

## Fellow Evaluation Committee Chair and Vice Chair

### Position Description

The Fellow Evaluation Committee Chair is a member of the Awards Board and presides over the Fellow Evaluation Committee. The Vice Chair is a member of the Fellow Evaluation Committee only.

The Fellow Evaluation Committee Chair will:

1. Attend the orientation courses organized by the Fellow Activities Staff and share with the rest of the Fellow Evaluation Committee the orientation material.
2. Be the primary point of contact of the Fellow Evaluation Committee with the IEEE Fellow Activities staff.
3. Organize Fellow Evaluation Committee meetings, as appropriate.
4. Not perform evaluations nor score Nominees.
5. Instruct Evaluators of their responsibilities as specified in the Fellow Manual, the IEEE FC Handbook on the Fellow Evaluation Committee, and the SPS governing documents related to the Fellow Evaluation Committee.
6. Assign Society Evaluators to each Nominee, consistently with minimum number of required Evaluators specified in Sect. 9.5.4.
7. Submit via the dedicated IEEE Web-Application the Evaluation Forms for all assigned Nominees as approved by the Fellow Evaluation Committee and by the deadline (typically, midJune).

The Vice Chair assists the Chair in performing his/her duties, but also provides written reviews and evaluations. The Vice Chair will act on behalf of the Chair in the event of his/her incapacity.

### Position Criteria

The Fellow Evaluation Committee Chair and Vice Chair must be an active IEEE Fellow and Signal Processing Society member at the time of nomination, and must remain throughout the term of service. Neither position can be a member of the IEEE Fellow Committee or IEEE Board of Directors. Neither position can serve as a nominator or be a reference or endorser for any Fellow nominee evaluated by SPS Fellow Evaluation Committee.

### Term

The Fellow Evaluation Committee Chair and Vice Chairs terms are one-year, renewable. The Chair cannot serve for more than two consecutive terms. The Vice Chairs cannot serve for more than three consecutive years. The total term on the Fellow Evaluation Committee cannot be more than five consecutive years, regardless of the position held.

## Elected/Appointed by

The Fellow Evaluation Committee Chair and Vice Chair positions are appointed by the President with the advice and consent of the Board of Governors.

## Nomination Period

The nomination period is normally in May.

## Time Commitment

Travel:

- Evaluation of Fellow nominations may happen through a face-to-face meeting or via conference/video call.

Email:

- occasionally throughout the year

To summarize, the time required for the positions are noted below:

- Fellow Evaluation Committee Chair is roughly 120 hours from March to mid-June with 25% of the work at the beginning, 50% at the end and little in between. The time commitment for the Awards Board is 20-30 hours with most work happening in the Fall time-frame.
- Fellow Evaluation Committee Vice Chair is roughly 90 hours from March to mid-June.

## Travel Support

Fellow Evaluation Committee Chair:

- Travel support up to \$1200 continental or \$2100 intercontinental per person is provided to voting members of the Awards Board to attend the Board meeting at ICASSP. Travel support will be determined annually by the Executive Committee after review of the Society's financial situation. Such funds may not be used for conference registration. Such travel funds shall be reimbursed upon submission of appropriate documentation and a completed IEEE reimbursement form.

Fellow Evaluation Committee

- Travel support for the Fellow evaluation meeting will be provided. The Fellow Evaluation Committee Chair should submit a budget to the Executive Committee for review and approval.