**CANDIDATE PROFILE**

**NAME OF CANDIDATE**: name Nominator: name

**EMAIL ADDRESS**: email

**YEAR OF BIRTH**: 19xx

**PRIMARY CONTRIBUTION**

e.g. Practitioner

**SECONDARY CONTRIBUTIONS**

e.g. Research and Teaching

**CITATION**

**The citation should describe (very briefly) the key aspects of the contributions the nominee has made to systems engineering. Reviewing the citations of the current INCOSE Fellows may give you some ideas of the length and nature expected for a citation.**

Alternative possible citations:

* **It is recommended that you include two or three alternative citations, since the Fellows Selection Committee often finds it easier to choose between alternative citations, or use the multiple citations you have submitted as the basis for developing wording they think is most appropriate.**

**EDUCATIONAL BACKGROUND**

* Formal degrees
* In-service education
* Other courses

**PROFESSIONAL HISTORY Need to ensure this section highlights systems engineering contributions and achievements. If some achievements are in a different field, you need to spell out the way in which these achievements demonstrate systems engineering excellence.**

**ACCOMPLISHMENTS VS FELLOWS CRITERIA**

As outlined below, [insert candidate name here] has directly contributed to the field of systems engineering as a practitioner, researcher and teacher.

An INCOSE Fellow should be more than just an excellent systems engineering practitioner, researcher or teacher. In addition to achievements on the efforts they worked on directly, they should have had a significant influence on others that has resulted in noticeable improvement of the practice of systems engineering in an industry or on major national or international efforts. Significant advances in the theory and/or science of systems engineering in industry or academia should also be considered. In other words, the nominee should be a thought leader in systems engineering, who helps to shape the understanding of what systems engineering is and how it should be practiced.

**This section should start with a table which summarizes the efforts the candidate has worked on which have had significant systems engineering content. In the table below, I speak to the candidate (not the nominator) because the candidate typically needs to provide this level of detail to the nominator. The “Type of Impact” column should explicitly state how the impact has resulted in improvement of the practice of systems engineering in an industry or on major national or international effort; any advances in the theory/science of systems engineering; and how and why this individual is viewed as a thought leader in systems engineering.**

| **Program/Effort** | **Contribution** | **Type of Impact** |
| --- | --- | --- |
| Name of program or effort you worked on (if an acronym, spell out, if name is not self-explanatory, add a phrase to convey the nature of the effort) | Describe the essence of your own personal contribution to the effort. The kinds of things INCOSE looks for include, for example, (1) leading the system engineering for XYZ major national/international program; (2) defining systems engineering policies, practices, processes for major efforts; (3) inventing new techniques, methods and/or tools to improve the practice of systems engineering; (4) developing and delivering significant (original, newly developed) systems engineering education, through either formal education, training, or coaching/mentoring – and you need to give the number of people taught to “size” this contribution. | Here describe what impact your contribution had. INCOSE is looking for impacts which shape how systems engineering is being done on major national and international efforts. For instance, if you helped establish criteria for how systems engineering should be requested in an RFP, and/or evaluated by the government for proposals received from contractors, and can list specific programs on which it was used (and hopefully continues to be used today), that would be effective. Or, if something you did was so impressive that others used it as a model for how some aspects of systems engineering should be done, and you can cite specific examples of programs which used/are using your product as a model of how that aspect of system engineering should be done, that would be good. For any research you have done, if you can cite what government organizations and/or companies are doing differently as a result of your research results, this would be persuasive. For any teaching, if you can describe who is doing what differently than before you taught them, and what results they have achieved as a consequence, this shows your teaching has real impact on the nation/world. |
| This table should include at least 5 – 10 lines, to have enough substance |  | You need to describe each entry sufficiently to serve the purpose of highlighting your systems engineering contributions – what you contributed in much more detail and what impact it had with many more specifics |

**All of the sections below need to have significant content. Ideally, for each major accomplishment, the candidate should be able to list one or more references (from the list of his/her publications below) to support the claim. In other words, devote a paragraph to each of the candidate’s systems engineering accomplishments, and at the end of each paragraph list the numbers corresponding to the references in his/her publications list below which reflect the accomplishments described in the paragraph.**

