



ASEE Industrial Engineering Division

Supplements to Bylaws of the Industrial Engineering Division

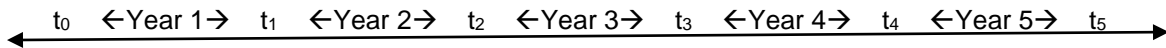
ASEE Industrial Engineering Division

Officer Descriptions

Supplement A to IED Bylaws

## Officers Responsibilities

The officer rotation is a five year commitment beginning with the election to secretary/treasurer. The timeline below represents the annual conferences as  $t_x$  beginning with  $t_0$  and ending with  $t_5$ . During the year in-between annual conferences, responsibilities continue and meetings are generally held via teleconference as needed.



Office	Responsibility	Important Dates and Events
<b>Rotating Officer Positions:</b>		
Annual Conference $t_0$ (1) Attend IED Business Meeting (2) Succeed in election to become Secretary/Treasurer (3) Meet officers and exchange contact information		
<b>Secretary/Treasurer</b>	- Present account balances to the membership at the business meeting. - Pay bills in a timely manner for reimbursement of awards, meals or other division expenses - Bring copies of minutes from previous year to the annual conference business meeting.	The officer rotation officially begins as Secretary/Treasurer upon election at $t_0$ . Year 1 is spent reviewing division bylaws, operating manual and website. Minutes from $t_0$ are received from the previous secretary/treasurer and distributed during the annual meeting at $t_1$ . Minutes are taken during the meeting of $t_1$ and passed on to the newly elected officer.
Annual Conference $t_1$ (1) Attend IED Business Meeting a. Pass out minutes from $t_0$ , b. Prepare and present account balances. c. Take minutes of $t_1$ meeting, (2)		
<b>Assistant Program Chair</b>	- Assist the Program Chair in any way possible. - Arrange for refreshments at 7:00 sessions and business lunch - Ensure communication with EMD and EED and other divisions with similar interests	Assistant Program Chair spends Year 2 assisting the Program Chair including sending out the Call for Papers to ASEE general office for $t_2$ .
Annual Conference $t_2$ (1) Arrange for refreshments at any/all 7:00am IED sessions (2) Arrange for lunch at Business Meeting (3) Attend conference session for Program Chairs to prepare for upcoming year (4) Attend IED Business Meeting (5) Prepare and send "Call for Papers" to ASEE General Office for $t_2$ Also send copies to all other board members		

<p><b>Program Chair</b></p> <p>Note: This position requires a great deal of responsibility and may require mentoring by a past officer or current Board Member.</p>	<ul style="list-style-type: none"> <li>- Solicit and assign reviewers</li> <li>- Receive abstracts/papers and answer questions from authors</li> <li>- Estimate number of sessions needed for annual conference</li> <li>- Work with other divisions to assign time slots for sessions</li> <li>- Accept/reject abstracts/papers</li> <li>- Organize accepted papers into sessions for annual conference.</li> <li>- Assign moderators to each session in the conference</li> <li>- Work with EMD, EED and other similar divisions for collaboration opportunities, including social banquet</li> </ul>	<ul style="list-style-type: none"> <li>- Attend meeting at conference for Program Chairs during t<sub>2</sub>.</li> <li>- Submit "call for papers" shortly (within about one week) after the annual conference.</li> <li>- Meet all deadlines outlined in the ASEE Program Chair Guidelines document</li> <li>- Attend conference session for program chairs</li> <li>- Attend PIC Board Meeting on Sunday of Annual Conference</li> </ul>
<p>Annual Conference t<sub>3</sub></p> <ol style="list-style-type: none"> <li>(1) Attend as many IED sessions as possible to ensure moderators and presenters are in attendance</li> <li>(2) Attend IED Business Meeting <ol style="list-style-type: none"> <li>a. Report on attendance at sessions</li> <li>b. Report on submittal and acceptance of abstracts and papers</li> </ol> </li> <li>(3) Attend PIC I Board Meeting on Sunday prior to Annual Conference</li> </ol>		
<p><b>Division Chair</b></p>	<ul style="list-style-type: none"> <li>- Prepare agenda and run business meeting.</li> <li>- Arrange for teleconference meetings throughout the year as needed.</li> <li>- Arrange for executive officer meeting at the annual conference prior to business meeting.</li> <li>- Turn in Unit Report Leaders to ASEE National with new officers</li> <li>- Work to increase membership by requesting membership roster to: welcome new members, contact inactive members, contact previous members or those requesting cancellation of membership</li> </ul>	<p>Attend PIC Board Meeting on Sunday of Annual Conference</p>
<p>Annual Conference t<sub>4</sub></p> <ol style="list-style-type: none"> <li>(1) Attend PIC I Board Meeting on Sunday prior to Annual Conference</li> <li>(2) Create agenda and chair IED Business Meeting <ol style="list-style-type: none"> <li>a. Elect new secretary/treasurer to begin officer rotation</li> <li>b. Fill any vacated officer positions with an election</li> <li>c. Turn in Unit Report Leaders to ASEE National with new officers</li> </ol> </li> <li>(3) Attend EED, EMD and related Business Meetings</li> </ol>		
<p><b>Past Division Chair</b> (Awards Chair)</p>	<ul style="list-style-type: none"> <li>- Establish a committee (three officers and/or directors) to review potential awards and recuse any nominees from the committee</li> </ul>	<ul style="list-style-type: none"> <li>- Form awards committee</li> <li>- Purchase plaques</li> <li>- Review and revise bylaws, operating procedures, policies and procedures as needed for proposal to membership in t<sub>5</sub></li> </ul>
<p>Annual Conference t<sub>5</sub></p> <ol style="list-style-type: none"> <li>(1) Present awards at annual social dinner</li> <li>(2) Attend IED Business Meeting <ol style="list-style-type: none"> <li>a. Present award recipients for minutes</li> <li>b. Present any bylaw revisions to membership</li> </ol> </li> </ol>		

