

Awards & Recognition Committee Procedure

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PURPOSE OF THE AWARDS COMMITTEE

The purpose of the Awards and Recognition Committee is to coordinate all phases of activity related to selecting recipients of individual and group awards and recognitions, to make nominations of members for external awards, and identify potential external recognitions and awards for members.

DOCUMENT SCOPE

This procedure covers the Awards & Recognition Committee's responsibilities including interfaces with Society headquarters' staff in managing all of the recognition programs at the Society level. Committee operations and a timeline are included. The main topics discussed are:

- Criteria for award coordinators, selection committee, and process for selecting recipients;
- Revisions to criteria including major revisions to awards from introduction to removal of awards;
- Award Process (Call for nominations to results notifications)

Any exceptions to the procedures shall be deferred to the Board of Directors Contact to assist.

PART I - AWARDS & RECOGNITION COMMITTEE PROCEDURE

A. STRUCTURE OF THE COMMITTEE

Awards & Recognition Committee			
Society Individual Awards	Society Mission Awards	WE Local Awards	Collegiate Competitions
Selection Committee (Judges)			

Awards & Recognition Committee Members

Position:	Appointed by:	Position filled by:
Awards & Recognition Committee Chair	President and approved by Board of Directors	Preferably by a past President or an Individual Award recipient or a Senior Member of SWE who has served on the committee
Chair-Elect	President and approved by Board of Directors	A member of SWE, preferably a past Award Coordinator. The expectation is that the Chair-Elect will run for Awards & Recognition Committee Chair in 1-2 years
Board Contact	President / Board of Directors	A member of the Board of Directors, as determined by the BOD organizational structure.
Award Coordinators	Committee Chair	A member of SWE, preferably a past judge or coordinator.

Awards Coordinators should be SWE members, preferably a past judge or coordinator. Coordinators are appointed by the Committee Chair, with the following exceptions:

Coordinator:	Position Filled by:
Achievement Award (Chair & Chair-Elect)	A senior member of SWE, preferably a past Achievement Award recipient or a Society past President
Resnik Challenger Medal	A member of SWE, preferably a Senior Member, with a broad background in aerospace
Distinguished Engineering Educator Award	A member of SWE, preferably a member in Academia
Fellow	A SWE Fellow, as selected by the Fellow Committee
Collegiate Poster & Rapid Fire Competition	A member of SWE, preferably a graduate student or individual who has experience in academic research.
Team Tech	A member of SWE employed by Boeing.

B. ROLES & RESPONSIBILITIES OF THE COMMITTEE

Awards & Recognition Committee Chair

- Oversee all award programs.
- Oversee publication and distribution of Awards & Recognition Committee information.
- Update/Maintain award packets for all awards programs.
 - Make sure items such as changes in procedures, qualifications, and deadlines are reflected in the packet.
 - Solicit feedback on updates from coordinators and judges.
 - Obtain concurrence on changes from the coordinators.
 - Obtain approval for changes to Society Individual Awards from the Board of Directors (BOD).
- Assist Director in preparing motions for the Board of Director (BOD) meetings for approval of the individual award slate and award updates.
- Manage Awards Coordinators
 - Assists coordinators in identifying judges.
 - Update Coordinator and Judge Guide documents.
 - Ensure that coordinators for all awards are aware of their duties and responsibilities.
 - Ensure coordinators follow the schedule of activities and successfully select recipients.
 - Assist with any problems or questions that arise.
 - Review and verify all disqualifications.
 - Review and approve all recipient selections.
- Draft and send thank-you letters to Coordinators and Judges following each award program cycle.
- Keeps award results confidential & requests committee members do the same until official notification process is complete.
- Update/provide training when possible via online web seminars and posting on the SWE website.
- Provide recommendations to the BOD for future awards as SWE evolves or recommend task forces.

- To avoid conflict of interest:
 - Cannot nominate candidates for awards nor write letters of support for any award candidates
 - Cannot be nominated for any individual awards while in the position
- Reviews applications for potential Awards Chair/Chair-Elect and provides recommendations to the BOD POC.

Committee Chair-Elect

- Assists Committee Chair with responsibilities and any special projects (See chair responsibilities above).
- Maintain the awards committee procedure.
- To avoid conflict of interest:
 - Cannot nominate candidates for awards nor write letters of support for any award candidates,
 - Cannot be nominated for any individual awards while in the position.