**At a minimum, each line in the table above should have a paragraph in one or more of the sections below. More information is better – as long as it doesn’t sound like the candidate is taking credit multiple times for the same accomplishment.**

* **CONTRIBUTIONS AS PRACTITIONER (APPLIES KNOWLEDGE)**

nnn

* **CONTRIBUTIONS AS RESEARCHER (DEVELOPS NEW KNOWLEDGE)**

nnn

* **CONTRIBUTIONS AS TEACHER (IMPARTS KNOWLEDGE TO OTHERS)**

Nnn

**HONORS If any of these were achieved due in part or whole to systems engineering achievements, please add some words describing the systems engineering content of the achievements for which the candidate were honored**

* nnn

**PUBLICATIONS AND PRESENTATIONS** Need to number these so that each number (in all categories) is unique, so sections above can reference publications unambiguously

# Books

B.1. nn

B.2. nn

## Book Chapters

BC.1. nn

BC.2. nn

## Technical Journals and Magazines

**Refereed/ Peer Reviewed Papers**

1. nn

**Other Papers**

1. nn
2. nn

## Conference Proceedings

**Refereed Conference Papers**

1. nn
2. nn

**Other Conference Papers**

1. nn

**Consider adding a section listing courses the candidate has developed (you can include both formal courses, and curriculum he/she has developed to use with coaching and mentoring)**

**For the included papers**

The purpose of asking for the content (in English) of the 5 papers by the nominee is to ensure that a nominee is not penalized if the publications in which the papers appeared are not readily available to the Selection Committee members.

Ask the nominee to annotate the 5 papers included to mention how the paper highlights their systems engineering insight and achievements.  In other words, add some meta-data to each paper to indicate what you expect the Selection Committee to conclude from the paper about the nominee’s qualifications for an INCOSE Fellow position.

**PROFESSIONAL SOCIETIES – LEADERSHIP ACTIVITIES**

**Memberships**

* nn, INCOSE since 19xx

**Conferences**

* Organized XYZ Conference on ABC in 200x.
* Member of Program Committee, International Forum on DEF, 1995 to present.

**Leadership Positions**

* Member of the Advisory Board, **GHI publication**, 2005 to present
* Member of Editorial Board, **IEEE XYZ magazine**, 2000 to present

**GOVERNMENT/INDUSTRY – LEADERSHIP ACTIVITIES**

* Member of the Advisory Board, insert specific here, date to date

**RESUME**

**Mistakes to Avoid** (These mistakes have resulted in previous nomination packages being considered less favorably by the INCOSE Fellows Selection Committee):

* Nominations that do not follow this template (because it makes it more difficult for the pertinent information to be clearly understood)
* Nominations that are not well organized (we developed the template to make it easier to organize at a top level, but within each section good organization adds to clarity also)
* Nominations that are too long (by all means include any information you as the nominator think is pertinent, but have concise information at the front in the template format, and other supporting information at the back. Ideally, the front of the nomination (not including the 5 papers) should not be much more than 10 pages long.)
* Nominations that have an inadequate description of the impact the candidate’s work has had (just doing an excellent job as a systems engineering practitioner, teacher or researcher is not sufficient; a Fellow is expected to have an impact that has resulted in noticeable improvement of the practice of systems engineering in an industry or on major national or international efforts, and/or advanced the theory/science of systems engineering.)
* Nominations that do not say why the nominee is a thought leader in systems engineering, who has helped to shape the understanding of what systems engineering is and how it should be practiced. (INCOSE members include hundreds, possibly thousands, of really excellent systems engineers; the Fellows are supposed to be the top 1 percent, so the nomination package needs to clearly say why the nominee is above excellent.)
* Nominations that include papers that do not illustrate the knowledge or insights that demonstrate that the nominee is of Fellow caliber (some past nomination packages have included 5 papers by the nominee which were not effective in supporting the nomination; we recommend you carefully choose the 5 papers most illustrative of the thought leadership the nominee provides for systems engineering.)
* Ask people supplying letters of recommendation to include a 1 page bio, rather than a multi-page resume. (Nomination packages which are very long are hard for reviewers to get through. The key question about a supporter is what the essence of their background and systems engineering insight is, and a one page bio is sufficient to convey that.)