

## ACM GUIDE FOR FELLOW NOMINATIONS

Please be aware that the following changes (implemented in 2009) are currently in effect for Fellow nominations:

- The required number of endorsements per nomination is five.  
(D. Duties of the Nominator, Item 2. Endorsers)
- The maximum number of nominations per individual is two.  
(E. Nomination Criteria for ACM Fellow, 6. Nominator, b. Multiple Nominations)
- The maximum number of endorsements per individual is four.  
(E. Nomination Criteria for ACM Fellow, 7. Endorsements, e. Multiple Endorsements)
- Endorsement ranking for multiple endorsements is no longer a requirement.  
(E. Nomination Criteria for ACM Fellow, 7. Endorsements, e. Multiple Endorsements)
- The limit for the “Accomplishments” section on the Nomination site is 1,000 words (previously 7,500 characters).
- The limit for the “Comments” section for Endorsements is 400 words (previously 2,500 characters).

For questions on the above please contact [fellow@acm.org](mailto:fellow@acm.org).

### A. INTRODUCTION

The ACM Fellow program was established by the ACM Council in June 1993 to recognize outstanding ACM members for technical, professional and leadership contributions that:

1. advance the arts, sciences and practices of information processing,
2. promote the free interchange of ideas and information in the field,
3. develop and maintain the integrity and competence of individuals in the field, and
4. advance the objectives of ACM.

Each candidate is evaluated as a whole individual and is expected to bring honor to the ACM. A candidate's accomplishments are expected to place him or her among the top 1% of ACM members. In general, two categories of accomplishments are considered: achievements related to information technology and outstanding service to ACM or the larger computing community. A person selected as an ACM Fellow should be a role model and an inspiration to other members.

The ACM Fellows Committee is responsible for evaluating each nomination submitted and selecting a limited number of Fellows each year from among the

nominees. The Committee strives to apply the selection criteria equally to academic, research, and industrial/commercial candidates and to ensure that contributions from the full range of members are recognized and rewarded, making a conscious effort to overcome any form of discrimination.

The Fellows Committee relies on each candidate's nominator and endorsers to provide the information necessary to make an informed evaluation of that candidate, clearly identifying the areas of excellence and unique contributions that demonstrate the candidate's qualifications. So that candidates can be considered fairly, it is incumbent on nominators to follow the procedures outlined in this Guide.

Successful candidates and the nominators of both successful and unsuccessful candidates will be informed of the selection results in November. Nominations not selected may be resubmitted in subsequent years with appropriate updated material and endorsements (pursuant to the procedure specified in Section F).

## **B. INDUCTION OF FELLOWS AND BENEFITS**

Formal induction ceremonies and presentation of Fellow certificates and pins will take place at the next annual ACM Awards Banquet.

ACM Fellows will receive a specially annotated ACM membership card and an ACM Fellow lapel pin. Their names will be listed in an issue of Communications of the ACM and a letter of recognition will be sent to the chief executive at the Fellow's place of employment.

## **C. DEADLINE DATES**

Documentation must be submitted using the Advanced Member Category Submission System by no later than:

- 06-SEP-2011** for the Nomination
- 06-SEP-2011** for all five Endorsements

## **D. DUTIES OF THE NOMINATOR**

### **1. Nomination Process**

The nomination process represents a major personal effort on behalf of the Fellow candidate. There is a great deal of information which must be gathered as well as colleagues who should be contacted regarding endorsements. In order to make this effort fruitful, please adhere to the following guidelines for nominators:

- a. Nominations should be submitted in English, using the Advanced Member Category Submission System for ACM Fellow [online](#). (Nominators will need to log in with their ACM Web Account at [myACM](#) and follow the link [from the left-side navigation] that reads, "Nominate a Fellow".)
- b. A concise and accurate description of the accomplishments of the nominee is vital to a fair evaluation. Avoid florid expression or hyperbole as well as undefined technical jargon. Verify dates, names, etc., with the nominee, if necessary.

## 2. Endorsers

Nominators must secure five ACM Members who have agreed to endorse the candidate for Fellow.

Nominators will be contacted after completing the nomination process, with information on how to proceed. This information will include an encrypted url which nominators will forward to their endorsers and which will enable the endorsers to access the endorsement site. After an endorsement is submitted, the endorser will be sent an email from "fellow@acm.org" with an encrypted url to confirm the endorsement. In addition to receiving an email with a link to confirm their endorsement, the endorsers can log in to myACM and follow the "My Fellow Endorsements" link to confirm their endorsement.

**Please Note:** The confirmation of the endorsement is a requirement and must be completed by the deadline. If you do not receive the email, or are not able to confirm through myACM after you submit your endorsement, please contact us at [fellow@acm.org](mailto:fellow@acm.org).

## 3. Verification of Membership

The candidate, the nominator, and the endorsers of the candidate must be Professional Members of ACM at the time of nomination. (Members may not nominate themselves.) The candidate must also have been a Professional Member (not Student) for at least five years immediately preceding the date of submission of nominations. Membership of candidates and endorsers may be verified by contacting ACM

Headquarters, Member Services, at +1-212-626-0500 or [acmhelp@acm.org](mailto:acmhelp@acm.org).

## **E. NOMINATION CRITERIA FOR ACM FELLOW**

### **1. Personal Data**

Obtain member number and verify minimum years of Professional Membership by calling ACM Member Services at +1-212-626-0500, or email [acmhelp@acm.org](mailto:acmhelp@acm.org). Provide the email address (or the ACM email forwarding) of the candidate to start the nomination process.

Fill out the required information, and either submit your nomination, or save it to complete later.

