

IEEE Region 3

Senior Member Roundup

Guidance for Nominators and Reference Providers

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IEEE REGION 3 SENIOR MEMBERSHIP COORDINATOR

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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.

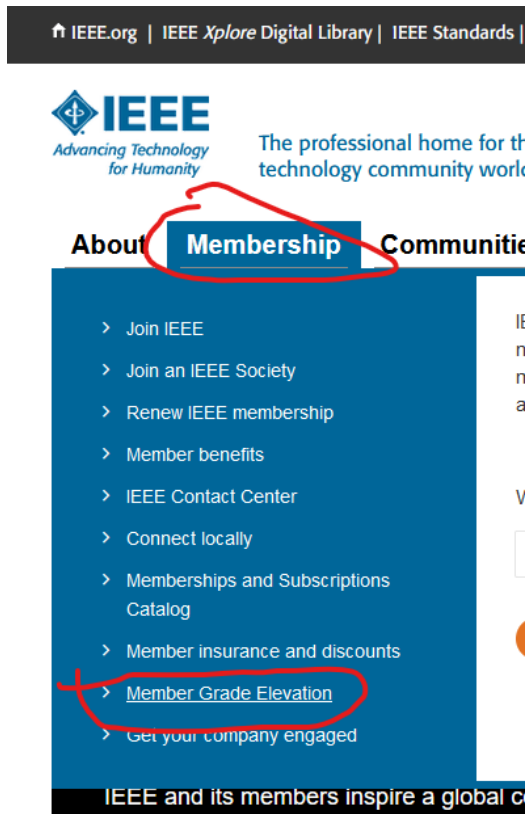
Only select Senior Member Elevation Committee members and Section representatives are tapped to write nominations in the Roundup process. If you are selected as a nominator in the Region 3 Senior Member Roundup process, you will be expected to complete the nomination for the candidate in a thorough and 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/1RGgSv-jblw3KK24g4tDiLcUqoRO9uYluYlyzvC4j9nk/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.”

[↑ TOP OF PAGE](#)

Senior Member Grade

The grade of Senior Member is the highest for which application may be made and shall require experience reflecting professional maturity. For admission or transfer to the grade of Senior Member, a candidate shall be an engineer, scientist, educator, technical executive, or originator in IEEE-designated fields for a total of 10 years **and** have demonstrated 5 years of significant performance.

[> Individuals may apply for Senior Member grade online](#)

3. Click the “begin nomination process” button.

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.

[BEGIN NOMINATION PROCESS >](#)

My Nominations

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

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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.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites | Senior Member - Home Andrew Seely | Sign Out

Nominee: Anthony Couch Nominator: Andrew Seely Status: Draft

Nominee Information | Professional Experience | Significant Performance | Attachments | References

Nominee Information

Name: Andrew Seely Section: Atlanta Section
 State/Province: GA IEEE Region: R3 -Southeastern USA
 Country/Region: USA Grade: Member

Preferred Name: Andrew Seely SAVE

Enter your Preferred Name, if needed, and click the Save button.

Is the Nominee aware of this nomination? **(Required)**

Yes (You can access and update this application. All notifications will go to you and the Nominee)

No (As the Nominator, all notifications will go to you. The Nominee will not see this application)

Nominator Information

Name: Andrew Seely
 Region: R3 -Southeastern USA
 Grade: Senior Member
 Nominating Entity **(Required):**

Type ▼

→

Education **(Required)**

Your educational experience in an IEEE Designated Field is credited towards the 10 years of professional experience requirement as follows:

- Three years for a baccalaureate degree (or equivalent)
- Four years if you hold a baccalaureate and masters degree (or equivalent)
- Five years if you hold a doctorate (or equivalent)

Note: Time working and attending school at the same time will be counted either as work experience OR education experience.

Please ensure your IEEE Profile is updated with your Education Information.

+

University/College Name	University/College City	Field of Study	Degree	Date Started	Date Graduated	Actions
Grantham Univ	Slidell	Engineering	Bachelor of Engineering	1984-1987	September-2015	

Present Occupation **(Required)**

+

Employer	Title	Years of Experience	Action
Airwvz Solutions	Design Engineer	<input style="width: 100%;" type="text"/>	

6. Choose the appropriate fields for the candidate and click next.

IEEE Designated Fields ^(Required)

IEEE Bylaw I-104.3 sets forth the criteria for elevation to Senior Member grade as follows: a candidate shall be an engineer, scientist, educator, technical executive or originator in IEEE-designated fields.

Please select the applicable designated fields below. (If your current position is not in one of the IEEE designated fields, please specify it via "Other".)

- Engineering
- Computer sciences and information technology
- Physical sciences
- Biological and medical sciences
- Mathematics
- Technical communications, education, management, law and policy
- Other

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.

↑ IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites | Senior Member - Home Andrew Seely | Sign Out

Nominee: Anthony Couch Nominator: Andrew Seely Status: Draft

Nominee Information **Professional Experience** Significant Performance Attachments References

Professional Experience ^(Required)

Please list your professional experience. (Limit 5000 characters.)

When your application is reviewed by the Admission and Advancement Review Panel, they will count the years you have been in professional practice and ensure that your work experience plus your education experience credit (described on the Applicant Information Tab) total 10 years or greater.

Please DO NOT copy and paste from your CV or resume. You may attach it (on the Attachments Tab) as a backup to the description you enter below.

Character limit (0/5000)

BACK NEXT >

- 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.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites | Senior Member - Home Andrew Seely | Sign Out

Nominee: Anthony Couch Nominator: Andrew Seely Status: Draft

Nominee Information Professional Experience **Significant Performance** Attachments References

Significant Performance (*Required)

Please list demonstrated significant performance over a period of at least five years. Years need not be consecutive. (Limit 5000 characters.)

