



## **REC-101: Fellows Award – 19 October 2023**

In this policy, the phrase “INCOSE Voting Members” refers to Regular and Senior members as defined in the INCOSE Bylaws (this excludes Student, Corporate Advisory Board, and Associate members). The word “should” express intent by a person or group where it is in their best interest to perform the action.

### **Purpose**

Fellows are INCOSE Voting Members who have been recognized as having made significant verifiable contributions to the field of Systems Engineering. This recognition is awarded for life.

### **Number of Fellows**

The number of living Fellows (including those who are and are not INCOSE members in good standing) shall not exceed 1% of the INCOSE Voting Members as calculated at the time of the Fellows Selection Meeting. In the event that the number of Fellows meets or exceeds the permitted 1%, only 1 new Fellow may be selected.

### **Eligibility**

Fellow awards are based upon significant verifiable contributions to the art and practice of Systems Engineering. Candidates must have been INCOSE Voting Members for a minimum of two (2) years. This eligibility requirement is not subject to waiver.

The individuals serving as President and President-Elect of INCOSE as of the 1 December nomination deadline are not eligible to be nominated for Fellow awards.

### **Nominators, Supporters, Advocacy, and Conflicts of Interest**

Nominators must be INCOSE Voting Members. Members of the Fellows Selection Committee may nominate or support a Fellows candidate. Individuals may not self-nominate.

Nominators must have personal knowledge of the qualifications of the Fellows candidate. Nominators may nominate a maximum of two (2) candidates per year. There is no limit on the number of Fellows candidates that an individual may support.

Neither the Chair of the Fellows Committee, the Vice Chair of the Fellows Committee, the President of INCOSE, nor the President-Elect of INCOSE shall nominate, support, or otherwise be an advocate for or against a Fellow candidate at any point during the nomination and selection process.



Nominators and supporters shall have no family or blood relationship to the applicant. Nominations and letters of support from colleagues and peers including those from the candidate's organization shall not represent a conflict of interest given their ability to address the Fellow candidate's qualifications.

No direct advocacy to or lobbying of members of the Fellows Selection Committee shall be permitted outside the bounds of the Fellows Selection Meeting. Fellows with a concern regarding an ethical issue or any other major concern may share such concerns with the Fellows Chair and Vice Chair who shall relay the stated information to the Fellows Selection Committee. Such concerns should be raised prior to the Fellows Candidate Review Meeting but no later than the final vote held during the Fellows Selection Meeting. Nominators and supporters shall be permitted to answer questions from members of the Fellows Selection Committee at any time.

### **Nomination**

Nominators shall select candidates who have distinguished themselves as systems engineers, with a passion for systems engineering, and who have made significant contributions to the field of systems engineering (including closely related areas such as systems theory, systems science and systems thinking). These contributions can be made by practitioners, researchers and those who inspire and enable people to learn and put into effective practice systems principles and concepts, and scientific, technological, and management methods.

Nominators shall ensure that every nominee meets the following specific criteria:

- The nominee shall have provided significant impact through thought leadership which advanced the field of systems engineering.
- The nominee shall be a current member with a 2-year membership minimum.
- The nominee shall have developed and/or applied and/or promulgated approaches that enable the successful realization, use, and retirement of engineered systems.
- The nominee shall have exhibited a significant influence on others resulting in noticeable improvement of the practice of systems engineering in an industry or on major national or international efforts, and/or made significant advances in the theory/science of systems engineering, or specific innovations which have been widely adopted. This influence may be:
  - Direct (e.g., the practical application of systems engineering on challenging real-world problems)



- Indirect (e.g., the development of a new framework, process, method, or tool adopted across multiple organizations)
- Underpinning (e.g., a fundamental advance that advances the theoretical underpinnings of systems engineering)

The nominator will provide a package prescribed by the Fellows Selection Committee that consists of the following:

*A completed Fellows Nomination Form that includes:*

- Name of Candidate,
- Distinguished Contributions and Impact Summary,
- Accomplishments vs. Fellows Criteria,
- Other supporting information requested by the Form,
- The complete nomination package shall have a maximum page count of 10. This page count does not include the letters of support.

*At least four letters of support shall be provided by:*

- a) At least two senior decision-makers (e.g., managers or customers of the nominee's organization(s), or academic peers at other organizations, or industry leaders, or top governmental officials), who have detailed insight into the specific contributions (to the criteria above) of the nominee,
- b) At least two INCOSE Fellows who have insight into the nominee's contributions and impact.
- c) A colleague who has visibility into the wider impacts of the nominee's contributions in the field of systems engineering beyond the nominee's own organization if these wider impacts are not included in (a) and (b).

These letters are limited to a one-page letter of support and a one-page resume, and should provide:

- Name of Nominator/Supporter,
- Brief Educational and Professional background of Nominator/Supporter,
- Professional Society Memberships and position if any in these, such as Fellow,
- Basis of knowledge about the candidate,
- Evaluation of the candidate vs. the criteria.



Those writing letters of support should have a copy of the completed nomination form for reference when preparing their support letters, but all letters of support shall be independently written.

The nominator shall assemble the nomination package and submit the nomination package to the Chair of the Fellows Selection Committee not later than 1 December for consideration. Nomination packages received after that date will not be considered.

### **Selection**

All Fellows may participate in and speak at the Fellows Selection Meeting. Only members of the Fellows Selection Committee may vote.

A member of the Fellows Selection Committee shall recuse themselves from voting for or against a given candidate if there is a past or current relationship which compromises, or could have the appearance of compromising, a member's judgement with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships which constitute a conflict of interest:

- a marital, life partner, family, or dating/romantic/sexual relationship;
- current employment by the same organization;
- a direct financial interest and/or relationship;
- any other relationship that would prevent a sound, unbiased decision

At least 6 members of the Fellows Selection Committee must vote in the affirmative for a successful Fellows nomination. Votes may be cast in person, remotely, or in advance if the member is unable to participate in the Fellows Selection Meeting. Voting by proxy shall not be permitted. All ballots shall be secret.

The Board of Directors shall approve or reject the full slate of Fellows Award recipients upon recommendation by the Fellows Selection Committee. The Board of Directors shall not have the authority to modify the slate.

### **Presentation**

There is no limitation on the number of Fellows Awards presented annually as long as the presentation and number of awards maintains the approved ratio of Fellows to INCOSE Voting Members.

The approval and notification process shall ensure confidentiality pending final notification as follows: Award recipients will be notified by the President of INCOSE no later than one month after the first quarter Board of Directors meeting.

Citations will be provided by the Fellows Chair to the INCOSE Administrative.



Immediately upon notification, Award recipients will be considered INCOSE Fellows, able to use the title and may announce the honor publicly. Presentation of the new Fellows will ceremonially occur at the annual International Symposium. INCOSE will publicize the awards after the ceremonial presentation of the Fellows.

### **Related Policies**

REC-100 Recognition Awards

### **Related Procedures, Templates, and Forms (Optional)**

FEL-PROC-01 Fellows Committee Procedure

**SUPERSEDES: REC-101 dated October 13, 2022**

**APPROVED BY: INCOSE Board of Directors, Virtual, 19 October 2023**

**MAINTAINED BY: (RACI Responsible R): Fellows Committee Chair**

**POLICY OWNER: (RACI Accountable A): President-Elect**