Headquarters

- Handles logistics for receiving and posting award package submissions.
- Handles logistics of awards application tool used for application submissions.
- Works with tool vendor to setup award submission tool.
- Supports creation of evaluator accounts.
- Assigns evaluators packages as identified by the Committee Chair and Chair-Elect.
- Runs reports on applications submitted, incomplete applications, and list of evaluators.
- Handles all logistics for award procurement and conference activities for awards including
 - Sends notification to individual award nominators and award recipients by July 15
 - Maintains budget for awards
 - Coordinates award recipient information with other HQ Staff (Marketing, SWE Magazine)
 - Reviews Award Recipients biographies and citations with Marketing & SWE Magazine Staff
 - Obtains plaques for award winners
- Maintains the reimbursement policy and distributes all reimbursements according to the policy
- Maintains the SWE Awards website including updating the award packages each year once they are provided by the awards committee chair
- Distributes individual, section/region/MAL/international and collegiate competition award monetary funds

Board of Directors Contact

- Presents Society Individual Awards motion to BOD for approval.
 - Reviews notification process at the BOD meetings
 - Provides feedback within 1-2 weeks of BOD 4 on results of motion(s) or contacts Awards Chair for alternate candidates
- Presents updates to Society Individual Awards Packet and Committee Charter to the BOD.

- Supports committee in the generation of new awards and refinement of requirements for existing awards
- Reviews applications for potential Awards Chair/Chair-Elect and provides recommendations to the BOD

Collegiate Poster Competition Coordinator Guide

- Selection Panel – The Selection Panel should consist of a minimum of three to five persons to review each application.
 - All panelists should be SWE members, with no more than two from the same section.
 - Recommend at least one judge be a past Collegiate Poster Competition recipient.
 - Corporations sponsoring this award should have panelists from the corporation assisting with selection.
- Selection Criteria – 15% General Information, 85% Abstract Information

C. COMMITTEE DOCUMENTS

Document:	Record location:
Committee Charter	SWE Website – Governance Resources Page
Committee Procedures	SWE Website – Governance Resources Page
Awards Packets	SWE Website – Awards Pages
Past Award Recipients	SWE Website – Awards Pages
Score Sheets and Rubrics	Passed from Chair to Chair-Elect
Committee History <ul style="list-style-type: none"> • Committee Contact Information • Past Judges • Past Coordinators • Past Committee Chairs 	Passed from Chair to Chair-Elect
Awards Committee Timeline	Passed from Chair to Chair-Elect
Thank-you letters for Coordinators and Judges	Passed from Chair to Chair-Elect
Coordinator and Judge Guides	Passed from Chair to Chair-Elect
Recipient Letters	SWE HQ Staff
Unsuccessful Candidate Letters	SWE HQ Staff
Reimbursement Policy	SWE HQ Staff

D. REVISION AND DISTRIBUTION OF PROCEDURE

At any time the Awards & Recognition Chair and Chair-Elect may update this procedure to ensure it reflects the most current information.

PART II - AWARDS & RECOGNITION COMMITTEE OPERATING PROCEDURES

A. AWARDS COMMITTEE TIMELINE

The Awards Committee operates to the timeline maintained by the Committee Chair and Chair-Elect. The Coordinator and Judge Guides are maintained by the Committee Chair and Chair-Elect. An overview of the Awards Committee Timeline is as follows:

- Society Individual Awards
 - Updates to the Awards Packet approved by BOD in December
 - Awards Packet posted to the SWE Website by January 1st
 - Application Period: January 1st – March 31st
 - Awards Results submitted to BOD for approval by end of May
 - Award Recipients notified by July 15th
- Mission & Multicultural Awards
 - Awards Packets posted to the SWE Website by June 1st
 - Application Period: June 1st – June 30th
 - Award Results communicated to BOD in August
- WE Local Awards
 - Awards Packet posted to the SWE Website by September 1st
 - Application Period: September 1st – September 30th
 - Award Results communicated to BOD in November

B. NOTIFICATION PROCESS

- Guidelines for Notifying Individual Award Recipients
 - Time Frame for Notification Process: After BOD meeting # 4 (June 1 – June 30)
 - NOTE: Once Approval of Motion is received from BOD 4. Target start is prior to the end of the current fiscal year and target notification completion by July 15 of the new fiscal year
 - HQ provides list of all recipients' contact information and nominators' contact information to SWE President and President Elect
 - HQ notifies nominators of successful recipients via electronic letter
 - SWE President (Current and/or President Elect or designates) calls, at a minimum, the following award recipients' nominators of each award recipient and each award recipient: Achievement, Upward Mobility, Rodney D Chipp, Diversity & Inclusion Program, Resnik Challenger Medal, Entrepreneur and Work Life Integration
 - Nominator Contact- Points for the Call:
 - Inform nominator that the recipient has received the XXX Award. She/he will be recognized at the WE Conference in this fall in XXX city in XXX month/dates.
 - Thank the nominator for their efforts.
 - Ask the nominator to call and congratulate the recipient.

