



REC-101: Fellows Award – 1 November 2024

In this policy, the phrase “INCOSE Voting Members” refers to Regular and Senior members as defined in the INCOSE Bylaws (this excludes Student, Corporate Advisory Board, and Associate members). Use of the word “shall” expresses a mandatory requirement. Use of the word “should” expresses intent by a person or group where it is in their best interest to perform the action.

Purpose

Fellows are INCOSE Voting Members recognized as having made significant verifiable contributions to Systems Engineering. This recognition is awarded for life.

Number of Fellows

The number of living Fellows (including those who are and are not INCOSE members in good standing) shall not exceed 1% of the INCOSE Voting Members as calculated at the time of the Fellows Selection Meeting. In the event that the number of Fellows meets or exceeds the permitted 1%, only 1 new Fellow may be selected.

Eligibility

Fellow awards are based upon significant verifiable contributions to the art and practice of Systems Engineering. Candidates must have been INCOSE Voting Members for a minimum of two (2) years. This eligibility requirement is not subject to waiver.

The individuals serving as (or having been elected or selected to serve as) President, President-Elect, or Executive Director of INCOSE as of the 1 December nomination deadline are not eligible to be nominated for Fellow awards.

Fellows are expected to adhere to the fundamental imperatives that apply to one’s conduct as an engineering professional described in the INCOSE Code of Ethics and to comply with INCOSE policies. The Selection Committee shall take ethical considerations into account if they surface.

Nominators, Supporters, Advocacy, and Conflicts of Interest

Nominators must be INCOSE Voting Members. Individuals may not self-nominate.

Nominators must have personal knowledge of the qualifications of the Fellows candidate. Nominators may nominate a maximum of two (2) candidates per year. There is no limit on the number of Fellows candidates that an individual may support.

Neither the Chair of the Fellows Committee, the Vice Chair of the Fellows Committee, members of the Fellows Selection Committee, the President of INCOSE, the President-



Elect of INCOSE, nor the Executive Director of INCOSE (nor anyone having been elected or selected to serve an upcoming term in these positions) shall nominate or provide a letter of support.

Neither the Chair of the Fellows Committee, the Vice Chair of the Fellows Committee, the President of INCOSE, the President-Elect of INCOSE, nor the Executive Director of INCOSE (nor anyone having been elected or selected to serve an upcoming term in these positions) shall be allowed to advocate for or against a candidate.

Nominators and supporters shall have no family or blood relationship to the applicant. Nominations and letters of support from colleagues and peers including those from the candidate's organization shall not represent a conflict of interest given their ability to address the Fellow candidate's qualifications.

No direct advocacy to or lobbying of members of the Fellows Selection Committee shall be permitted outside the bounds of the Fellows Selection Meeting. Fellows with a concern regarding an ethical issue or any other major concern may share such concerns with the Fellows Chair and Vice Chair who shall relay the stated information to the Fellows Selection Committee. Such concerns shall be raised prior to the Fellows Candidate Review Meeting but no later than the final vote held during the Fellows Selection Meeting. Nominators and supporters shall be permitted to answer questions from members of the Fellows Selection Committee at any time.

Nomination

Nominators shall select candidates who have distinguished themselves as systems engineers, with a passion for systems engineering, and who have made significant, sustained, contributions to the field of systems engineering (including closely related areas such as systems theory, systems science and systems thinking). These contributions can be made by practitioners, researchers, and those who inspire and enable people to learn and put into effective practice systems principles and concepts.

Nominators shall ensure that every nominee meets the following specific criteria:

- The nominee shall have provided significant sustained impact through thought leadership which advanced the field of systems engineering.
- The nominee shall be a current member with a 2-year membership minimum.
- The nominee shall have developed and/or applied and/or promulgated approaches that enable the successful realization, use, and retirement of engineered systems.
- The nominee shall have exhibited a significant influence on others resulting in noticeable improvement of the practice of systems engineering in industry or on



major national or international efforts, and/or made significant advances in the theory/science of systems engineering, or specific innovations which have been widely adopted. This influence may be:

- Direct (e.g., the practical application of systems engineering on challenging real-world problems)
- Indirect (e.g., the development of a new framework, process, method, or tool adopted across multiple organizations)
- Underpinning (e.g., a fundamental advance that advances the theoretical underpinnings of systems engineering)

The nominator shall provide a package prescribed by the Fellows Selection Committee that consists of the following:

A completed Fellow Nomination Form (FEL-FORM-01) that includes:

- Name of Candidate,
- Distinguished Contributions and Impact Summary,
- Accomplishments vs. Fellows Criteria,
- Other supporting information requested by the Form,
- The complete Nomination Form shall have a maximum page count of 10. This page count does not include the letters of support.

