

Tips for completing IEEE Fellow Nominations:

1. Use strong, active words to describe the individual's contributions. The accomplishments of the person should then be used to justify the use of the strong words. For example, Joe White is a proven expert in the field of XXXX. This is demonstrated by YYYYYY. Endorsement letters from individual and companies that have benefitted from the nominee's contributions represent good evidence to demonstrate the nominee's accomplishments.

Note that just having a large number of papers is not important, but rather it is the significant contributions that have been made by the work described in those papers.

Do not use words that can't be properly supported by accomplishments. Tangible evidence must support any claims. For example, do not say the person is "world-class", if there are not contributions to support that claim.

2. Highlight the singular and aggregate accomplishments of the nominee, both inside and outside of IEEE. State the novelty of the contributions and any resulting impacts by the works of the nominee.
3. Accomplishments and contributions of the nominee, singular or in aggregate, should be primarily in the disciplines of Instrumentation and/or Measurement. Nominations should specifically and clearly show tangible evidence of the influence of the nominee's activities. Specific statements should be included indicating the impact of the nominee's work in the I&M field. Items that provide good evidence are, for instance, scientific papers published in highly reputable archival journals in the field, highly cited, highly referenced books in the field, and patented instruments, measurement methods, or procedures employed in industrial or social applications.
4. Be specific in the description of the contributions. Superficial descriptions are not viewed positively by the review committees. The nominator must be someone who is familiar with and knows the works of the nominee.
5. The nominee must be a leader, not just a member, of a group. It is essential to include examples of the leadership initiatives in the field of Instrumentation and Measurement put in place by the nominee. Examples of leadership initiatives in other areas can also be included.
6. Our goal is to ensure we are nominating highly-qualified and accomplished individuals in the Instrumentation and Measurement fields.

7. Citation wording is important. It should be complete, correct and succinct, no more than 20 words.
8. It is important to choose the appropriate category for the nominee. There are four categories:
 - a. Application Engineer/Practitioner
 - b. Educator
 - c. Research Engineer/Scientist
 - d. Technical Leader
9. Identify both references (from 5 to 8 IEEE Fellows) and endorsers (limited to 3, and can be any person, IEEE or non-IEEE members). It is advisable that references are not all selected from the same institution and country as that of the nominee, and do not all belong to the same IEEE society, to give clear evidence of the wide relevance and recognition of the nominee's accomplishments. Referees from different engineering domains (industry, academic, national/government labs, etc.) are also advisable.
10. Fellow references must know the nominee and his/her works and accomplishment so that they may "specifically" describe the impact of the works, rather than providing non-specific and generic descriptions. Reference letters must report the reference's opinion on the nominee's achievements, and should avoid repeating or rewarding part of the nomination content, since this is generally considered as limited knowledge of the nominee's work.
11. Often nominators put emphasis on the selection of (Fellow) references and overlook the value of endorsers in this process. Endorsers are those who know the nominee well and are keenly familiar with his/her work and thus, can write specifically about the novelty and impact of the accomplishments and contributions to the discipline. Examples would include supervisors, deans, department heads, center directors, research project sponsors, or individuals from entities that have licensed IP resulting from a nominee's work.