**FELLOW NOMINATION FORM**

**INSTRUCTIONS**

* All guidance and examples are in blue font. They are to be deleted when preparing the form. Supporters should have a copy of the completed nomination form for reference when preparing their support letters. Nominations shall be supported by evidence of the nominee’s contributions as a thought leader to the field of systems engineering. The accomplishments of the nominee against each of the criteria for INCOSE Fellow shall be clearly described in the nomination package.
* The nomination form, excluding any optional appendices, **shall be limited to 10 pages in length using Time New Roman font of at least 12 points**. If it is longer, the nominator will be asked to shorten it before it is given to the Selection Committee.
* The contributions of the nominee need to be clearly visible to senior stakeholders, who can use their detailed insights into these contributions to write letters of support for the nomination. At least four letters of support shall be provided by:
  1. At least two senior decision-makers (e.g., managers or customers of the nominee’s organization(s), or academic peers at other organizations, or industry leaders, or top governmental officials), who have detailed insight into the specific contributions (to the criteria above) of the nominee.
  2. At least two INCOSE Fellows who have insight into the nominee’s contributions and impact. The Fellows Chair, the Fellows Vice Chair, and members of the Fellows Selection Committee are ineligible to provide a letter of support.
  3. A colleague who has visibility into the wider impacts of the nominee’s contributions in the field of systems engineering beyond the nominee’s own organization if these wider impacts are not included in (a) and (b).
* Note that highlighting contributions to the INCOSE organization are not useful in a Fellows nomination, since such contributions are recognized by INCOSE Service awards.

**NAME OF NOMINEE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF NOMINATOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOMINATOR EMAIL ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOMINEE** **INCOSE MEMBERSHIP START DATE**: Year Month Day (current member with a 2-year membership minimum)

**DISTINGUISHED CONTRIBUTIONS and IMPACT SUMMARY**

**CITATION**

The citation should describe in 30 words or less the key aspects of the contributions the nominee has made as a thought leader to systems engineering (including closely related areas such as systems theory, systems science and systems thinking). Reviewing the citations of the current INCOSE Fellows may give you some ideas of the length and nature expected for a citation.

Alternative possible citations:

* It is recommended that you include two or three alternative citations, since the Fellows Selection Committee often finds it easier to choose between alternative citations or use the multiple citations you have submitted as the basis for developing wording that the committee thinks are most appropriate.

Generic examples of possible citations:

* For significant contributions to the methodology for system architecture design, research, and implementation across academia and industry
* For outstanding innovation in modelling tools and implementation of Model-Based Systems Engineering

**EDUCATIONAL BACKGROUND**

* Formal degrees

**PROFESSIONAL HISTORY** Ensure this section highlights systems engineering contributions and achievements. If some achievements are in a different field, spell out the way in which these achievements demonstrate systems engineering excellence, or move the field of systems engineering forward.

**ACCOMPLISHMENTS VS FELLOWS CRITERIA TABLE**

This table is intended to prove how the nominee has distinguished themselves in the field of systems, who have a passion for systems engineering, and made significant verifiable contributions to the field of systems engineering (including closely related areas such as systems theory, systems science and systems thinking).

**Criteria.**

Nominators shall ensure that every nominee meets the following specific criteria:

* The nominee shall have provided significant, sustained impact through thought leadership which advanced the field of systems engineering.
* The nominee shall be a current member with a 2-year membership minimum.
* The nominee shall have developed and/or applied and/or promulgated approaches that enable the successful realization, use, and retirement of engineered systems.
* The nominee shall have exhibited a significant influence on others resulting in noticeable improvement of the practice of systems engineering in an industry or on major national or international efforts, and/or made significant advances in the theory/science of systems engineering, or specific innovations which have been widely adopted. This influence may be:
  + - Direct (e.g., the practical application of systems engineering on challenging real-world problems)
    - Indirect (e.g., the development of a new framework, process, method, or tool adopted across multiple organizations)
    - Underpinning (e.g., a fundamental advance that advances the theoretical underpinnings of systems engineering)

The nominator is encouraged to highlight in the “Distinguished Accomplishments” column achievements that reflect the definition of systems engineering described here: <https://www.incose.org/about-systems-engineering/system-and-se-definition/systems-engineering-definition>.

The “Type of Impact” column should explicitly state how the impact has resulted in improvement of the practice of systems engineering in an industry or on major national or international efforts; any advances in the theory/science of systems engineering; or specific innovations which have been widely adopted. The “Type of Impact” column should clearly state how and why this individual is viewed as a thought leader in systems engineering. If some achievements are in a different field, please spell out the way in which these achievements demonstrate systems engineering excellence and advance the field of systems engineering.

