

**Saint Louis Section of IEEE**

**Awards and Recognition Program Manual**

**Prepared by**

**The Members of the Saint Louis Section**

**Awards and Recognition Committee**



# Version Control

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| Date | Name | Description |
| Dec 21, 2013 | Hector Linares | Initial release |
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# Overview

The nomination and award process presents great opportunities for the profession, the Section, and the individual selected to obtain publicity and recognition. Solicitation of nominations will be done within the Section through the newsletter, the website, E-notices and at meetings. Individuals should be encouraged to nominate themselves or submit names for consideration to the committee. The committee will contact individuals who have been suggested by others. Additional opportunities for solicitation of nominations are available through newspapers, universities, the Engineers’ Club, and other organizational newsletters. Once selected, recipients are presented a professionally designed plaque at the annual Winter Social held in December.

# Purpose

IEEE Saint Louis Section wishes to recognize the organizations or individuals that have made outstanding contributions to the Section, Region, IEEE, the profession, and the other engineering societies made during each calendar year. This is one way we can give something back to those who have given so much of themselves. Accomplishments don’t necessarily have to have occurred in the past 12 months.

# Awards Committee

IEEE Saint Louis Section Awards Committee consists of the following:

* Committee Chair appointed by the Section Chair
* Committee Assistants (if applicable)
* Immediate Past Section Chair
* Current Section Executive Committee Members
* Section Officer Elect (Secretary-elect)

# Schedule

The Awards are announced and presented at the Winter Social typically held in early December. A suggested schedule to follow in order to meet that deadline is shown here:

* Early to Mid-Summer – Call for Nominations
* September Planning Meeting – Last Call for Nominations
* September thru October – E-mail voting
* November – Notify winner, order awards, develop the program, identify presenters
* December – Award Presentations at Winter Social
* January – Submittal of nominees for R5 Award Categories that align

# Categories and Criteria

Award Categories and Eligibility are shown below along with past winners.

## Outstanding Student Branch

This award will be given for the most active and progressive student branch based on the number of meetings, type of programs such as technical, professional, S-PAC Conference, interaction with the local Section, other student engineering groups, and special projects that advance the objectives of the IEEE. Selection of the same Branch in consecutive years is strongly discouraged. It is expected that if selected, the Branch Counselor or Student Chair will be on hand to receive the award.

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| Past Selections of the Outstanding Student Branch |
| 2013 | Missouri University of S & T (CS) |
| 2012 | St. Louis University |
| 2011 | Washington University |
| 2010 | Missouri University of S & T (CS) |
| 2009 | Washington University |
| 2008 | St. Louis University |
| 2007 | University of Missouri - Rolla |
| 2006 | Southern Illinois University - Carbondale |

## Outstanding Student Member

This award will be presented to a student member who has given outstanding contributions of time and effort to the Student Branch, the Section, the Region, or the national IEEE to advance the principals of IEEE. This individual may have graduated, but must have been a full-time undergraduate or graduate student of IEEE during the calendar year of the award. Membership should be a *Student or Graduate level* of IEEE during. Association with a specific Branch or enrollment at a school with a Branch is not required. Selection of the same candidate in consecutive years is strongly discouraged. The Student Section Representative (SSR) is not permitted for nomination.

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| Past Selections of the Outstanding Student Member |
| 2013 | Richard Henry, Jr. (SLU) |
| 2012 | Jonathan W. Steenbergen (SLU) |
| 2011 | Ravi Arvapally (MS&T CS) |
| 2010 | Caroline Fernandez (WU) |
| 2009 | Jeffrey Kevin Feiereisen (WU) |
| 2008 | None |
| 2007 | Michael Welling (SIU-C) |
| 2006 | Michael Welling (SIU-C)Anil Mehta (SIU-C)Shawn Muir (SIU-C) |

## Outstanding Branch Counselor

This award will be given to the student branch counselor that has best supported their Student Branch and promoted the objectives of the IEEE. Membership should be a *Member level* or higher. Selection of the same candidate in consecutive years is strongly discouraged.

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| Past Selections of the Outstanding Branch Counselor |
| 2013 | Dr. Maciej Zawodniok (MS&T) |
| 2012 | Dr. Roobik Gharabagi (SLU) |
| 2011 | Jessica du Maine (Florissant Valley) |
| 2010 | None |
| 2009 | Dr. Dan Lin (MS&T CS) |
| 2008 | Dr. Joseph A. O'Sullivan (WU) |
| 2007 | Dr. Jagannathan Sarangapani (UMR) |
| 2006 | Dr. Roobik Gharabagi (SLU) |

## Outstanding Educator

This award will be given to an IEEE member who has performed in an outstanding manner in the field of engineering education. Selection of the same candidate in consecutive years is strongly discouraged. Membership should be a *Member level* or higher.

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| Past Selections of the Outstanding Educator |
| 2013 | Dr. Shelton D. Caruthers |
| 2012 | Dr. Arye Nehorai |
| 2011 | Dr. Theresa M. Swift |
| 2010 | Dr. Bijan Pashaie |
| 2009 | Dr. Hiroaki Mukai |
| 2008 | Dr. Ganesh Kumar Venayagamoorthy |
| 2007 | Dr. Kyle Mitchell |
| 2006 | Bill Hanna |

## Outstanding Young Engineer

Awarded to a member of the Section that is within 10 years of his/her undergraduate degree. Selection of the same candidate in consecutive years is strongly discouraged. Membership should be *Member level* or higher. This award is not intended for full-time students but open to any member in industry or academia.

