



REC-101: Fellows Award – 15 April 2021

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.

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) Fellows candidates per year. There is no limit on the number of Fellows candidates than 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 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 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.

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.

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 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 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.

Related Policies

REC-101 Fellows Award

Related Procedures, Templates, and Forms (Optional)

FEL-PROC-01 Fellows Committee Procedure

SUPERSEDES: REC-101 dated April 20, 2018

APPROVED BY: INCOSE Board of Directors, Virtual, 15 April 2021

POLICY OWNER (RACI Responsible R): Fellows Committee Chair

MAINTAINED BY (RACI Accountable A): President-Elect