

PENINSULA ENGINEERS' COUNCIL

June 12, 2017 (typos modified 2017-10-03)

P.E.C. Member Society

National Engineers' Week will be celebrated **February 18-24, 2018**, concluding with a tentative banquet night of Saturday evening, February 24. One of the major highlights of this banquet is the recognition of the PEC selection of the Peninsula Engineer of the Year. In preparation for this occasion, enclosed is a copy of the guidelines for nominating a candidate for the 2018 Peninsula Engineer of the Year Award.

With this award we are **recognizing life long efforts and accomplishments**, and in some years the award is given by the narrowest of margins. Resubmitting a non-recipient nominee in a future selection is encouraged. In nominating individuals for this award, successful and valuable people are duly recognized as such. Our youth, our future engineers, are then able to see that the hard work it takes to be an excellent engineer gets recognized.

Biographical sketch/qualification submittals shall have a reasonable reading volume, and should address, yet not be limited to, the areas of technical accomplishments; leadership; contributions to engineering societies; and contributions to the local community. Information within cover letters, or letters of endorsement, of the submittal packages will not be considered as part of the candidate's qualifications, and if submitted, will not be included into the packages provided to the societies. In addition to the nomination submittal, it is requested that a color photograph of the candidate, along with a brief biographical sketch, be provided for use in preparation of the EoY banquet brochure, and flyer. It is important that societies provide these additional items in advance of the election. Societies should refer to the enclosed evaluation guidelines, and the web based tutorial of the nomination process for guidance as they develop their nominations. Be sure to **put the nominee in context to your society and to other societies**. This format was initially developed around the guidelines for an AIAA Fellow Nomination. The modifications for use in the PEC EoY of categories and weightings were specifically designed to "level the playing field" for all PEC active member society.

Nominations must be emailed the day of October 1, or before, not after, in order to be considered in the distributed for the October council meeting. Paper copies of nomination packets are no longer accepted as valid. Submitted nominations must be sent to: khoffman.act@gmail.com.

After much deliberation, debate and experience with other procedures, the current nomination process was adopted in April 2003 and revised in July 2005, (enclosure 1). The EoY Nominating Process is the product of the PEC's Nominating Committee - Selection Requirements subcommittee that consisted of members who were all PEC Past Presidents, and six of whom were also selected as PEC EoY themselves. The selection of the EoY is now based on the ordinal number ranking of candidates by each member society using a common evaluation process. Each member society uses the same evaluation form with predetermined "weightings" and "scores" rank of all the nominees. The evaluations are made after reading the biographical sketch/qualification of each submittal described below. After several years of experience we have found that the absolute scores of nominees between societies may not be the same, but the ordinal ranking is very consistent. In 2005 the committee decided to adjust the "weighting" of the four evaluation areas to give Technical achievement the highest ranking. The committee continues to review the selection process, as well as to be available for support to individual societies. A very recently updated tutorial of the nomination process may be downloaded at: http://va-pec.org/awards/PEC_Nominating_EOY.pdf.

During the November PEC monthly meeting, a society spokesperson, other than the PEC voting member, is expected to represent their nominee explaining the significance of his/her accomplishments and respond to questions. At that time the spokesperson will elaborate on the candidate's qualifications explaining why their society considers the nominee as an outstanding individual, without repeating what was already submitted in the nomination packet, which will already have been read and reviewed by the societies' representatives. Presentations shall be limited to five minutes, with an additional five minutes afterward allowed for questions.

Method of presentation to be oral, and not given by the nominee. Presenters are to remain outside of the committee room until time for their presentation, and may leave immediately afterward. The sequential order of presentations will be based on the time the presenter arrives at the meeting.

The actual election of the PEC Engineer of the Year will take place at a PEC meeting before December 20th. Each society must submit their evaluation score sheet for **each** nominee, Sec. 9 of PEC BY-LAWS ARTICLE VI, to the nomination committee no later than the **call to order** for the EoY election meeting. Late submittal will be considered invalid.

Again, there are many valuable people out there that are good candidates for your consideration.

Thank you,
Kenneth Hoffman, Chair
Peninsula Engineers Council (PEC)
2018 Engineer of the Year Nominating Committee

Enclosures:

1. Guidelines for nominating EOY
2. Suggested Guidelines in Evaluating Nominee Submittal

This document is available online at http://va-pec.org/awards/PEC_2018_EOY_guidelines.pdf

**GUIDELINES TO MEMBER SOCIETIES
FOR NOMINATING A CANDIDATE FOR THE
PENINSULA ENGINEER OF THE YEAR AWARD**

PEC CONSTITUTION ARTICLE III - MEMBERSHIP

Sec. 1. - The membership of the Council shall consist of recognized engineering and technical societies which have members working or residing in the Peninsula Area of Virginia. The Peninsula Area shall be defined as the Cities of Hampton, Poquoson, Newport News, and Williamsburg and the Counties of James City and York.

PEC BY-LAWS ARTICLE VI - ELECTION OF THE ENGINEER OF THE YEAR

Sec. 1. - The Engineer of the Year Nominating Committee will be responsible for disseminating the nomination guidelines to member societies and for conducting the election.

Sec. 2. - Each member society is entitled to nominate one candidate for the Peninsula Engineer of the Year Award and to cast one vote to select the Peninsula Engineer of the Year.

Sec. 3. - Current officers of the Council may not be nominated for the Peninsula Engineer of the Year.