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| Past Selections of the Outstanding Young Engineer |
| 2013 | Dan Kim |
| 2012 | Abdiel Louis |
| 2011 | Dinesh Hiripitiyage |
| 2010 | None |
| 2009 | Pinaki Mitra |
| 2008 | None |
| 2007 | Salvatore Gianino |
| 2006 | Tyria Riley |

## Outstanding Section Member

This award will be given to an individual member who has performed outstanding service to the Section, Region, and/or IEEE that promotes the objectives of the IEEE. Awarded to a member beyond 10 years of his/her undergraduate degree. Selection of the same candidate in consecutive years is strongly discouraged. Membership should be a *Member level* or higher.

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| Past Selections of the Outstanding Section Member |
| 2013 | Dr. Kenneth E. Krause |
| 2012 | Dr. Hardy Pottinger |
| 2011 | Bob Becnel |
| 2010 | James V. Leonard |
| 2009 | Dr. Steve E. Watkins |
| 2008 | Bob Lyons |
| 2007 | None |
| 2006 | Dr. Ganesh Kumar Venayagamoorthy |

## Outstanding Company

This award will be giving to a company within the Section that strongly supports IEEE members, the Saint Louis Section, and the objectives of IEEE. Selection of the same candidate in consecutive years is strongly discouraged. At least one employee/executive is a Section member and it is expected that a Company manager/executive be available to receive the award.

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| Past Selections of the Outstanding Company |
| 2013 | Ameren |
| 2012 | The Boeing Company |
| 2011 | None |
| 2010 | None |
| 2009 | The Boeing Company |
| 2008 | None |
| 2007 | Ameren UE |
| 2006 | The Boeing Company |

## Special Recognition or Special Member Award

This is an award that provides the Chair or Award’s Committee an opportunity to recognize a special individual or an outstanding service performed in the past year. This award is optional and not a required offering. Depending on the recognition, this award may be referred to a unique name if it is more fitting. Membership with IEEE is not required.

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| Past Selections of the Special Member Award |
| 2013 | Dr. Lihong V. Wang |
| 2012 | James V. Leonard |
| 2011 | None |
| 2010 | None |
| 2009 | Dr. Imre Gyuk |
| 2008 | None |
| 2007 | Jessica du Maine |
| 2006 | Bill Osborne |

# Submission for Voting on Nominations

Date and format will be identified in the Official *Call for Award Nominations* which is generated by the Award’s Committee. The submission should capture the following information from the nominator:

* Nominee’s name, member status, member number and e-mail address/phone, bio
* Nominator’s name, whether nomination is anonymous to the nominee and nominator’s email address.
* A bio and correct name appears needs to be acquired from the nominee. This will sometime not be something the nominator will provide or can provide. Direct contact with the nominee should be the method. In fact, contacting the nominee in advance also informs them that they have been nominated and by whom. In rare instances, the nominee may decline the nomination so this prevents some awkwardness in the event they would be selected.

# Verify Eligibility

All nominees and their active membership status shall be corroborated with SAMIEEE within 1-3 months of the potential selection by the Awards Committee or the Sections SAMIEEE liaison.

# Selection & Notification Preparation

After the nomination deadline, the Award Chairperson will promptly complete eligibility review and compilation of nominees and bio’s. The information will be available to all voting members of the Awards Committee.

Voting on nominations is conducted by the Awards Chair in a fair, equitable and convenient manner for those serving. Possible but not required approaches include a show of hands or paper ballot at a meeting, e-mail or Vtools.

# Information from Selected Winner

1. Electronic photo –Image format can be jpg, bmp, or tif. Photo will appear in the program brochure and newsletter.
2. Electronic biography for banquet brochure, newsletter and/or press release.
3. Preferred appearance of the selected winner’s name and title(s) as it would appear on the award.

# Budget Requirements

### At the beginning of each year, the Awards Chair should provide a budgetary figure for the awards to the Chair and Treasurer. Usually, the end of previous year is sufficient to estimate this figure. An additional amount should be included for Senior Member pins (if necessary) and any other special recognition that the Chair wishes to make for the given year.

# Award Supplier

Incredible Engravings in St. Charles, MO has been the preferred award supplier since 2005 so they have a good understanding of our needs. Incredible Engravings has knowledge of the type of award and can simply work from an email of the names and award. It would be best to allow 4 weeks prior to the event for the entire process. Do not forget to submit the IEEE Missouri Sale Tax waiver at time of purchase to receive a tax free purchase. Contact: is Mary at <http://www.engravings.com>.

# Award Style

If ordering from Incredible Engravings, ask that the award style for all but the Special Award should be “Full Color Sublimated Plate on 6 x 8 Cherry Finish Plaque” at $45 (2012). The Special Award should be “Full Color Sublimated Plate on 8.5 x 10 Rosewood Piano Finish Plaque” at $99 (2012).

# Awards Presentation

Presentations of the award are performed at the Winter Social. It is recommended to identify a presenter that has collegial or professional ties to the winner to make the experience more memorable. A photo of the hand-off from presenter to winner is usually captured for the newsletter.

# Wrap Up

In the event an individual cannot attend the presentation, it would be the Committee’s role to coordinate delivery of the plaque to the individual. This can be done through the mail or in person.

As the last step of the year, the Award’s Chair shall nominate each Section winner for the corresponding Region 5 award category. This includes coordinating the additional information for the application form used by Region 5’s award selection. The Award Chair should review most current guidelines for deadlines. Information is available on the Region 5 website.