The focus is on impacts which shape how systems engineering is being done on significant national and international efforts. For instance, if something the nominee did was so impressive that others used it as a model for how some aspects of systems engineering should be done, and you can cite specific examples of programs which used/are using the product as a model of how that aspect of system engineering should be done, that would be good. Work done that resulted in the creation and adoption of an international standard would be another example of wide impact. Or, if the nominee helped establish criteria for how systems engineering should be requested in a Request for Proposal, and/or evaluated by the government for proposals received from contractors and can list multiple specific programs on which it was adopted (and hopefully continues to be used today), that would be effective. For any research the nominee has accomplished, such as development of new techniques, tools or methods, cite what government organizations and/or companies are doing differently as a result to be persuasive. For promulgation of knowledge, describe the role of the nominee in adoption and dissemination of systems perspectives and approaches and its impact.

**Table 1 Accomplishments versus Fellows Criteria**

| **Program/Effort** | **Distinguished Accomplishment** | **Type of Impact that Meets Fellows Criteria** |
| --- | --- | --- |
| Name of program or effort the nominee worked on (if an acronym, spell out, if name is not self-explanatory, add a phrase to convey the nature of the effort) | Describe the essence of the nominee’s own personal contribution to the effort. The kinds of things INCOSE looks for include, for example,  (1) providing thought leadership for the system engineering for XYZ, a significant international program.  (2) defining and promulgating systems engineering policies, practices, processes which are then adopted on major efforts.  (3) inventing new techniques, methods and/or tools which are widely adopted to improve the practice of systems engineering.  (4) developing and delivering significant (original, newly developed) systems engineering education, through either formal education, training, or coaching/mentoring which results in improved ways of working for an industry or a nation.  (5) providing thought leadership for a small company developing a subsystem which will form part of a global system. | Describe what impact the contribution had. Examples (1) through (5) indicated below (note parenthetical alphanumeric references are to items from the Example List of evidence below):  (1) XYZ program was completed with all required functions ahead of schedule and more than 10% below budget, and was lauded in the national press for using an innovative new systems engineering approach [briefly describe the innovation (A1, B1)  2) Systems engineering policies, practices and processes 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 (A3, D1)  (3) Developed new methodologies and processes which have been enshrined in an ISO Standard (A2, A5)  (4)(a) 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)  (4)(b) Led the development of SE content for inclusion in engineering accreditation in countries X, Y and Z with no previous SE criteria. (C1, A3)  (4)(c) Led the development of innovative systems engineering training delivered by venture capital companies to startups that they fund, leading to a 30% increase in startup success rate (corroborated in letter of support of John Smith).  (5) Led the effort in adoption by automotive manufacturers around the world of new systems engineering design and production processes for airbags (A6, E1) |
| This table should include at least 5 – 10 lines, to have enough substance |  | Describe each entry sufficiently to serve the purpose of highlighting the distinguished systems engineering contributions – describe in detail what the nominee contributed and the impact of the contributions, listing specifics |

For each significant accomplishment, the nominator should identify one or more items of evidence to support the impact claim. Evidence references may be included either directly in the table entry or listed below the table. If they are listed below the table, an alphanumeric identifier should be assigned to each item, and these identifiers should be cross-referenced in the table to show which evidence supports each claim.

**Evidence.**

Choose appropriate items from the list below and only include other items of evidence if necessary to support the application. All evidence listed should be identified with an alphanumeric label and referenced parenthetically in the “Type of Impact” column of ***Table 1 Accomplishments versus Fellows Criteria***.