Sec. 4. - Each candidate shall be or have been actively practicing in the engineering field, either in direct technical analysis or technical management. Licensing is optional for Peninsula Engineer of the Year. For state and/or national consideration, the candidate must have a Professional Engineer's license.

Sec. 5. - Each candidate shall have worked or been a resident of the Peninsula area of Virginia for at least two years at the time of nomination.

Sec. 6. - The nomination shall contain a biographical sketch outlining the candidate's record of achievement as a leader in his/her profession and in his/her community.

Sec. 7. - The annual sequence of events for nominating and electing Engineer of the Year shall be as follows:

1. The Engineer of the Year Nominating Committee shall establish and disseminate the nomination guidelines to the member societies by August 1. This shall include a schedule of the following dates.
2. Nominations from the societies must be postmarked or delivered to the Engineer of the Year Nominating Committee by October 1.
3. The Engineer of the Year Nominating Committee shall distribute the nominations to the Council delegates at the October meeting.
4. Presentations on behalf of the nominees may be made at the November meeting.
5. The election of the Peninsula Engineer of the Year shall occur at a Council meeting no later than December 20.

Sec. 8. - Delegates should confer with their respective societies and review the qualifications of the nominees prior to the election meeting. Each society shall complete an "Evaluation" sheet, to be provided by the Council's Engineer of the Year Nominating Committee, for each candidate. The completed evaluation sheets must clearly show a "1st, 2nd, 3rd ..." etc., overall preference of the candidates, as well as identify the "Points" awarded in each evaluation category.

Sec. 9. - A society voting for Engineer of the Year must submit their completed Evaluation sheets for each of the candidates. The Nominating Committee will collect all Evaluation sheets at the election meeting. Societies unable to attend the meeting may submit their Evaluation sheets to the Nominating Committee prior to the election meeting. The Nominating Committee will determine the Engineer of the Year based on the highest overall "place" ranking votes among the submitted evaluation sheets. In the case of a tie, the Nominating Committee will use the highest overall Evaluation criteria "points" awarded by voting societies to determine the Engineer of the Year.

End of enclosure 1, enclosure 2 follows

Guidelines in Evaluating Nominee Submittal for the PEC “Engineer of the Year” Award.

Area	Top 1%	Top 10%	Above Average	Average	Not Described	Score
Technical	<i>(35-33)</i> <ul style="list-style-type: none"> • National/Industrial Authority • Publications with National & International Significance • Expanded Knowledge Base • Advanced State-of-the-Art • Many Honors & Awards • Patents with National and International Significance 	<i>(32-25)</i> <ul style="list-style-type: none"> • Conceived New Systems • Major Productivity Enhancements • Widely Recognized Technical Authority • Some Honors & Awards • Significant Patents • Widely Recognized Technical Authority 	<i>(24-18)</i> <ul style="list-style-type: none"> • Consistent Standout Achievements • Known For Innovations • Developed Analysis/Design Tools • Numerous Publications • Numerous Patents 	<i>(17-1)</i> <ul style="list-style-type: none"> • Very Competent and Reliable • Published • Some Patents 	<i>(0)</i> <ul style="list-style-type: none"> • Average Technical Competence 	
Leadership/ Management	<i>(30-29)</i> <ul style="list-style-type: none"> • National/Industrial Leader • Led One or More Major National Programs • President of University • Dean of College • Led Formation of Science & Technology Policy • Led National Committee or Board 	<i>(28-22)</i> <ul style="list-style-type: none"> • Industry Functional Leader • Major Program Manager • Department Chairman • Chief Engineer or Equivalent • Productivity Innovations • Commercialization Successes • Participated in Foundation of Science & Technology Policy • Member of National Committee or Board 	<i>(21-16)</i> <ul style="list-style-type: none"> • Program Manager • Well Known for Cost Effective Management • Developed New Management Tool • Full Professor 	<i>(15-1)</i> <ul style="list-style-type: none"> • Project Manager Experience • Extensive Supervision • Associate Professor 	<i>(0)</i> <ul style="list-style-type: none"> • No leadership References • No management References 	
Service to the Community i.e. Civic or Service Organizations	<i>(15-14)</i> <ul style="list-style-type: none"> • Led National Committee 	<i>(13-10)</i> <ul style="list-style-type: none"> • Led Regional Committee • Member of National Committee 	<i>(9-6)</i> <ul style="list-style-type: none"> • Led Local Community Committee(s) or Board(s) 	<i>(5-1)</i> <ul style="list-style-type: none"> • Member of one or more local Committees/Boards 	<i>(0)</i> <ul style="list-style-type: none"> • No Service to the Community 	
Service to the Profession	<i>(20-19)</i> <ul style="list-style-type: none"> • Elected Member of your Society’s in National or International Board, or Equivalent Position • Journal Editor or Equivalent • Honorary Fellow 	<i>(18-13)</i> <ul style="list-style-type: none"> • Member of National Committee, Section/Regional Chair, TC, or an Equivalent Position in National or International aspects of a Society • Associate Editor • Fellow 	<i>(12-9)</i> <ul style="list-style-type: none"> • Member of Section Council, Section Officer or the Equivalent Position in National or International Professional Society • Publishes & Reviews Papers 	<i>(8-1)</i> <ul style="list-style-type: none"> • Member Attends Meetings of Professional Organizations • Publishes • Assists with meetings & other Functions of the Professional Organizations 	<i>(0)</i> <ul style="list-style-type: none"> • Infrequently attends professional organization meetings • A Passive Member 	