



**International Council on Systems Engineering**  
*A better world through a systems approach*

# How to Nominate a Fellow

Ensuring Your Nomination Package Meets INCOSE Guidelines  
Brought to you by the INCOSE Fellows Selection Committee



# Today's Agenda

- What problem are we trying to solve?
- What are best practices and examples that can help to solve this problem?
- What is some advice from previous members the INCOSE Fellows Selection Committee?
- What questions do you have?
- What comes next?

# What problem are we trying to solve?

# The Problem: Low-Quality of Fellows Nominations

- Submitted nomination form not within the 10-page limit
- Lack of clarity as to Fellows-worthy contributions of the individual being nominated
- Individual contributions identified that have no clear tie to technical contributions that advance system engineering, such as
  - Contributions that advance a technical domain without a tie to systems engineering
  - Contributions that highlight management skills or the ability to execute systems engineering approaches and methods developed by others
- Lack of evidence of the influence of the contribution
- Where there is clarity on the contributions and influence, support letters are not adequately addressing them

**What are best  
practices and  
examples that  
can help to solve  
this problem?**

## Best practices from ACM\*

- Start early
- Involve the candidate in the nomination process
- Don't allow the candidate to write the nomination
- Ensure that specific criteria are met and include everything required on the nomination form
- Provide relevant evidence in support of claims of accomplishment
- Don't include platitudes – stick to the facts
- Select support letter writers carefully and ask them to send you a draft for review

# AVS\* List of What A Selection Committee Looks For

- What has the nominee contributed themselves?
  - Specific + broad accomplishments.
- What makes this nominee unique?
  - If part of a team, what was their critical contribution?
- Scientific/engineering impact
  - Are the research results or advances in practice used?
  - How broadly?

# Hints for Successful Nominations from IEEE-PES\*

- Choose qualified nominees
  - What contributions has the nominee made?
  - Why are those contributions significant?
- Write the nomination to sell to a broad audience
  - Selection Committee members are not experts in every field
  - Avoid “good guy” language
  - Focus on the identified accomplishments
- Recruit enthusiastic letter writers
- Check status of letters well before the deadline
- Be prepared to resubmit the next year

# Practitioner Impact Examples

Non-Impactful	Impactful
The nominee invented new methods and processes for developing systems architectures.	The nominee invented new methods and processes for developing systems architectures that have been enshrined in an ISO Standard (see references A3 and D1).
The nominee defined new systems engineering policies, practices, and processes.	The nominee defined new systems engineering policies, practices, and processes that were adopted on major programs X, Y and Z, resulting in industry-wide adoption, and an individual industry award to the nominee for developing these key enablers (see references A2 and A5).

# Educator Impact Examples

Non-Impactful	Impactful
The nominee led the development of SE content for inclusion in engineering accreditation	The nominee led the development of SE content for inclusion in engineering accreditation in countries X, Y and Z, which had no previous SE criteria in their engineering accreditation (see references C1, A3)
The nominee led the technical development of new curriculum.	The nominee led the technical development of new curriculum that has been adopted internationally by universities X, Y, and Z. (corroborated in support letter of Jane Doe)

# Researcher Impact Examples

Non-Impactful	Impactful
The nominee has many publications in their field.	The nominee made seminal contributions to research with the publication of two papers (See references A3 and D1). These papers introduced a lexicon for verification and validation of digital twins. They developed analysis methods for ensuring the properties of digital twins can be examined. Methods that were applied include agent-based modeling, reinforcement learning, and uncertainty quantification.
The nominee has had an ongoing research program at X University for 10 years.	The nominee has had an ongoing research program at X University for 10 years and has produced a large quantity of graduates with masters and doctoral degrees. Among the nominees' doctoral students are recipients of several prestigious awards made by the INCOSE Foundation and INCOSE: <ul data-bbox="520 818 1608 935" style="list-style-type: none"><li data-bbox="520 818 1608 854">2010, James A Long Memorial Post-Doctoral Fellowship</li><li data-bbox="520 854 1608 889">2012, Alexander Kossiakoff Fellowship</li><li data-bbox="520 889 1608 935">2022, Systems Engineering Journal Best Paper Award</li></ul>

**What is some  
advice from  
previous  
members the  
INCOSE Fellows  
Selection  
Committee?**

# Current Fellows Selection Committee Members

Term Ending in 2025	Term Ending 2026	Term Ending 2027
Judith Dahmann Dec 1, 2019*	Duncan Kemp Dec 1, 2020*	Mike Sievers Dec 1, 2024
David Long Dec 1, 2019*	Greg Parnell Dec 1, 2023	Fei-Yue Wang Dec 1, 2024
Ariela Sofer Dec 1, 2022	Cliff Whitcomb Dec 1, 2023	Scott Jackson Dec 1, 2021*

\* Selection Committee members can serve only two consecutive terms

# What questions do you have?

# What comes next?

# 2025-26 Fellows Nominations (Hurry Up Phase)

- Start now to successfully submit the nomination packet by 1 December
- Download forms at <https://www.incose.org/about-incose/honors-awards#Fellows>
- Engage nominee to provide
  - Information for the Fellow Nomination Form
  - Recommendations for letter writers including the accomplishments and impacts that each letter writer can address
- Invite and coach letter writers on what to do and not to do
  - **Do** address the accomplishments and impacts in the nomination form
  - **Do not** highlight service contributions to the INCOSE organization

## Some restrictions on who can be nominated

- Nominees must have been INCOSE Voting Members for a minimum of two (2) years
- Individuals serving as (or having been elected or selected to serve as) President, President-Elect, or Executive Director of INCOSE as of the 1 December nomination deadline are not eligible to be nominated

## Some restrictions on who can nominate and support

- Nominators must be INCOSE Voting Members. Individuals may not self-nominate.
- The following individuals may not nominate candidates, may not provide a letter of support, nor advocate for or against a nominee
  - Chair of Fellows Committee, Vice Chair of Fellows Committee, members of Fellows Selection Committee, President of INCOSE, President-Elect of INCOSE, Executive Director of INCOSE
  - Those with family or blood relationship to the nominee

## 2025-26 Fellows Nominations (Wait then Scramble Phase)

- Wait until January to receive feedback
- Fellows Chair will provide specific guidance on
  - Requested updates to nomination packet
  - What to prepare for the Fellows Selection Meeting at IW
- Attend Fellows Selection Meeting at IW to make a 5-minute presentation in support of the nominee

# 35<sup>th</sup> Annual **INCOSE** international symposium

hybrid event

Ottawa, Canada  
July 26 - 31, 2025