



# IEEE Region 3 Senior Member Roundup Participant's Guide

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# Senior Membership in IEEE

Senior Member is the highest grade for which IEEE members can apply. IEEE members can self-nominate or be nominated for Senior Member grade.

To be eligible for application or nomination, candidates must:

- Be engineers, scientists, educators, technical executives, or originators in IEEE-designated fields
- Have experience reflecting professional maturity
- Have been in professional practice for at least ten years (with some credit for certain degrees)
- Show significant performance over a period of at least five of their years in professional practice

Benefits of senior membership include:

- **Recognition:** The professional recognition of your peers for technical and professional excellence.
- **Leadership eligibility:** Senior members are eligible to hold executive IEEE volunteer positions.
- **Ability to refer other candidates:** Senior members can serve as a reference for other applicants for Senior membership.
- **Review panel:** Senior members are invited to be on the panel to review Senior member applications.
- **Letter of commendation:** A letter of commendation on the achievement of Senior member grade will be sent to your employer (upon request).
- **Announcements:** Announcement of your elevation can be made in section/society and/or local newsletters, newspapers, and notices. Please contact your Section Chair for more information.

In addition to your new benefits, the following rewards are sent to you via postal mail:

- **Complimentary Society Membership:** You may join one **new** IEEE Society for one year.
- **Senior Member plaque:** An engraved plaque you can proudly display to colleagues, clients, and employers. The plaque, an attractive fine wood with bronze engraving, is mailed approximately twelve weeks after elevation.

Please review detailed requirements for senior membership here:

<https://www.ieee.org/membership/senior/senior-requirements.html>

Senior members are approved by the Admissions and Advancement (A&A) panel six times per year. IEEE members may self-nominate with the assistance of three references, or they may be nominated by another member and have the support of two references. The Region 3 Senior Member Roundup process curates and refines the process of nomination and submission to the A&A panel, but it does not directly elevate members.

# The Region 3 Senior Member Roundup

The Roundup is a live virtual event that facilitates section leadership initiating nominations and volunteer reference providers interviewing senior member candidates and completing nomination references. A successful IEEE Senior Membership nomination package can be completed through a resume review alone as outlined by the IEEE Senior Member requirements, without the reference provider personally knowing the candidate. The Region 3 (R3) Senior Member Elevation Committee (SMEC) has determined that there is a large group of potential Senior Members who feel disconnected from the IEEE as an organization. While they continue to renew their membership year over year, they don't have a sense of personal engagement or investment, and they struggle to contact other members to support their Senior Membership. The purpose of this program is not to require all potential Senior Members to follow this process, but to enable those members who value the personal connection to have an easier path to advancement.

While IEEE Vtools is used to advertise the Roundup event, it is not sufficient to simply register in Vtools. Positive contact and confirmation with the Roundup administrators is required.

## Resume Preparation

All candidates are requested to use the Senior Member Resume Template provided during initial coordination with the team. The resume template has been developed from years of experience preparing resumes and candidates for senior membership and is specifically designed to facilitate easy evaluation and promotion by the A&A evaluators. Candidates without this formatted resume face a significantly higher chance of being rejected. The template is available on the Region 3 Section Support Committee Knowledgebase.

The SMEC team will work with candidates to develop and reinforce resumes during the workshopping phase. Many resumes prepared for purposes of gaining employment lack the specific details needed. Most frequent resume issues include not including months and years for employment and education, and not providing sufficient detail for significant performance.

Resumes must be completed and approved a week in advance of the Roundup event to give time for nominators to prepare the initial nomination and for reference providers to review and prepare for interviews. Candidates who are not able to create the resume by this deadline will typically be deferred to the next Roundup event.

# Scheduling

Roundup dates for the year are determined at the beginning of the year when the A&A panel review schedule is released. Roundups are scheduled at least two weeks in advance of A&A panels to give adequate time to complete nomination packages. Please see the R3 SMEC Execution Plan on the R3 SSC Knowledge Base for specific schedule dates.

Confirmed candidates and volunteers will be invited to specific time slots with Google calendar invitations. In advance of the specific schedule, all participants will be sent a Google calendar placeholder to hold the time on the calendar.

# Joining the Roundup

In 2023 all roundup activities are held in the same Zoom room. After joining the Zoom, individual candidates and their assigned reference providers will be moved into private breakout rooms for a 30 minute conversation. At the conclusion of the 30 minutes, all breakout rooms are closed and participants return to the main session. Connection details are sent out in the scheduling phase.

Participants without prior experience with Zoom may ask for a tutorial in advance of the Roundup.

# Admissions & Advancement Process

After a candidate is successfully nominated through the R3 SMEC Roundup, their nomination package will be reviewed by the A&A panel. This activity happens 6 times each year and is the final step in the elevation process. After the A&A meets, candidates will be advised of their status within one week.

Candidates who are not elevated will get feedback on the decision. These candidates should communicate back with the Roundup team for a resume review and recovery for re-submission at the next Roundup.

# After Elevation: Getting Involved

There are multiple opportunities for new senior members to get involved with IEEE. In 2023, specific senior member activities include:

- Engagement with the Collabratec senior member workspace
- Volunteering as a senior member reference provider
- Participating in the R3 Student Interviews Project
- Speaking at a technical event coordinated by R3 SMEC, such as the International Electronics Engineering and Applications Conference in Cusco, Peru (November 2023).
- More ideas and opportunities are continuously being developed – your ideas go here!

## Resources

IEEE Senior Membership description

<https://www.ieee.org/membership/senior/>

Admissions and Advancement Panel

<https://www.ieee.org/membership/senior/review-panel.html>

IEEE Senior Membership activities

<https://www.ieee.org/about/volunteers/membership-development/senior-member.html>

Member directory

[https://supportcenter.ieee.org/app/answers/detail/a\\_id/432/~/ieee-member-directory](https://supportcenter.ieee.org/app/answers/detail/a_id/432/~/ieee-member-directory)

Collabratec Workspace

<https://ieee-collabratec.ieee.org/app/workspaces/7789/R3-FWCS-Senior-Roundup-Networking/activities>