

IEOM Academy of Fellows Operations Manual

Version 1

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Industrial Engineering and Operations Management Society International

A 501(c)(3) Nonprofit Corporation

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Introduction

The membership in the Industrial Engineering and Operation Management (IEOM) Academy of Fellows signifies and recognizes individual from academia and industry who have demonstrated their deep dedication to industrial engineering and operations management profession and distinguished themselves by conducting theoretical and applied and research and successfully implementing proven industrial engineering and operations managements concepts to further improve the productivity of manufacturing and service industries and create jobs and career opportunities for betterment of mankind.

The IEOM Academy of Fellows has been established in 2017 to recognize outstanding leaders and innovators in the profession. The Fellow distinction is the highest level of membership created by the IEOM Board of Directors to recognize the academic and industry leaders for their original contribution to the profession both nationally and globally.

The designation of the Fellow is a life time recognition bestowed upon an individual and will be only taken away by the Board of Directors after review and official voting if a member becomes indicted as a result of investigation for financial wrong doing or criminal acts.

Responsibilities of the IEOM Academy of Fellows

The IEOM Fellows are distinguished member of the IEOM Society who are selected to hold the privileged title of Fellow for their past proven achievements. The members shall uphold the highest standards of ethics and professionalism and their conducts must truly display and align with the membership designation they hold. Members of the IEOM Academy of Fellows represent their profession and the IEOM Society. The members of the IEOM Academy of Fellows are expected to provide advice to the IEOM Board of Directors and use their professional experience and skills to promote industrial engineering and operations management both nationally and globally. The members of the IEOM Academy of Fellows are expected to propose and lead strategic objectives which could result in increasing membership and recognition of organization and its members worldwide.

Members of the IEOM Academy of Fellows Leadership

The IEOM Academy of Fellows leadership team members are responsible to organize the annual meeting of the Academy and communicate with its membership on a periodic basis. The IEOM Academy of Fellows leadership team includes a chair, chair elect, and scribe. Members of the IEOM Academy of Fellows Leadership

- a. The Chair of the IEOM Academy of Fellows is the elected leader. The chair is initially elected as Academy's Scribe and progresses to the position of the Chair-Elect and ultimately, Chair of the Academy of Fellows. The Chair of the Academy of Fellows responsibilities include:
 - i) Plan and organize the annual meeting of the IEOM Academy of Fellows in close collaboration with the Conference Organizing Committee
 - ii) Select and invite the IEOM Academy of Fellows Screening Committee Members
 - iii) Convene and Chair teleconferences or in-person meetings for evaluating and selecting the IEOM Fellow nominees
 - iv) Reporting selected nominees to the IEOM Society Board Members for their approval
 - v) Informing the selected nominees and those not selected of the outcomes of the screening process
 - vi) Joining the Conference Chair in recognizing the newly selected fellows at IEOM annual conferences
 - vii) Handle inquires regarding the nomination packages in consultation with the IEOM Society's President

- b) The Chair-elect of the IEOM Academy of Fellows acts on behalf of the Chair in the event of his/her unavailability or incapacity. The Chair-elect progresses from the position of Scribe. The Chair-elect responsibilities include
 - i) Assisting the Chair in planning the Annual meeting of the IEOM Academy of Fellows
 - ii) Taking part in the IEOM Academy of Fellows Screening Committee
 - iii) Assisting the Chair in handling inquiries regarding the nomination packages
 - iv) Assisting the Chair in leading special projects invited by the Academy of Fellows

- c) The position of the Scribe in the IEOM Academy of the Fellows is the first elected position in the Academy Leadership team. The Scribe is elected annually from the IEOM Fellow Members in attendance at the Academy of Fellows annual meeting. The Chair of the IEOM Academy of Fellows informs all fellows of this opportunity at least two months prior to the annual meeting and solicit nominations. Self-nomination is allowed. All nominees must submit a short biographical sketch summarizing their credential and experience to the Chair prior to the conference. The Chair with the Assistance of the Chair-elect will circulate received biographical sketches and each candidates will be given a few minutes to introduce themselves to the Fellow attendees. Elections are conducted by the written ballots when more than one candidate express interest in the Scribe position. The IEOM Academy of Fellow's scribe position is a three year commitment to the leadership team. The responsibilities of elected Scribe include
 - i) Records minutes of the meeting and posting it on the Society's website

- ii) Assist the Chair and Chair Elect of the Academy in the planning of the annual meeting
- iii) Take part in the Screening Committee to evaluate and recommend new IEOM Fellows
- iv) Leading and taking part in some action items developed by the Academy

Nomination Process to Become an IEOM Fellow

The criteria to become an IEOM Fellow are developed by the members of the Academy of Fellows and approved by the Society Board of Directors. The criteria is intended to be revisited periodically and revised should the IEOM mission or its membership structures are changed.

