

NSPE Distinguished Service Award Guidelines

This award recognizes an NSPE Licensed Member for exceptional contributions to the Engineering Profession, to one's community, and specifically to NSPE.

Nomination Process/Method of Selection

The candidate must either be submitted by a State society of which the nominee is a member or by any member in good standing who is an At-Large Member.

Subordinate entities of NSPE (e.g. Interest Groups, Committees, Task Forces, etc.) or affiliated entities Education Foundation, Engineers Week Foundation, etc.) are encouraged to promulgate nominations of qualified candidates.

Current officers and directors of NSPE are not eligible for nomination.

The NSPE Honor Awards Committee makes the selection of the recipient based on the following criteria:

- **Memberships in professional, technical, and other organizations other than NSPE**
- **Service to NSPE at all levels**
- **Service to the Engineering Profession in professional and technical associations, including offices held, significant achievements, areas of expertise acknowledged by colleagues in the profession, and other pertinent information**
- **Service to the community and humanitarian activities, including key positions held, significant achievements for the public welfare, and other pertinent information**
- **Honors, awards, and other laudatory recognition from any source pertaining to service to the Engineering Profession**

Criteria and requirements are detailed on the following pages.

Nomination Format

Complete nomination packets shall not exceed 13 8-1/2" by 11" pages (this includes the attached Nomination Form as the cover page with nominee's signature). This form and all accompanying sheets – except for supporting documentation -- shall be typed in 11-point Arial font. Supporting pages shall identify to which of the five criteria categories each applies. Lastly, please provide a statement of 500 words or less, which is suitable to be used as a press release that provides an overview of the nominee's achievements and summarizes why the nominee is deserving of this award. Provide at least two media outlets to which this statement should be sent if the nominee is selected for this award.

Deadline and Submission

Nomination packets must be e-mailed no later than January 31 to awards@nspe.org in the year for which the nomination applies. Nominations will not be carried forward to a subsequent year.

Award Presentation

The award will be presented at the NSPE PECON (usually conducted in July).

NSPE Distinguished Service Award

Criteria

Minimum Requirements

The nominee must be a licensed PE in one of the jurisdictions of the 53 NSPE-affiliated State Societies.

The nominee must be a NSPE Licensed Member in good standing.

For all nominees, except NSPE At-Large Members, the nomination package must include an endorsement from a state society in which the nominee holds membership. For an At-Large Member the nomination package must include an endorsement from either an NSPE Fellow Member or a prior recipient of the Distinguished Service Award who is a NSPE member, either of whom reside in the same state in which the nominee resides.

In addition to the above endorsements, the nomination package must include two other endorsements from two jurisdictions other than the one of the NSPE-affiliated State Society in which the nominee resides from any combination of the following: state society(ies), Fellow Member(s), and/or prior recipient(s) of the Distinguished Service Award who is (are) NSPE member(s).

Each sheet containing these endorsements shall count as a part of the 13-page limitation.

Evaluation Criteria

The Honor Awards Committee members will evaluate the nominee based on the five criteria categories and score each with a maximum amount of points based on the following table.

<u>Criteria Category</u>	<u>Maximum Points</u>
Memberships in professional, technical, and other organizations other than NSPE	15
Service to NSPE at the National, State, and local levels	25
Service to the Engineering Profession	25
Service to the community and humanitarian activities	20
Honors, awards, and other laudatory recognition from any source	15
Total for all categories	100

Nomination Form
NSPE Distinguished Service Award

Please Type

Candidate: _____ Signature: _____

E-Mail Address: _____

Home Address: Street _____

City, State, Zip _____

Business Address: Name _____

Street _____

City, State, Zip _____

Licensure Status:

(only one registration needed)

State

License Number

NSPE Affiliation (optional): _____

Member # State Society Chapter (if applicable)

Please submit the application and all necessary materials by Jan. 31 to awards@nspe.org and make sure the following is included:

- 1. Completed nomination form***
- 2. 500 Word Summary***
- 3. (3) Endorsement letters (see requirements)***

Information for an individual Nominator (if not being nominated by a State Society)

Name: _____ Member # _____

Signature: _____ Nominating State Society: _____

S/S Authorized Representative: _____

Name & Title

Telephone: _____ E-Mail Address: _____ Date: _____

NSPE Distinguished Service Award
Basis for Nomination

Multiple pages per category are permitted. Please feel free to attach supporting documentation separately.

A. Memberships in professional, technical, and other organizations other than NSPE

This category should include current memberships and achievements in any non-technical organizations (e.g. SWE, NSBE, SHPE, etc.) at the national, state, and local levels; technical organizations (e.g. ASCE, ASME, IEEE, etc.) at the national, state, and local levels; and other organizations in which the nominee's activities related to engineering.

B. Activities in NSPE at the National, State, and local levels

This category should include all positions held by the nominee in the NSPE hierarchy and achievements that contributed to the betterment of the organization. Accomplishments that benefited other stakeholders should be discussed in the next criteria category.

C. Service to the Engineering Profession

As the category with the highest scoring weight, the submission on behalf of the candidate should be as thorough as possible in presenting justification for the nominee's worthiness.

Although the award is designated for service, the nominee's noteworthy technical achievements will be considered in comparison with other nominees.

Service to the profession will be evaluated on the basis of a broad range of achievements that (1) have advanced the reputation of the Engineering Profession with stakeholders outside the Profession, e.g. the Public, governmental entities, and the educational community, (2) have facilitated improved performance of organizations that support the advancement of the Engineering Profession; and (3) that made the Engineering Profession a more desirable career path for aspiring students. Specific examples will enhance the evaluators' appreciation of the nominee's worthiness.

D. Service to the community and humanitarian activities

This category includes a wide range of organizational activities, including service organizations, scouting, governmental service, religious organizations, and other groups intended to assist people and/or improve quality of life. Include affiliations, positions held, and notable achievements with explanation of each's significance in the particular activity, etc.

E. Honors, awards, and other laudatory recognition from any source

Recognition from any source that acknowledges the achievements of the nominee should be included in conjunction with emphasis on service to the Engineering Profession. Particular emphasis will be accorded such recognition on the international or national level. The reputation of the source of the honor will also be considered.