c. Consider joining the Board of Directors

Non-Rotating Officer Positions:		
<b>Newsletter Editor</b>	<ul style="list-style-type: none"> <li>- Maintain communication with division throughout year via newsletter.</li> <li>- Solicit newsletter items from executive officers</li> <li>- Encourage paper submission and division participation</li> </ul>	
<b>Website Developer</b>	<ul style="list-style-type: none"> <li>- Maintain division website</li> <li>- Update officers on website</li> </ul>	
<p><b>Board of Directors</b></p> <p>Four past officers shall be available to serve as institutional memory and assist new officers in their duties. In addition, the current PIC chair will serve as an ex-officio member of the Board of Directors. Board members will serve for two years with two elected in even years and two elected in odd years. They may be re-elected as long as willing to serve in this capacity. In the first year of board formation, two members will be elected for a three year term. Vacancies may be filled as needed and appointed by the Division Chair.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>- Attend EED and EMD and other related divisions business meetings at conference</li> <li>- Work with officers, especially the new Program Chair</li> <li>- Act as liaison to other divisions with similar interests to reduce conflicts in session scheduling</li> <li>- Register as a member of liaison divisions for consistent communication</li> <li>- Work with membership and publicity officers to seek out new members and increase interest in division</li> <li>- Act as historian for division</li> <li>- Work with previous Awards Chair for current awardees and with standing committee for updates to awards</li> <li>- Serve as nominating committee for award recipients</li> </ul>		

ASEE Industrial Engineering Division  
Awards Descriptions  
Supplement B to IED Bylaws

Industrial Engineering Division - ASEE  
*IE Division Best Paper Award*

Approved by the IE Division Business Meeting on June 23, 1999, June 20, 2000  
Submitted for approval June 23, 1999, June 20 and September 22, 2000  
Approved by ASEE Board of Directors on November 17, 2000  
Revised June 23, 2004  
Revised June 26, 2010 at IED Annual Business Meeting  
Minor revision November 9, 2010 by ASEE Awards Policy Committee: in Part III of  
the criteria, the words "when the budget allows" be struck from the proposed change.

