

Title: Awards and Recognition Committee

Effective Date: June 15, 2023

Revision: 2

**Supersedes: December 12, 2020
(B2062)**

Approved with Motion B2354

Purpose

- Coordinate all phases of activity related to selecting recipients of SWE Awards Program, SWE Recognition Program, SWE Collegiate Poster & Rapid-Fire Competition, WE Local Collegiate Competition, SWENext Awards, and any other awards programs as authorized by the Board of Directors (BOD); and
- Provide training to facilitate the nomination process.

Background

The Society of Women Engineers strives to recognize the successes of SWE members and individuals who enhance the engineering profession and advocate for individuals who identify as women in engineering through contributions to industry, education and the community. The Awards and Recognition Committee strives to celebrate the lifelong contributions engineers and technologists who identify as women make to our society and our world. The committee's purpose aligns with this goal by establishing and executing individual and group awards for the Society.

Scope

- Develop and periodically review criteria for individual and group awards and collegiate competitions to ensure consistency with Society goals
- Maintain a process by which award nominations are submitted
- Provide communication and training for nominators to facilitate the nomination process, and answer questions as needed
- Coordinate review process to ensure fair and consistent recognition
- Raise issues or questions for BOD or Headquarters for resolution as needed
- Prepare motion(s) for BOD approval of SWE Awards Program
- Ensure timely notification to award nominators

Resources and References

- Awards and Recognition Committee Procedure, updated as needed
- Call for Nominations, including award package and web site, reviewed annually
- SWE Bylaws
- Awards Names by Career Level

Authority and Limitations

- SWE Awards Program recipients are proposed by the committee and approved by the BOD except as provided in the SWE bylaws (i.e., Fellows)
- Committee Chair and Chair-Elect cannot nominate candidates for awards, write letters of support for any award, and cannot be nominated for any award
- Award Coordinators and Judges cannot nominate candidates for awards, write letters of support for the award they coordinate or judge, and cannot be nominated for the award they coordinate or judge
- No budget authority

Deliverables

- Provide award and recognition criteria and nominee qualifications
- Provide nomination applications
- Provide award nomination training
- Provide input to Awards and Recognition website
- Prepare motion(s) for BOD approval of SWE Awards Program recipients
- Prepare motion(s) for BOD approval of SWE Award Program Nomination Application Packet
- Prepare motion(s) for BOD approval of the SWE Recognition Program Nomination Application Packet
- Provide input to BOD reports

Membership

- Chair, Chair-Elect, Coordinators, and Leads are considered to be committee members.
- No limitation on the number of general members; should apply through the Society's committee membership process
- Coordinators are appointed to each award by the Committee Chair
- Leads are appointed to each workgroup by the Committee Chair

The membership of the Committee should include underrepresented constituencies and individuals from different member segments.

Criteria for Success

- Availability and ease of use of award nomination information and process
- Increased visibility of women engineers' contributions to Society
- Awards program that aligns with the Society's objectives
- A fully staffed committee with qualified coordinator for each award
- Awards program that equitably serves all members, including those from underrepresented groups

Report To

Assigned member of the Board of Directors

Duration

Indefinitely, to be reviewed every three years.