* Publication references that directly support a claim in the “Type of Impact” column (but NOT copies of publications) where the nominee is listed as a principal contributor to impactful communications on systems engineering, such as
  + Primary author of journal or conference papers (research contributions are encouraged to be supported by refereed publications).
  + Book or book chapters (Note: if a textbook is the primary basis for a nomination, the book should have had significant impact as evidenced by multiple editions, and/or adoption by multiple universities, and/or a significant number of citations).
  + Formally reviewed technical documents.
  + Industry/government/academic institution publication references which describe the nominee’s impact.
  + Technical products promulgating systems approaches produced by entities such as professional societies other than INCOSE, industry associations, and influential companies where the nominee was a thought leader developing the product.
  + New SE-related standards or major revisions to existing SE related standards where the nominee was a thought leader in developing the standard.
  + Organizational and internal white papers and technical products where the nominee was a thought leader in developing the white paper or product (references, not the actual document).
  + Blogs, videos, keynote speeches and presentations and other approaches that disseminate contributions (references or links, not the actual video files or content).
  + Instruction manuals (references, not the actual document).
* Delivery of webinars, tutorials, and short courses that promulgate state of the art theories, methods, and practices in systems engineering.
* (Credit for) Development of curricula.
* Principal inventor for patents and patent applications.
* Appearances in interviews and other media coverage, including newsletters, about the nominee's contributions (references or links, not the actual video files or content).
* Other proof of dissemination of knowledge and the corresponding adoption of novel contributions.
* Evidence of adoption of innovations such as news articles or testimonials.
* Enactment of legislation.
* Professional licenses that are directly related to the nominee’s impact in systems engineering.
* Customer feedback.
* Creation of scientific, mathematical or algorithmic breakthroughs.
* Awards/Honors (Describe the systems engineering content of each award/honor).

Any document which is not publicly available, and is the evidence for impact, should be reflected in at least one or two of the letters of support.

For a nominee who has improved the state of the practice, but does not have refereed papers or equivalent, evidence should include:

* Description of the changes that the nominee led, in terms of start position, approach taken, end result and their personal contribution.
* Significance of programs using the new approach (in terms of financial value of projects, or other measures of impact).
* Evidence that the new approaches have been successful (normally in generally available publications – trade magazines, government or organization/company publications or in the media).
* Evidence that the nominee led the work (either because they were named in open publications or if individuals named in the open literature state that they led the SE work, or a support letter provides direct knowledge).
* Evidence that the change was significant in breadth of scale or complexity (with a support letter from an INCOSE Fellow, or equivalent, with direct visibility of the work).

**LIST OF EVIDENCE** (must be cross-referenced in Table 1 Accomplishments versus Fellows Criteria). The items listed below are examples.

A. Publications

A1. Reference for article in UK’s national annual report to the King highlighting the contributions of systems engineering to the success of the XZY program

A2. Reference for article in *System Engineering*

A3. Reference for article on improved systems engineering curriculum in INCOSE Journal

A4. Reference for article in *IEEE Systems Journal*

A5. ISO Standard XXXXX.X

A6. Reference for article in an international automotive publication which lauds the innovative design and streamlined production process which made this product so popular

B. Webinars or Podcasts

B1. Webinar delivered by the UK Royal Academy of Engineering lauding the use of systems engineering on the XYZ project [www.linktowebinar](http://www.linktowebinar)

C. Curricula developed

C1. Comprehensive systems engineering content that was included in the engineering curricula in countries X, Y, and Z

D. Honors and Awards

D1. Award for development of new processes and methods for . . .

E. Patents

E1. [Nominee’s name] Deformable Homogenous Airbag, an improved airbag system, and its method of production U.S. Patent 7,243,102

**OPTIONAL APPENDICES**

Appendices are discouraged, but if the nominator feels additional information is essential for a nominee to be fairly considered, an appendix might include:

* List of publication references or any of the other item references listed above that are not included in the 10-page limit but are highly relevant. Please note that anything beyond the initial 10 pages may not be read by Selection Committee members.
* A publication which is not otherwise accessible to Selection Committee members.

**Mistakes to Avoid**

These mistakes have resulted in previous nomination packages being considered less favorably by the INCOSE Fellows Selection Committee:

* Nominations that have an inadequate description of the impact that the nominee’s work has had. Just doing an excellent job as a systems engineer is not sufficient; a Fellow is expected to have an impact that has resulted in noticeable improvement of the practice of systems engineering in an industry or on major national or international efforts, and/or advanced the theory/science of systems engineering.
* Nominations that do not say why the nominee is a thought leader who has helped to shape the understanding of systems engineering and how it should be practiced.   
  INCOSE members include hundreds, possibly thousands, of really excellent systems engineers; the Fellows are supposed to be the top 1 percent, so the nomination package needs to clearly say why the nominee is above excellent.
* Nominations that do not follow this form. This makes it more difficult for the pertinent information to be clearly understood.
* Nominations that are not well organized (we developed this form to make it easier to organize at a top level, but within each section good organization also adds clarity)
* Nominations that are too long. By all means include any information you as the nominator think is pertinent but have concise information at the front in the template format, and other supporting information at the back.
* Excessive length of bios. Insist people supplying letters of support include only a one-page bio. Nomination packages which are very long are hard for reviewers to get through. The key question about a supporter is with regard to the essence of their background and systems engineering insight, and a one-page bio is sufficient to convey that.