



REC-101: Fellows Award – April 20, 2018

Purpose

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

Eligibility

Candidates must have been INCOSE members for a minimum of two (2) years. This eligibility requirement is not subject to waiver.

Fellow awards are based upon significant verifiable contributions to the art and practice of Systems Engineering.

Nomination

Nominators should identify the primary strength of the candidates as that of either a practitioner (applies knowledge), a researcher (develops new knowledge) or a teacher (promulgates knowledge). For a practitioner, the criteria are satisfied by providing evidence about programs that he/she has personally led and/or advanced by means of significant application of the Systems Engineering art. This evidence should be supported by publications - ideally in refereed journals or conferences where possible - or other appropriate channels. For a researcher, the criteria are satisfied by providing evidence about research personally conducted or advanced as a consequence of the researcher's effort. This evidence should be supported by patents, patent applications, books authored and those to which contributions have been made, and publications in refereed journals or conferences. For teachers, evidence is provided by advances made in the state of the art in systems engineering education such as new books or other media, learning environments, courses, curricula and refereed publications as well as number of practitioners produced.

Neither the Chair of the Fellows Committee nor the President of INCOSE (whether or not a Fellow) shall nominate or be an advocate for or against a Fellow candidate during the proceedings of the Fellows Selection Committee.

Some nominators may wish to submit their candidates for consideration in more than one category. In this case, applicable evidence must be provided for each category.

Nominators must be INCOSE members. INCOSE members may not self-nominate.

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



Candidate identification and description

- Name of Candidate,
- Primary Contribution,
- Secondary Contributions (if applicable),
- Educational Background,
- Professional History (Employer, Years of Employment, Duties, Accomplishments),
- Accomplishments vs. Fellows Criteria.
- The complete nomination package shall have a maximum page count of 10. This page count does not include the letters of recommendation.

Letters of Support, provided by the nominator and at least three (3) others. Ideally all of these should be Fellows of INCOSE or related professional societies and should state so if this is the case. These letters are limited to two (2) typewritten pages, 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,
- Rating of the candidate as an INCOSE Fellow on a scale of 1 (low) to 10 (high).

Those writing letters of support should have the candidate's Curriculum Vitae (CV) available to them, but all letters of support should 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 for this recognition.

Selection

Approval of Fellows Award recipients shall be made by the Board of Directors upon recommendation by the Fellows Selection Committee.



Presentation

There is no limitation on the number of Fellows Awards presented annually as long as the presentation and number of awards is in accordance with the Fellows Bylaws and maintains the approved ratio of Fellows to 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 INCOSE Administrative Office to support preparation of plaques.

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 prepare a press release to coincide with the ceremonial presentation of the Fellows.

SUPERSEDES: REC-101 dated February 1, 2017

APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 20, 2018

POLICY OWNER (RACI Responsible R): Fellows Committee Chair

MAINTAINED BY (RACI Accountable A): President-Elect