It is required that your list of achievements include dates.

Be sure to clearly summarize your key significant performance examples. An extensive write up will make the Review Panel have to hunt for the evidence that you qualify.

Please DO NOT copy and paste from your CV or resume. You may attach it (on the Attachments Tab) as a backup to the description you enter below.

Character limit (0/5000)

BACK NEXT ▶

- 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.

Nominee: Anthony Couch

Nominator: Andrew Seely

Status: Draft

Nominee Information

Professional Experience

Significant Performance

Attachments

References

Attachments

Please upload any attachments that will support what you have entered on the Professional Experience and Significant Performance tabs.


Please be aware any personal information in your attachments will be viewable by reviewers of this application.

Note: The attachments uploaded will be displayed below. The maximum attachment size allowed is 25MB.

Only pdf, png, jpeg, jpg, gif, jpe, and bmp file formats are allowed.

Also Note: Attachments such as resumes and CVs must be written/submitted in English.

Type

 CHOOSE FILE

BACK

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.

Nominee: Anthony Couch

Nominator: Andrew Seely

Status: Draft

Nominee Information

Professional Experience

Significant Performance

Attachments

References

References

Obtain the IEEE member number of your references before completing this step.

Please note, once you Submit your application, your references will receive an email notification, prompting them to log in, review your application and provide their reference.

If you need assistance with locating references, please reach out to the section chair listed below.

Section Chair:

Name: Alessio Medda

Email: alessio.medda@gtri.gatech.edu

Member No



BACK

SUBMIT >

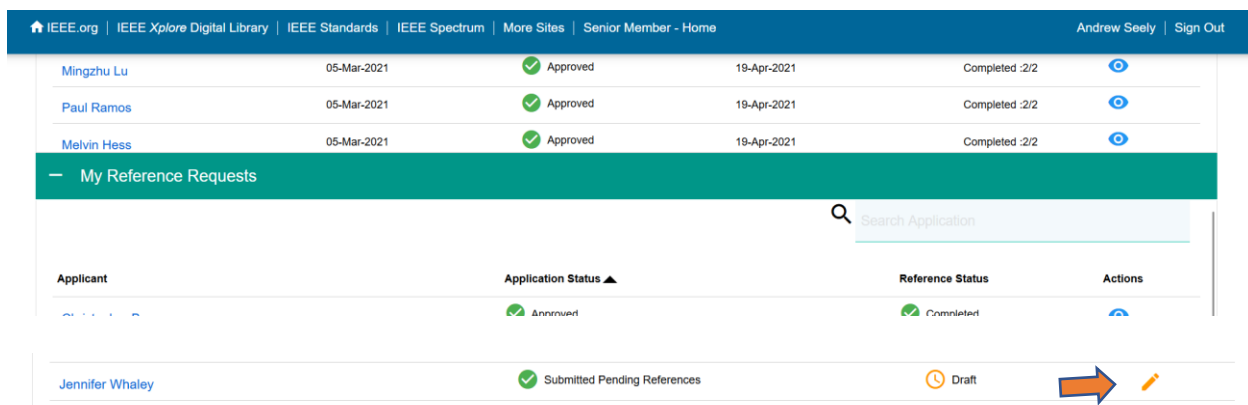
Writing a Senior Member Reference

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 iee.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.



The screenshot shows the IEEE Senior Member portal interface. At the top, there is a navigation bar with links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, More Sites, and Senior Member - Home. The user's name, Andrew Seely, and a Sign Out button are visible in the top right corner. Below the navigation bar, there is a table of reference requests. The table has columns for Applicant, Application Status, Reference Status, and Actions. Three entries are shown: Mingzhu Lu, Paul Ramos, and Melvin Hess, all with an 'Approved' status and 'Completed :2/2' reference status. Below this table, there is a section titled 'My Reference Requests' with a search bar. A table below the search bar shows a single entry for Jennifer Whaley with a 'Submitted Pending References' status and a 'Draft' reference status. An orange arrow points to the pencil icon in the Actions column for Jennifer Whaley.

Applicant	Application Status	Reference Status	Actions
Mingzhu Lu	Approved	Completed :2/2	
Paul Ramos	Approved	Completed :2/2	
Melvin Hess	Approved	Completed :2/2	

Applicant	Application Status	Reference Status	Actions
Jennifer Whaley	Submitted Pending References	Draft	

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.

IEEE Senior Member Application



Nominee: Jennifer Whaley

Nominator: David Pope

Status: Draft

Nominee Information

Professional Experience

Significant Performance

Attachments

References

Reference Request for Candidate [Jennifer Whaley](#)

Instructions: Please complete the questions below.

1. Do you know the candidate professionally? (*Required)

- Yes
- No

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.

Nominee Information	Professional Experience	Significant Performance	Attachments	References
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Reference Request for Candidate [Jennifer Whaley](#)

Instructions: Please complete the questions below.

1. Do you know the candidate professionally? (*Required)

- Yes
- No

1a. How many years have you known the candidate? (*Required)

1b. What is your professional relationship to the candidate? (*Required)

2. How did you become familiar with the professional background of the candidate? (*Required)

3. How many years has the candidate been in professional practice? (*Required)

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.

4. In your own words, explain how the candidate has significantly performed his/her professional duties for at least five years, providing dates will help the review panelists. (*Required)

5. Please indicate whether you consider the candidate to be: (*Required)

- Well Qualified
- Qualified
- Marginally Qualified

[BACK](#) [SAVE !\[\]\(83f22ed94ec5517769dd76d702c6bfd8_img.jpg\)](#) [SUBMIT !\[\]\(58518edde73d42d67a35a8ed26134c7b_img.jpg\)](#)