- I. The title of the award shall be “Industrial Engineering Division Best Paper Award.”
- II. Purpose of the Award  
The purpose of the award is to encourage and recognize industrial engineering educators for the preparation and presentation of outstanding papers at sessions sponsored by the IE Division during the ASEE Annual Conference.
- III. Amount of the Award  
The award includes a plaque of recognition for first place, and a letter of recognition for second place (runner-up) when appropriate. There is an honorarium monetary award of \$250 for the first author of the winning paper.
- IV. Source of Funding  
The funds required to implement the award (plaque of recognition) shall be taken first from the IE Division Operating account if available and second from the IE Division BASS account.
- V. Qualifications and Eligibility Requirements  
To be eligible, papers should be presented at sessions sponsored by the IE Division and be accepted for publication in the conference proceedings. Selection among individual or team nominees will be primarily based upon the quality of the written paper and its relevance to IE education.
- VI. Nominations  
Announcement of the award competition will be included in the call for papers for the IE Division. Papers eligible for this award must be peer reviewed and recommendations for consideration be submitted by reviewers or review coordinator (Program Chair).
- VII. Principles for Appointment and Succession of the Awards Selection Committee  
The Award Selection Committee shall be composed by the immediate past chair of the Division, the Chair of the Division, the Program Chair of the Division, and the most recent award winner (if available).

VIII. Special Nomination Instructions

The Award Selection Committee will select an award winner and a runner-up following the peer review process and all paper presentations at the annual conference. In the event that the IE Division nominee shall receive the PIC I Award, the runner-up would be selected for the IE Best Paper Award.

IX. Award Presentation

The winner will be notified in writing after the conference and the official award will be made during the Joint IE, ECON, EMD dinner at the following ASEE Conference.

X. Modification Process

Modification of this requires either an email vote on the modifications by the entire membership of the Division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and approval by the ASEE Awards Policy Committee and the Board of Directors.



Industrial Engineering Division - ASEE  
*New IE Educator Outstanding Paper Award*

Approved by the IE Division Meeting on June 23, 1999, June 20, 2000  
Submitted for approval on June 23, 1999, June 20 and September 22, 2000  
Approved by ASEE Board of Directors on November 17, 2000  
Revised June 23, 2004, Revised June 23, 2010

- I. The title of the award shall be “New Industrial Engineering Educator Outstanding Paper Award.”
- II. Purpose of the Award  
The purpose of the award is to encourage and recognize new industrial engineering educators for the preparation and presentation of outstanding papers at sessions sponsored by the IE Division during the ASEE Annual Conference.
- III. Amount of the Award  
The recipient will be awarded \$250 per author up to \$500 per paper. Senior faculty are eligible for the award as co-authors, but not for the monetary award. The award also includes a plaque of recognition.
- IV. Source of Funding  
The funds required to implement the award shall be taken first from the IE Division Operating account if available and second from the IE Division BASS account.
- V. Qualifications and Eligibility Requirements  
Papers should be submitted and presented by tenure-track faculty and faculty having less than seven years of full-time teaching experience. The paper should be presented at a session organized by the IE Division, and be accepted for publication in the conference proceedings. Selection among individual or team nominees will be primarily based upon the quality of the written paper and its relevance to IE education.
- VI. Nominations  
Announcement of the award will be included in the call for papers for the IE Division. Questions regarding eligibility will be sent to any author whose abstract is accepted for presentation during the ASEE conference. Papers eligible for this award must be peer reviewed and recommendations for consideration be submitted by reviewers or review coordinator (Program Chair).
- VII. Principles for Appointment and Succession of the Awards Selection Committee  
The Award Selection Committee shall be composed by the immediate past chair of the Division, the Chair of the Division, the Program Chair of the Division, and the most recent award winner (if available).

VIII. Award Presentation

The winner will be notified in writing after the conference and the official award will be made during the Joint IE, ECON, EMD dinner at the following ASEE Conference.

IX. Modification Process

Modification of this requires either an email vote on the modifications by the entire membership of the Division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and approval by the ASEE Awards Policy Committee and the Board of Directors.

