

## **ASEE Award policies**

### **7.0 ESTABLISHING AN AWARD**

Subject to approval by the Awards Policy Committee and the Board of Directors, any Society unit (Council, Division, Section, Society Standing Committee, and Constituent Committee) may establish awards. Awards may be directed specifically to any discipline or activity in support of engineering education.

### **7.1 PROPOSALS**

The basis for an award may be significant contributions in the area of administration, teaching, research, public service, etc. In the area of administration, the awards may be made to deans, department heads, or directors for outstanding administrative achievement and leadership for teaching. Recognition may be given for the development of skills in communications, counseling, authorship, etc. Researchers may be rewarded for new discoveries, significant publications, development of graduate students, etc. The basis for each award should be sufficiently broad and clearly designed so that an appropriate number of potential candidates will be available for consideration. It is intended that awards be conferred on an annual basis.

Proposals for establishing new ASEE awards must be submitted to the Awards Policy Committee through the Manager, Administrative Services, who will provide guidance and answer any questions the representatives of the sponsoring Society units may have. Proposals must contain at least the following essential information:

Biographical information on and possibly a photograph of the person for whom the award is being named. (If being named for a company or other organization, a thorough description of that organization is to be included.)

- The amount of award stipends and a description of other proposed award mementos
- Initial endowment and/or source of funds to support the award and its associated administrative costs
- Purpose of or basis for the award
- Qualifications and eligibility requirements for candidates
- Nomination and renomination procedures
- Special nomination instructions (especially if there are exceptions to the nomination cover sheet instructions in the Awards Nomination Booklet)
- Principles of appointment and succession of the Award Selection Committee
- Event and/or meeting at which the award will be presented

*The following guidelines approved by the ASEE Board of Directors, was prepared by a special committee composed of several members of the ASEE Awards Policy Committee and PIC Chairs to provide a uniform standard for creating new awards of this category.*

## **Guideline for Developing Best Paper Awards for ASEE Divisions/Councils**

### **1. Purpose:**

To recognize outstanding contributions in the field of engineering education with a particular focus specified by the Division. The awarding of recognition for outstanding papers has the potential to provide a better overall quality in papers and to strengthen the peer review process.

### **2. Process:**

Must be peer reviewed with the recommendation for consideration as an outstanding or "best paper" coming from a reviewer or review coordinator involved in the normal Division review process. Self-recommendations or nominations are not appropriate or permitted.

### **3. Qualifications and Eligibility:**

A set of qualifications for nomination as a best paper must be included in the proposal to establish an award. Any restrictions regarding those eligible for the award must also be included.

### **4. Selection:**

A selection process is required that will ensure that the selection is impartial. Candidates for the award may not be involved in the selection process.

### **5. Approval Procedure:**

All Outstanding Paper Awards must be approved by the ASEE Awards Policy Committee and recommended to the ASEE Board of Directors. Any division wishing to implement an outstanding paper award shall prepare a proposal detailing the selection process and proposed award. The proposal shall be submitted by the appropriate PIC Chair, to the ASEE Awards Policy Committee for recommendation to the Board of Directors.