IEEE Region 3
Senior Member Roundup
Guidance for Nominators and Reference Providers

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Preparing a Nomination

Questions, problems, recommendations for this process? Please send email to Andrew Seely andrew.seely@ieee.org and Hermann Amaya hermann.amaya.us@ieee.org for assistance.

Only select Senior Member Elevation Committee members and Section representatives are tapped to write nominations in the Roundup process. If you are selected as a nominator in the Region 3 Senior Member Roundup process, you will be expected to complete the nomination for the candidate in a thorough and timely manner. The senior member formatted resume will be provided and reference provider member numbers will be assigned in advance. It is acceptable and encouraged that you reach out to the candidate if you have questions or need clarification on any details.

Each nomination should take no more than one hour. On average a nomination for a well-qualified candidate takes significantly less time. Nominations in the IEEE system auto-save as draft for later work. Nominators are not required to attend the live Roundup meeting, though they are welcome to do so. Nominators must stay engaged after the Roundup event to ensure that assigned references are completed. If a reference is not completed in a timely fashion, please contact Hermann and Andy as noted above so a new reference provider can be assigned. If you start a nomination and receive an error that the nomination has been started and you have an option to take over the nomination, accept the option and take it over. Contact Andy and Hermann for assistance if you receive an error that the nomination has been started but you cannot take it over, or if you receive an error that the member number is not valid. If you are assigned a candidate to nominate who you do not feel qualifies for senior membership, please escalate to Andy and Hermann promptly, and do not complete the nomination.
The Roundup roster is the authoritative source for assignments of nominators and reference providers and for access to candidate resumes. Access to the roster is strictly limited to assigned nominators. Please request access if you do not already have it. Permissions to resumes will be allocated to references and nominators no later than one week in advance of the roundup event. The 2023 roster is located on Google Docs at https://docs.google.com/spreadsheets/d/1RGgSvyjblw3KK24g4tDiLcUqoRO9uYluYlyvC4j9nk/edit?usp=sharing

Steps for preparing a nomination follow.

1. Log in to your IEEE.org account at www.ieee.org, go to the membership tab, select the member grade elevation option.
2. Click the link for “individuals may apply for senior member grade online.”

3. Click the “begin nomination process” button.
4. Enter the candidate’s member number. Note that members with numbers with only 7 digits require a leading zero. After entering the number, you will see a confirmation of the member’s name, or you will see an error. Report errors to Andy and Hermann.

IEEE Senior Member Application

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

Please note, for the best experience, please use the latest version of Chrome or Firefox to complete your application. The platform does not support Internet Explorer.

Also note: Applications and attachments such as resumes and CVs must be written/submitted in English.

12345678 or 01234567

Are You Nominating: Andrew Seely  NO  YES
5. On the Nominee Information page:
   A. Select “Yes” for is the nominee aware
   B. Select YOUR section for nominating entity
   C. While it is only strictly required to enter the highest education degree, it is recommended to be as complete as possible. If you are using education credit to substitute for years of experience, it is highly recommended to enter all degrees.
   D. While it is only strictly required to enter the current employer, it is recommended to be as complete as possible. If only entering current employer, then in years of experience, enter the total years of experience, not just the experience at the current employer.
6. Choose the appropriate fields for the candidate and click next.

7. In the professional experience section, provide employer, position/title, and month/year dates for all relevant positions. Do not include part-time roles. At the bottom of the list, provide a summary statement of total years of experience. If education credit is used for experience, state so clearly. Click Next when done.

   Company A, Engineer, Jan 2010-Jun 2015 (5 years, 6 months)
   
   Company B, Senior Engineer, July 2015-Dec 2018 (3 years, 6 months)

   Total experience: 5 years 6 months plus 3 years six months = 9 years. Including 3 years credit for B.S. for a total of 12 years to meet the experience requirement for senior membership.
8. In the Significant Performance section, if you are working with a R3 SMEC formatted resume, simply copy and paste the provided “Significant Performance” section from the resume and click next. Bear in mind that if the Significant Performance paragraph was written in the first pronoun (as in “I wrote this”, “I designed that”), then you should take the time to change this pronoun to the third person (“He wrote”, “He designed” or use the candidate’s formal name, Mr. Smith, Ms. McKenzie”)

If you are not working with the R3 format, then you will need to identify a five year period with sustained significant performance. It is acknowledged that “significant” is a subjective term, so take care to define significance. Identify responsibilities, clearly note outcomes and impacts that stretch beyond performing engineering tasks as assigned. You are encouraged to collaborate with others on the SMEC team to develop this section if needed.

Note that prior to 2023, the standard was “documented significant performance in a five year period,” but in 2023 the standard has been updated to “documented five years of significant performance.” Months and years are essential to demonstrate the complete requirement for significant performance.
9. In the attachments section, choose the file type first. The R3 SMEC process only requires a detailed resume. There is no requirement for other document types. The resume must be in PDF format. If the resume you have been provided is not in PDF format, please save as PDF before uploading. Contact Andy or Hermann if you have any trouble with resume access or file type. Since resumes are provided in Google Docs, you will have to first download a copy and then upload it. Click Next.
10. In the references section, enter the member numbers provided to you from the Roundup roster. Note that member numbers with only 7 digits require a leading zero. Enter the number and click the (+). Confirm the name of the reference against the assignment to be sure of correct assignment. Enter both references and click submit. When you submit the nomination the reference providers will be alerted that they have a reference request. They should NOT complete the reference until after the roundup interview.
Writing a Senior Member Reference

Volunteer reference providers are the foundation of the Senior Member Roundup process. Reference providers will be assigned to candidates and will be given advance access to resumes up to a week before the roundup event. Nominators should complete nominations and assign their references before the roundup. Reference providers, please do not complete the reference until during or after the interview. All references should be completed within a few days of completing the interviews. Please note that the timing of the Roundup is aligned with the Admissions and Advancement panel requirements, so references that are not completed in a timely fashion may result in a candidate being deferred for consideration for several months.

If you are assigned a candidate who you do not feel is qualified, please escalate to Andy and Hermann promptly with details and do not complete your reference.

Steps to complete a reference follow.

1. Log into your ieee.org account and go to the Senior Member portal as shown in the first steps of the nominator process above. Navigate to “my reference requests.” Select the “edit” option (the pencil) for the member you are referencing.
2. Your responsibility is in the References tab, but you are encouraged to review the other tabs of the nomination to be informed on the nominator’s contribution. For the first question, do you know the candidate personally, you are encouraged to say “yes” because you have conducted a live interview with that candidate.
3. For the question of how many years, enter “1” because it’s “more than zero.” We acknowledge that this form is not very precise.
4. Professional relationship, if you do not previously know the candidate, you may enter “Professional colleague in IEEE.”
5. How did you become acquainted, if you do not previously know the candidate, you may enter “Detailed resume review and personal interview.”
6. How many years in practice, you should enter a number that matches the nominator’s number from the professional experience tab.
7. In your own words: Recommend the reference provider, drawing on details from the interview to add additional fidelity to the nomination outside of what is in the resume and nomination. Focus on key accomplishments, impacts, outcomes, and influences.

8. For degree of qualification: If you feel this candidate is marginal, do not submit your reference. Contact Andy and Hermann promptly. You may choose well qualified or qualified as you see fit. A rough rule of thumb – if a candidate needed to use education credit for experience, then note that they are “qualified.”

9. When complete, click the “submit” button to finalize your reference.