



2018



# Standing Committee Policies and Procedures

*Fellow Evaluations Committee*

Date of Approval: <Month Year>

## 1.0 Introduction & Function

The Power Electronics Society (PELS) has a number of Standing Committees which are listed in the Bylaws with a scope approved by the PELS Advisory Committee (AdCom). This document defines the function and procedures that govern the operations for the *Fellow Evaluations Committee*. Note that both the IEEE and the IEEE PELS Constitutions and Bylaws each take precedence over these procedures. Additionally, regarding any conflicts with the Rules and Policies of the IEEE Fellows Committee, the IEEE Fellows Committee requirements shall prevail.

The functions of the *Fellow Evaluations Committee* will be to:

- a. Fulfill the Society's obligation to assist the IEEE Fellow Committee in reviewing and evaluating the technical contributions of all nominees who have worked in technical fields related to those of the Society.

## 2.0 Chair and Membership

The purpose of the following procedure is to create an ongoing diverse knowledgeable fellows committee whose chair is experienced and properly trained in leading a consistent and fair fellow evaluations process that is equitable for all nominations:

- a. There are normally at least 10 members of the committee, excluding the chair.
- b. The members of the committee are appointed to serve staggered 3 year terms. All committee members are limited to 3 years total service on the committee with the exception of the chair for up to 2 more years of service at the discretion of the PEELS president (no more than 2 years as the chair of the committee).
- c. The committee and the chair are appointed by the president for a calendar year, using recommendations from the still-active committee chair as one of the sources for the possible candidates.
- d. The chair will recommend one of the second-year fellows committee members as vice-chair who, based on the president's approval will assist the chair in all of his (her) duties. At the end of their year as vice chair, this person, contingent on president and ad-com approval, will then assume chairmanship of the committee in the 3<sup>rd</sup> year of their 3 year term. If the vice chair is not approved as incoming chair, the president will appoint a new chair.
- e. The names of the committee members shall be listed on the PEELS website as mandated by the IEEE Fellows Committee.
- f. In selecting the committee members, the president shall pay due attention to assure that the diversity of the members on the committee with respect to technical areas, regional affiliation, professional affiliation (academia, industry, other - self-employed, government, retired ...), and demographics (gender, age, race ...) is representative of the current power electronics profession.

### 3.0 Conduction of Meetings

The *Fellow Evaluations Committee* shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Power Electronics Society conferences, currently APEC, INTELEC, ECCE, ECCE-Asia, and ECCE-Europe. Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are only open to committee members.

- a. The committee may meet in person up to twice a year at the place and time connected to the AdCom meetings to discuss its policies and procedures. The president and the PELS Awards Chair are invited to participate at these meetings.
- b. All other meetings and evaluation of the Fellow nominees are conducted on-line or through teleconferences.
- c. All other activities are conducted according to the schedule, rules, and procedures that are set by the IEEE Fellow Committee and its staff. In the case of conflicts, the IEEE Fellow Committee rules shall supersede those of the PELS Fellows Committee.