

## Guidelines to Nominators

This document has been prepared to provide basic guidelines to assist you in completing a nomination form for the TCDP distinguished achievements award.

### GENERAL AWARD CRITERIA

The annual TCDP distinguished achievements award consist of two tracks: service track and technical track.

Award criteria for the service track include:

- Leadership in Field
- Society Activity & Honors
- Quality of Nomination

Award criteria for the technical track include:

- Breadth of Work
- Publications (Articles, etc.)
- Originality of Contribution
- Quality of Nomination

**Quality of Nomination:** You as nominator obviously believe that your candidate is worthy to receive the particular award for which you are nominating him/her. The importance of the quality of the nomination cannot be overemphasized. The nomination and endorsements should be as specific, accurate, and complete as possible. It is imperative that the true merits of your candidate be conveyed through this information.

The following information will assist in the preparation of the nomination:

1. **Candidate Eligibility:** Any person may be nominated for the IEEE TCDP award, regardless of IEEE membership, with the following exception: TCDP awards committee members.
2. **Nominator Eligibility:** Any person may nominate a candidate for the IEEE TCDP award with the following exceptions:
  - Self nominations
  - IEEE TCDP award committee members
3. **Candidate Personal Data:** Provide complete name of candidate.
4. **Proposed Citation:** Be concise and accurate in citing the contribution deserving of honor. Do not exceed 25 words.

5. **Up-to-date Vita:** Candidate's vita should include the following information:

- **Professional History and Personal Data/Education:**

Begin with candidate's present occupation followed by previous career experience. Indicate positions held, year, and briefly explain each responsibility. Provide complete and accurate business title and addresses (business and home). Under education, list year, and exact degree.

- **Detailed Evidence of Service/Technical Accomplishment:**

May include the following: Indicate sole/joint authorship and professional activities. Technical publications such as books, papers, reports, and standards. Patents by date, number, title, and country of origin. Documentation authenticating development of products, systems, facilities, or services. Technical presentations such as keynote addresses or papers, or courses developed. Professional activities such as conference organization and community service.

- **IEEE Activities:**

Offices held, committee memberships, other participation. List dates of each activity.

- **Non-IEEE Professional Activities:**

Professional society, government, or international committee memberships, Professional Engineer's license, educational and trade association activities. List dates of each.