- NOTE: For Achievement, Upward Mobility, Rodney D Chipp, Diversity & Inclusion Program, Resnik Challenger Medal, Entrepreneur and Work Life Integration, please inform the nominator that you will be calling to congratulate the recipient. Sometimes the nominator would like to be the first to tell the recipient; if this is the case, make sure to coordinate that effort with the nominator.(i.e. make sure the nominator has time to contact the recipient before you do.)
- Inform the nominator that a Congratulatory Letter will be emailed/mailed following your notification to provide the recipient with the details of the Awards Banquet and Conference Activities.
- Request nominators to coordinate publication of information. SWE will be contacting all nominators by July 31. SWE will do an announcement with all recipients' names and companies by August 31st.
- Recipient Contact – Points for Call
 - Congratulate the recipient on her/his achievement:
 - Achievement Award: The Achievement Award is the highest award given by the Society of Women Engineers. It is presented annually to a woman who has made an outstanding contribution over a SIGNIFICANT period of time in a field of engineering. Her academic training may be in either science or engineering. She need not be a member of the Society.
 - Upward Mobility Award: The Upward Mobility Award recognizes a woman who has succeeded in rising within her organization to a significant management position such that she is able to influence the decision making process. Northrop Grumman underwrites this award.
 - Resnik Challenger Medal: The Resnik Challenger Medal was established in 1986 to honor SWE's Dr. Judith A. Resnik, NASA Mission Specialist on the ill-fated Challenger space shuttle flight on January 28, 1986. It is awarded only as merited for visionary contributions to space exploration. This award acknowledges a specific engineering breakthrough or achievement that has expanded the horizons of space exploration.
 - Rodney D. Chipp Memorial: The Rodney D. Chipp Memorial Award celebrates and recognizes a man or company who has contributed significantly to the acceptance and advancement of women in the engineering field. It is awarded only as merited.

- Diversity & Inclusion Program: The Diversity & Inclusion Program award recognizes an individual or company who has pioneered a diversity & inclusion program within their organization.
 - Work Life Integration Award: The SWE Work Life Integration Award honors an individual who has been instrumental in establishing a landmark program for their organization to improve the ability of women engineers and other employees to balance work and family responsibilities. In so doing, he or she has demonstrated recognition of the need for employees to balance work, family and personal interests.
 - Inform the recipient that a Congratulatory Letter and Draft of Biography will be emailed/mailed soon with the details of the Awards Banquet and Conference Activities. Verify with them where it should be emailed/mailed.
 - Request nominators/recipients to coordinate publication of information. SWE will be contacting all nominators by July 31. SWE will do an announcement with all recipients' names and companies by August 31st.
- HQ notifies nominators of unsuccessful nominees via electronic letter, which can be done concurrently of SWE President actions
- HQ sends recipients congratulatory letter with specifics such as more details of the venue in which the recipient will receive her/his award and conference activities and information on what she/he will receive
- In August, HQ follows up with award recipients
 - Answers any questions she/he has regarding award and arrangements HQ assists with for conference (ex. reimbursement policy for travel/registration or how to obtain extra guest tickets)
 - Confirms with award recipient how she/he would like her/his name to appear on award
 - Confirms any guests who will be in attendance
 - SWE Magazine/Marketing Staff - creates citation for press releases and contacts recipients for approval
- Guidelines for Notifying Mission and Collegiate Competition Recipients
 - Results of Mission Awards are announced at Celebrate SWE. To create excitement at Celebrate SWE all awards coordinators and committee chairs involved in selection process are requested to keep results confidential.
 - After Conference, HQ follows up with successful recipients electronically if they did not collect their award at the conference and/or to arrange for any monetary awards to be sent out via mail
 - After Conference, HQ updates SWE Website with list Recipients
 - NOTE: Exceptions - Poster Competition has a multi-step notification process due to providing a stipend to finalists to come to conference to present (see

Collegiate Poster Competition / Outstanding (New) Collegiate Section
Competition Timeline for more details).

C. MODIFICATIONS TO AWARD OFFERINGS

The Awards & Recognition Committee may make minor modifications to current award offerings such as updates to the packet and clarifications on criteria. All Society Individual Awards changes must be approved by the BOD. Any major modifications to other awards and competitions must be approved by the BOD.

Award change requests may be submitted to the Committee Chair by: HQ Staff, Board Contact, BOD Member, Awards Committee Members, or Special Task Force.

Proposed modifications are to be submitted to the Committee Chair prior to submission to the BOD for approval. The Awards Chair, Chair Elect, and affected Coordinator(s) will review proposal(s) to provide feedback and if requested, support of the motion. Proposed modifications should include:

- A description of the award or modification including the purpose and/or benefits
- How recipients will be selected
 - Any submission process or support requirements for HQ staff
 - Volunteer selection committee coordinated by awards committee
 - Selection or calculation by the national committee
- How recipients will be notified
- How recipients will be recognized/what recipients will receive
 - Certificate, monetary funds, electronic award icon, etc.

Approved motions are to be communicated by the committee via the Board Contact. The Awards & Recognition committee will work with the person(s) involved with the motion to update the awards packet, selection and notification process, and announcement of the modifications to the award offerings.

If the motion is approved the awards committee will incorporate the change if it occurs before the Posting Dates. If after the posting dates the change will be incorporated into the next fiscal year cycle.