEE USA Awards and Recognition Committee

I wish to recommend John Doe for the IEEE-USA Regional Professional Leadership Award for his professional activities in serving Our Section, the RAB and Region 4 of the IEEE USA. I have known John Doe for about 28 years. During this time I have served with John in Our Section Leadership and on Our Section's committees. I have found him to be an outstanding leader and effective committee member in Section. John has inspired me by his dedication to leadership positions in the Section.

It is always a pleasure to work with John. He adds background and history resource to volunteers facing potential problems. He provides the needed knowledge to enable other people in Our Section, the RAB and Region 4 of the IEEE USA "to think outside of the box".

I feel that Our Section is fortunate to have the benefit of John's leadership in varying section positions. John has served Our Section's Vice Chairman and Chairman. John is a tireless leader. His enthusiasm inspires the people he works with. It is a pleasure to work with John because of his willingness to pitch in where help is needed.

Please strongly consider John Doe for a Regional Professional Leadership Award.

Sincerely,

Fred Volunteer

Member and Position

Example 2-

Re: Citation of Honor award nomination for John Doe

Dear Awards Committee:

I have worked with John Doe for over 15 years on professional licensing committees and IEEE committees. He is currently serving as chair of the IEEE USA Licensing and Registration Committees and I serve as a member of that committee. He and I also co-chair the NCCES Exam Composition Committee for the Electrical and Economics Exam module of the Professional Engineering Exam.

John is providing exemplary service as Chair of the Licensing and Registration committee. A number of significant initiatives have come up under his leadership. In every case, he either initiated the subject or provided the initiative to make the contacts and get the appropriate people involved in the discussions. During the last year, he has led the IEEE USA L & R committee efforts to reach appropriate positions on the proposal to implement software Engineering licensing module, to add a 30 hour requirement beyond the bachelor's degree for licensing, and to respond to the new structure of the Electrical and Computer Engineering licensing exam.

Over the last 25 to 20 years, he has provided leadership at NCEES by serving on the EE exam writing committee, of chairing that committee and several subcommittees, and by participating in two cycles of redefinition of the exam structure and two cycles of redefinition of exam content.

The level of vision and leadership which John is providing as Chair of the L & R committee and as an exam module chair on the NCEES exam writing committee could not easily be matched. I am regularly impressed with his vision and initiative as L & R chair. This is exemplary service to IEEE members. I strongly endorse his nomination for the Citation of Honor award.

Fred Volunteer

Member and Position

Example 3-

Dear Awards Committee;

I am writing to commend John Doe to you as an outstanding member and volunteer.

I have known John for several years professionally. He has been an outstanding volunteer for the Our Section of the IEEE and he has been active in nearly every major activity we have undertaken. From coordinating the IEEE judging for the 2006 International Science and Engineering Fair (ISEF) held in Indianapolis to his work on our IEEE TISP program to his service in support of our National Engineer's Week Children's Day at the Children's Museum. He has also been an officer of the CIS IEEE Executive Committee helping to coordinate and maintain relations with our Student Chapters at Purdue, IUPUI, Rose-Holman, and ITT Tech.

Beyond his support of IEEE sponsored activities, he is a talented Engineer and Senior Member of the IEEE. John volunteers his time in the community for many valuable pursuits – including working as a FIRST Volunteer for the Warren Central Team and as a trainer of Service Dogs by training puppies for the program.

Though, I am sure that all these activities have been listed in the nomination. I fully expect John to continue his service and so those generous gifts of his time and talent will continue to be an inspiration to other IEEE volunteers.

So, in summary, John has been a thoughtful and hardworking volunteer. He has inspired others to volunteer their time and has brought a sense of optimism and vision which significantly enhances the CIS IEEE's mission. I highly recommend John Doe for Outstanding Member for Region 4.

Sincerely,

Fred Volunteer

Position