

SAB Procedure: Computer Society Awards for Standardization Activities

Revised: 2 June 2003 – JWM, based on direction from the CS Awards Committee, 9 May 2003

This procedure describes the processing of Computer Society awards for many of the activities falling under the jurisdiction of the Standards Activity Board. Because many of these activities can be grouped into easily recognizable categories, responsibility for executing certain awards is delegated to designated individuals. In each case a designated individual recognizes the situation and nominates the award, a second designated individual approves the award, and staff executes the award. In some cases, endorsement by a third person is required. Recognition for activities not falling within these categories should be pursued through the procedures of the Awards Committee.

The first column, "Award Situation," summarizes the categories of activities covered by this procedure. The column "Nomination Responsibility" prescribes the individual responsible for initiating the award nomination. The column "Endorsement Required" indicates whether endorsement from another person is required; in some cases, a specific individual is designated. The column "Approval Responsibility" prescribes the individual responsible for approving an award using this procedure.

The column "Appropriate Award" prescribes the award appropriate to the situation. The column "Default Citation" prescribes the citation to be used on the award except for situations where the nominator and the approver agree on alternative wording. The column "Creditable Activity" indicates whether the service recognized by the award is creditable for Meritorious Service and Distinguished Service Award certificates.

The procedure is as follows:

1. The nominator is responsible for recognizing and selecting the appropriate award situation. The nominator gathers any endorsement required. The nominator forwards the nomination to the approver.
2. The approver certifies that the appropriate award situation has been selected. For Outstanding Contribution Award certificates, the approver must gain the concurrence of the Awards Committee member delegated responsibility for standards-related awards. The approver forwards the nomination to staff. The approver should also indicate the manner in which presentation of the award will be accomplished.
3. Staff prepares the certificate using the default citation. The nominator and the approver may choose alternative language for the citation. The alternative language should describe a level of service and recognition comparable to that of the default citation.

4. If the service counts as a "creditable," then staff appropriately records the activity for application to the term service awards.
5. The SAB awards chair administratively converts "Certificate of Appreciation" nominations to "Continuing Service" awards upon the accumulation of three consecutive years of creditable service. No other approval is needed for this.
6. The *Meritorious Service* and *Distinguished Service Award certificates* recognize longevity of service in creditable activities. The SAB Awards Chair should regularly develop a list of individuals serving in creditable activities for the prescribed periods of time and forward the list for consideration to the CS VP for Standards Activities and related sponsor chair(s). Both awards require the approval of the VP for Standards Activities of the Computer Society and the Awards Committee.

Award Situation Number	Eligibility	Nomination Responsibility	Endorsement Required	Approval Responsibility	Appropriate Award	Default Citation	"Creditable" activity
1	All participation in a standards project, except as otherwise noted below. (This certificate will be presented in a folder rather than a plaque.)	WG Chair	None	Sponsor Chair	Certificate of Appreciation signed by the Sponsor Chair	For contribution to the development of IEEE Std <number>	No
2	Appointed or elected officer (e.g. project editor, ballot reviewer, secretary, sub-group chair, etc) of a Working Group which has completed a standards project, except as otherwise noted below	WG Chair	None	Sponsor Chair	Certificate of Appreciation signed by the CS VP of Standards	For leadership in the development of IEEE Std <number>	Yes
3	Appointed or elected officer (e.g. project editor, ballot reviewer, secretary, sub-group chair, etc.) of a Working Group which has completed a standards project, and who has performed at a level of commitment and effort similar to that of the WG Chair	WG Chair	Sponsor Chair	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding technical and leadership contributions as the project editor of IEEE Std <number>	Yes

4	Chair of a Working Group that successfully completes a standard	Sponsor Chair	Yes	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding technical and leadership contributions as the chair of the working group developing IEEE Std <number>	Yes
5	Appointed or elected officer of a sponsor diligently discharging duties for a year or more, except as noted below	Sponsor Chair	No	CS VP of Standards	Certificate of Appreciation signed by the CS VP of Standards	For leadership in <sponsor> as <position>	Yes
6	Appointed or elected officer of a sponsor providing a significant contribution	Sponsor Chair	Yes	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding contribution to <sponsor> in <whatever>	Yes
7	Author of a standards book endorsed by a sponsor	Sponsor Chair	Yes	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding contribution to <sponsor> in writing <whatever>	Yes
8	Chair of a Sponsor completing a term of office and gaining approval of one or more standards during that term of office	Any member of SAB other than the VP of Standards or the award recipient	Yes	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding leadership as chair of <sponsor>	Yes
9	Individual actively serving as a member of the Standards Activity Board	Any member of SAB other than the VP of Standards or the award recipient	No	CS VP of Standards	Certificate of Appreciation signed by the CS VP of Standards	For service as a member of the Standards Activity Board during <year(s)>	Yes

10	Individual serving as an officer or committee chair of the Standards Activity Board, and making a significant contribution	Any member of SAB other than the VP of Standards or the award recipient	Yes	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding leadership contributions to the Standards Activity Board during <year>	Yes
11	Individual actively serving as a member of the IEEE-SA Board of Governors, the IEEE-SA Standards Board, or one of its committees	Any member of SAB other than the VP of Standards or the award recipient	No	CS VP of Standards	Certificate of Appreciation signed by the CS VP of Standards	For service as a member of the IEEE-SA <board or committee name>, <year(s)>	Yes
12	Individual serving as an Officer or Committee Chair of the IEEE-SA Board of Governors or the IEEE-SA Standards Board, and making a significant contribution	Any member of SAB other than the VP of Standards or the award recipient	Yes	CS VP of Standards	Outstanding Contribution Award certificate	For outstanding contributions to the IEEE-SA <board or committee name>, <year(s)>	Yes
13	Other situations	Follow normal awards process. See http://computer.org/awards/					
14	Meritorious and significant service to any Society-sponsored activity. (Qualification is enhanced by the level and number of contributions, excellence, dedication and tenure of service.)	Follow normal awards process. See http://computer.org/awards/			Meritorious Service Award certificate		
15	Long and distinguished service to the Computer Society at a level of dedication and achievement rarely demonstrated.	Follow normal awards process. See http://computer.org/awards/			Distinguished Service Award certificate		

16	Recognition of outstanding skills and dedication to diplomacy, team facilitation and joint achievement in areas of the computer industry where individual aspirations, corporate, and organizational rivalry could otherwise be counter to the common good	Contact Awards Committee chair for Hans Karlsson Award	Hans Karlsson Award		
----	--	--	---------------------	--	--

Note: The term “significant contribution,” is typically interpreted as diligent work over a period of time resulting in a tangible accomplishment of significance to the standards program, the SAB, IEEE-SA or the Computer Society. Consult with the SAB Awards Chair; the SAB Awards Chair will maintain a list of the types of contributions deemed as significant in the past.