An IEOM Academy of Fellows nominee

- i) Must be at least 40 years old
- ii) Must be a member of the IEOM Society for a minimum of 5 consecutive years
- iii) Nomination for a member to become an IEOM Fellow must be made by an existing IEOM Fellow.

Application and Nomination Process and Deadlines

The nominator must complete the nomination form and send it electronically along with the nomination letter and two letters of endorsement in support of nomination. The completed nomination form, nominator's letter and two endorsement letters shall not exceed 8 pages. Font size must be 11, however, font type is optional.

- v) A short resume not exceeding 8 pages must be included in the nomination package.
- vi) The nomination package must be postmarked or sent electronically to the attention of the Chair of the IEOM Academy of Fellows by 1 November (electronic submission is highly encouraged).
- vii) By 15 January the Screening Committee makes its recommendation to the IEOM Board of Directors for their review and approval.
- viii) By 1 February, the candidates will be informed by the Chair of the IEOM Academy of Fellows of the review outcomes.
- ix) It is expected the recommended candidates to attend the conference and appear in person to be at the conference reception.

To summarize the above stated requirements, the nomination package must include

- i) A completed nomination form

- ii) A letter of nomination not exceeding two pages submitted by a nominator who is already an IEOM Fellow at the time of submission of the letter
- iii) Two letters of endorsement (maximum of a two page per letter) in support of nomination
- iv) A short resume not exceeding 8 pages

IEOM Academy of Fellows Nomination Evaluation

The IEOM Academy of Fellows nominees' evaluation is conducted annually by a screening committee. The members of this screening committee include

- Chair of the IEOM Academy of Fellows
- Chair IEOM Academy of Fellows
- Scribe of the IEOM Academy of Fellows
- Four invited IEOM Fellows in consultation with the IEOM Society's President

Members of the Screening Committee shall be invited by the Chair of the IEOM Academy of Fellows by 1 August. All members of the Screening Committees including the Chair, Chair Elect and Scribe shall not nominate or provide endorsing letter on behalf of a candidate. Members of the IEOM Board of Directors are eligible to be nominate for the fellow designation upon completion of their appointment on the Board. Nominees for the IEOM Academic of Fellows must have excelled in

- Leadership
 - The nomination must clearly identify the leadership skills demonstrated and their impacts on organizations the candidate has been affiliated with. It is highly recommended that impacts are quantified and how the candidate's co-workers and organization have benefitted from the person's leadership.
- Innovation in the theory and practice of Industrial Engineering and Operations Management
 - The nomination must clearly show what technical innovations have been developed and introduced by the candidate and how the discipline benefited from them. As part of this criterion, the nomination letter can list books, monograph, journal papers written or conference presentations made by the candidate. If the candidate is a practitioner and is known in the IEOM discipline, to what extent this practice innovations are utilized by others nationally and globally.

- Service to the IEOM Society
 - If the candidate has been a frequent attendee and contributor to the IEOM annual conferences to what extent the volunteered services haven officered. If the candidate offered workshops at previous conferences how successful these workshop have been perceived by the attendees.

Policy on Number of Nominees to be selected

No more than 15 nominees or 5 percent of total number of members (as of 31 December of the previous calendar year) are annually selected to receive the IEOM Academy of Fellows designation. Request to increase the above referenced number must be submitted by the chair of the Screening Committee to the IEOM Society Chair for presentation to the Board of Directors prior to the 1 January. In addition, any increase in the above referenced number requires the support of a minimum of 60% of the Fellows casting votes.

Announcement of the New Class of the IEOM Academy of Fellows

Upon the approval of the IEOM Society's Board of Directors, the Chair of the Academy of Fellows inform candidates selected to be honored as Fellows in writing by 1 February. All honorees are encouraged to attend the annual meeting to formally receive their award certificates from the Society's President.

Conflict of Interest

Members of the IEOM Academy of Fellows Screening Committee are expected to be impartial and objective. The conflict of interest is defined as any situation in which the votes casted by members of the Screening Committee could substantially and directly affect that person's professional and personal interests. Members of the Screening Committee shall be recused of cast votes for co-workers nominated for the IEOM Academy of Fellows from their institutions or companies. No comments either oral or in writing can be circulated among the members without the prior knowledge of the IEOM Chair of Academy of Fellows.

Fellow Publicity

Newly elected fellows names are included in the annual conference brochure of the year they are honored. Any additional publicity of the elected fellows are at the discretion of the IEOM Board of Directors.