



COUNCIL POLICIES AND PROCEDURES

Section	Subject	Page
Membership	Nominations for IEA Fellow Award	1
		Date August 1, 2002

Purpose	To establish clear guidelines to govern the nomination of ACE members as IEA Fellows.	
Policy	Established	The IEA Fellow Award is given to members of any International Ergonomics Association (IEA) Federated Society to recognize outstanding contributions to the field of ergonomics / human factors.
	Eligibility	To be eligible for nomination for the IEA Fellow Award, the candidate must be a member of ACE or another IEA Federated Society, and must have demonstrated record of international service to the field of ergonomics / human factors.
	General Criteria, as stated by IEA	<p>Candidates for the IEA Fellow Award must have made an outstanding contribution to the field of ergonomics / human factors. This contribution can be demonstrated in many ways, including:</p> <ul style="list-style-type: none"> ➤ The candidate may have held primary responsibility for the direction or management of a significant ergonomics / human factors effort, over a sustained period of time. ➤ The candidate could also be a renowned researcher, designer, or a consultant of great distinction.
Related Procedures	Nomination	<p>Any two members may propose a deserving ACE member for nomination for the IEA Fellow Award, by submitting letters of nomination to the attention of the ACE Executive Director. Each letter should outline the reasons why the ACE member is deserving of the IEA Fellow Award and should also include a description of international service, outstanding contributions to ergonomics / human factors research, design or consulting, and/or other significant ergonomics / human factors efforts directed or managed by the candidate.</p> <p>Two letters of nomination must be received in order for any ACE member to be considered for nomination for the IEA Fellow Award.</p>
	Review of Nomination	<p>Once all required letters of nomination have been received, the Executive Director will contact the proposed individual to request a copy of their Curriculum Vitae and a brief outline (maximum of 4 pages) of their current and past activities in the field of ergonomics.</p> <p>The President will be informed of the nomination and will be provided an opportunity to submit a letter of support or opposition for the nomination, clearly citing their reasons and providing appropriate background material, where applicable.</p> <p>All materials for the nomination will be forwarded to the National Council, along with the President's recommendation, for consideration against the criteria indicated above. If deemed necessary, additional details may be requested from the nominated candidate.</p>

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
October 19, 2002		Membership Admissions Committee



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Section	Subject	Page
Membership	Nominations for IEA Fellow Award	2
		Date
		August 1, 2002

Conflict of Interest

If for any reason, any member of the National Council feels unable to review the nomination without bias or prejudice, the individual must declare a conflict of interest and absent him/herself from the discussion and any subsequent vote on the nomination.

The National Council will vote to accept or reject the proposed nomination for the IEA Fellow Award. The decision of the National Council is final.

Notification

The President shall notify the candidate, in writing, of the decision of the National Council immediately following the Council meeting.

Members whose proposed nominations are accepted by the National Council will have their nomination forwarded by the Executive Director to the International Ergonomics Society (IEA) for consideration for the IEA Fellow Award.

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