At least four letters of support shall be provided by:

- a) At least two senior decision-makers (e.g., managers or customers of the nominee's organization(s), or academic peers at other organizations, or industry leaders, or top governmental officials), who have detailed insight into the specific contributions (to the criteria above) of the nominee,
- b) At least two INCOSE Fellows who have insight into the nominee's contributions and impact.
- c) A colleague who has visibility into the wider impacts of the nominee's contributions in the field of systems engineering beyond the nominee's own organization if these wider impacts are not included in (a) and (b).

These letters are limited to a one-page letter of support (*FEL-FORM-02*) and a one-page resume, and shall provide:

- Name of Nominator/Supporter,
- Brief Educational and Professional background of Nominator/Supporter,



- Professional Society Memberships and position if any in these, such as Fellow,
- Basis of knowledge about the candidate,
- Evaluation of the candidate vs. the criteria.

Those writing letters of support should have a copy of the completed nomination form for reference when preparing their support letters, but all letters of support shall be independently written.

The nominator shall assemble the nomination package and submit the nomination package to the Chair of the Fellows Selection Committee not later than 1 December for consideration. Nomination packages received after that date shall not be considered.

Selection

All Fellows may participate in and speak at the Fellows Selection Meeting. Only members of the Fellows Selection Committee may vote.

A member of the Fellows Selection Committee shall recuse themselves from voting for or against a given candidate if there is a past or current relationship which compromises, or could have the appearance of compromising, a member's judgement with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships which constitute a conflict of interest:

- a marital, life partner, family, or dating/romantic/sexual relationship;
- current employment by the same organization;
- a direct financial interest and/or relationship;
- any other relationship that would prevent a sound, unbiased decision

At least 6 members of the Fellows Selection Committee must vote in the affirmative for a successful Fellows nomination. Votes may be cast in person or remotely. Voting by proxy shall not be permitted. All ballots shall be secret.

The Chair, the Vice Chair, and a member of the Selection Committee appointed as a witness by the Selection Committee shall certify the results of the vote, finalize the citations for the selected Fellows, and prepare certificates of selection for the selected Fellows that include the citations. The Fellows Chair shall forward the certificates to the INCOSE President and the INCOSE Administrative Office. The results shall remain confidential until notification of award recipients.



Presentation

There is no limit on the number of Fellows Awards presented annually if the presentation and number of awards maintains the approved ratio of Fellows to INCOSE Voting Members.

The notification process shall ensure confidentiality pending final notification as follows: Award recipients shall be notified by the President of INCOSE no later than one month after being selected.

Immediately upon notification, Award recipients shall be considered INCOSE Fellows, able to use the title and may announce the honor publicly. Presentation of the new Fellows shall ceremonially occur at the annual International Symposium. INCOSE shall publicize the awards after the ceremonial presentation of the Fellows.

Resignation of Fellow Award

A Fellow who wishes to resign their award must do so in writing to the President of INCOSE, stating an effective date of the resignation. The President shall confirm the resignation in writing.

Once resignation of the award has been confirmed, the President of INCOSE shall advise the Chair of the Fellows Committee who shall take the necessary administrative action to remove the resigned Fellow from any Fellows lists.

The INCOSE Administrative Office is to reflect the resignation in a reduction, by one, of the number of living Fellows (including those who are and are not INCOSE members in good standing).

Rescission of Fellow Award

In accordance with ADM-107, failure to abide by INCOSE Policies may result in disciplinary action taken by the INCOSE Board up to and including termination of membership and rescission of INCOSE awards, certification, and recognition.

In the circumstance that the Board determines the rescission of a Fellow award, the President of INCOSE shall advise the Chair of the Fellows Committee who shall take the necessary administrative action to remove the rescinded Fellow from any Fellows lists.

The INCOSE Administrative Office is to reflect the rescission in a reduction, by one, of the number of living Fellows (including those who are and are not INCOSE members in good standing).



Related Policies

REC-100 Recognition Awards

ADM-107: Disciplinary Policy

Related Procedures, Templates, and Forms (Optional)

FEL-PROC-01 Fellows Committee Procedure

FEL-FORM-01 Fellow Nomination Form

FEL-FORM-02 INCOSE Fellow Letter of Support Form

SUPERSEDES: REC-101 dated 18 April, 2023

APPROVED BY: INCOSE Board of Directors, Virtual, 18 April 2024

MAINTAINED BY: (RACI Responsible R): Fellows Committee Chair

POLICY OWNER: (RACI Accountable A): President-Elect