

ASEE Awards Policy Committee
Criteria for Award Proposals by Units of ASEE

A. Purpose of the Award

What is the specific purpose of the award (e.g. to improve the quality of papers presented at the meeting through a competitive paper evaluation process)?

If the award is named after a person, describe who and why?

What is the specific field of engineering or technology that is applicable to the award?

What is the desired outcome for establishing the award?

What is the longevity of the award?

B. Description of Award

What will the award consist of (e.g. plaque, certificate, trophy, cash award, etc.)?

If it includes a cash award, state the exact amount in dollars.

Indicate the annual source of funds (e.g. BASS account, endowment fund, private sources, etc.) to support the award. Even a plaque and certificate will cost some money.

C. Criteria and Qualifications for Award

What will be the published judging criteria for selecting the award winner?

What are the desired traits or qualifications of a successful nomination?

Are there any restrictions regarding those who are eligible for the award?

D. Nomination and Selection Process

How will nominations be sought? Are self-nominations allowed?

How will the selection committee be formed? Who will serve and who will Chair the committee?

Normal expectations are that selection committee members are not eligible for the award on the year(s) they serve. If this is not the case, then state the alternative policy.

What provisions are needed for a committee member to recuse themselves, due to conflicts of interest (such as close relationship to a nominee)?

What is the timeframe for the award process? Is it an annual award?

E. Presentation of Award

When/where will the award be presented? (e.g. Business meeting of the unit at the Annual ASEE Conference).

Does the winner need to be present to accept the award?

If it is a paper award, please clarify whether it is the written paper or oral presentation, or both, that will be the main determinant for selection.

F. Award Modification Policy

What provisions exist for future modifications to the award and the selection process to determine the recipient?

How will a vote be conducted to change the policies (e.g. majority vote by email or majority vote at annual Business meeting of the unit)?

G. Approval Procedure (ASEE stated policy)

All ASEE awards must be approved by the ASEE Awards Policy Committee and the ASEE Board of Directors. Any division, section, zone, committee, or council wishing to implement an award shall prepare a proposal detailing the selection process and proposed award. The venue for presenting the award should be included in the proposal. If there is a monetary component to the award, the annual source for funding must also be included. The proposal shall be submitted through the appropriate PIC, Zone, or Council Chair for presentation to the Board of Directors.