### **2. Summary of Accomplishments (Citation)**

State concisely (15 words or less) the most important technical or professional accomplishment(s) for which the candidate should be recognized. Avoid abbreviations, acronyms (unless explained) or technical jargon which may not be obvious to evaluators. For consistency purposes, wording of final citation (for successful candidates) is at the discretion of the Fellows Committee.

### **3. Education**

Provide degrees (B.S., Ph.D., or equivalent) and accurate name and location of educational institutions.

### **4. Professional Experience**

List employers and position titles starting with the most recent.

### **5. Candidate's Accomplishments**

In approximately 1,000 words (maximum limit), describe the technical and professional accomplishments that place your candidate in the top 1% of ACM Members. Since the data contained in the nomination is the

Fellows Committee's key source of information on the candidate, it is essential that the qualifications be described thoroughly, concisely and objectively, stating the significance of the candidate's accomplishments to the discipline and to society.

- a. Achievements related to information technology may be theoretical or practical, involving innovative system design or applications which benefit society or advance the state of the art. While it may be more difficult to document team or company efforts and the contributions of practitioners because of commercial or governmental restraints on publication, the nominator is obliged to try to induce the nominee's organization to release sufficient information to document these contributions. The nominator should specify the discipline within information technology in which the contribution was made. Indicate innovation, originality and creative aspects of the work and how the candidate's technical leadership resulted in new concepts, products or systems that advanced information technology.
- b. Outstanding service to ACM and the computing community includes projects, innovative programs and leadership roles taken to advance information technology through ACM and other scientific, trade, professional and technical society activities. Include ACM awards and other demonstrated contributions such as educational programs and courses, curriculum development and innovation, textbook publication and acceptance, administrative and teaching excellence which have had a formidable impact on the professional development of individuals in the field. Of special note are activities which may involve risk to maintain or advance the field of information technology and/or the profession. Specify the nature, duration and significance of major efforts.

For both categories above, list the concrete evidence which is in the public domain and to which the Fellows Committee may have access. The evidence may include internal reports, if available, or a description of achievements which can be verified by endorsers and/or the Fellows Committee. It is recommended that no more than ten items of evidence be listed and that the significance of these items be explained. Long recitations of papers are not useful. Examples of evidence and the preferred order and method for listing are given below.

Examples:

- a. Advancement of Information Technology

1. Technical Publications, e.g., books authored or edited; refereed papers in archival journals; papers in conference proceedings; technical reports; published standards (with candidate's role specified); other publications.
2. Technical Presentations, e.g., conference keynote papers; technical papers in proceedings; invited presentations at conferences or internal company meetings; seminars and tutorials given.
3. Technical and Professional Awards, e.g., honors and awards from ACM and other technical societies, government agencies, etc., for technical achievement in information technology or related disciplines.
4. Other Documentation, e.g., patents (state title, date, country of issue, co-inventors and significance); internal reports; products and/or systems and their acceptance.

b. Outstanding Service to ACM and the computing community

List major ACM and other technical society offices held and dates, including committee/board memberships, SIG and Chapter activities, special assignments (reviewer, referee, editor, conference organizer, etc.) List service awards, membership in honor societies, Fellow or comparable grades held in technical societies, educational, government and international awards. Briefly describe the nature of the award. Include published curricula, textbooks, educational awards and recognition of service.

6. Nominator

a. Eligibility

Any Professional Member of ACM except current members of the Fellows Committee may nominate a candidate for ACM Fellow.

b. Multiple Nominations

The maximum number of nominations per individual is two.

7. Endorsements

a. Confirming Endorsements

The nominator must personally make sure that the endorsers are familiar enough with the candidate's work, and that they are willing, to serve as endorsers for the candidate. To avoid weak endorsements, nominators should be confident that the endorser will comply and submit an endorsement that will strengthen the case for the candidate. Please note, for the "Comments" field substantial reliance is placed by the Fellows Committee on the endorsers' statements. The word limit for this field is 400.

b. Eligibility

Any professional member of ACM, except current members of the Fellows Committee, may endorse a candidate for ACM Fellow.

Five ACM Professional Members must endorse the nomination in order for a candidate to be considered for Fellow. Endorsers must be qualified to judge the candidate's contributions.

c. Endorsers from Same Organization

Whenever possible, endorsers should be solicited from outside the nominee's company or organization in order to reduce the probability of partiality in evaluations. However, it is recognized that for some candidates the major contributions have been within his/her organization and in these cases endorsers from the organization are the key and perhaps sole sources of reliable information, particularly in group efforts. In such cases the uniqueness of the candidate's contribution should be emphasized.

d. Access to Nomination Information

Nominators will provide endorsers with the information necessary to access the nomination. It is important for endorsers to support the candidate in their own words and from their own sources of information.

Please emphasize and remind the endorsers of the deadline date of **06-SEP-2011** since that deadline is final.

e. Multiple Endorsements

The maximum number of endorsements per endorser is four. (Endorsement ranking for multiple endorsements is no longer a requirement.)

## **F. RESUBMISSION OF NOMINATIONS**

In those instances where a nominee is not accepted in a given year, the nominator will be notified. Reconsideration of the nomination the following year is permitted but is not automatic. If a nominee fails of acceptance two years in a row, the nominator would need to skip two years before applying again.

An updated Nomination submission using the Advanced Member Category Submission System for Fellow ([online](#)) is the only requirement for resubmission. However, previous endorsements are given less weight by the Committee than new ones (possibly from the same people) and some of the Endorsers' memberships might have lapsed, so it is advisable to submit new or updated Endorsements as well. Endorsements are retained at ACM Headquarters for two years.