Industrial Engineering Division - ASEE  
Industrial Engineering Travel Grant for New Attendees

- I. The title of the award shall be “Industrial Engineering Travel Grant for New Attendees.”
- II. Purpose of the Award  
The purpose of the award is to encourage industrial engineering faculty to attend the ASEE annual conference, and to encourage faculty to become active in the research and dissemination of industrial engineering educational best practices.
- III. Amount of the Award  
The recipient will be awarded \$500 to be used toward travel expenses to attend the annual conference. The award also includes a ticket to the IED award banquet.
- IV. Source of Funding  
The funds required to implement the award shall be taken first from the IE Division Operating account if available and second from the IE Division BASS account.
- V. Qualifications and Eligibility Requirements  
All IED members who have not attended an ASEE Annual Conference are eligible. The faculty member must have submitted an abstract for that conference to be presented in a session organized by the IE division. The faculty member may or may not be collaborating with other faculty who are active in ASEE. Preference is given to newer faculty members.
- VI. Nominations  
Announcement of the award will be included in the call for papers for the IE Division. Questions regarding eligibility will be sent to any author whose abstract is accepted for presentation during the ASEE conference. The application includes the applicant’s curriculum vitae, a maximum one-page statement of interest in education scholarship, and a copy of any submitted abstracts. Application material will be submitted online through the IE division website.
- VII. Principles for Appointment and Succession of the Awards Selection Committee  
The Award Selection Committee shall be composed by the immediate past chair of the Division, the Chair of the Division, the Program Chair of the Division, and the most recent award winner (if available).
- VIII. Award Presentation  
The winner will be notified in writing before the conference and the official award will be made during the Joint IE, ECON, EMD banquet at the ASEE Annual Conference. The award winner is expected to attend the conference to present the paper, and to attend the IE award banquet.

IX. Modification Process

Modification of this requires either an email vote on the modifications by the entire membership of the Division or a vote of the membership attending the annual business meeting of the Division during the Annual Conference and approval by the ASEE Awards Policy Committee and the Board of Directors.

Industrial Engineering Division - ASEE  
*Distinguished Service Award*

Approved by the IE Division Meeting  
Revised June 23, 2010

This award recognizes exemplary service to the Industrial Engineering Division and is presented to a member of the division who has provided significant service to the division. The award consists of an engraved plaque and can be received only once by any individual.

Award Criteria:

While service as an officer in the division will be a common trait of recipients of this award, it is not routinely awarded to outgoing officers. Selection for this award will be based on:

- Current and continuing active membership in the Industrial Engineering Division. Exemplars of this would include (1) presenting papers at the annual conference, (2) attendance at the annual business meeting, and (3) participation in the annual banquet at the annual conference.
- Exemplary service to the Industrial Engineering Division over an extended period of time. Service to the division, both before and after service as an officer in the division, is required. Exemplars would be (1) service elsewhere in ASEE as a representative of the division, and/or (2) service to the division directly or indirectly.

Industrial Engineering Division - ASEE  
*Lifetime Achievement Award*

Approved by the IE Division Meeting  
Revised June 23, 2010

This award recognizes an outstanding industrial engineering educator in recognition of the educator's contributions to the profession. The award, which recognizes lifetime achievement in industrial engineering education, is presented annually to an individual who has made significant contributions over an extended period of time to the discipline and the division, and who exemplifies the highest standards of the professorate in industrial engineering. The award consists of a suitably engraved plaque presented at the annual Joint IE/EMD/EED Division Dinner. The award can be received only once by any individual.

Award Criteria:

- Current or past membership in the industrial engineering professorate, which is defined for this award as teaching in a university program that offers one or more degrees in industrial engineering.
- Exemplary service to the industrial engineering discipline. Exemplars would be (1) service as a chair, head, or program director of a major industrial engineering program; (2) service as editor, associate editor, reviewer of a peer-reviewed publication in the discipline; or (3) a national reputation for promoting the academic discipline of industrial engineering.
- Exemplary service to the Industrial Engineering Division of ASEE. Exemplars would be (1) service in a leadership role in ASEE or the Division, (2) active support of Division programs and initiatives, (3) service to the professorate in industrial engineering, and/or (4) service to the students in industrial engineering programs.
- A national reputation in industrial engineering through service to the practice of industrial engineering. Exemplars of this would be (1) membership and office in a relevant industrial engineering professional organization, (2) a publication record promoting industrial engineering practice, or (3) other service to industrial engineering practitioners.

A full description of the awards can be found online at:  
[http://www.asee.org/member-resources/awards/full-list-of-awards/other-division-awards#Industrial\\_Engineering\\_Division](http://www.asee.org/member-resources/awards/full-list-of-awards/other-division-awards#Industrial_Engineering_Division)