

PENINSULA ENGINEERS' COUNCIL

August 19, 2024

P.E.C. Member Society

National Engineers' Week will be celebrated **February 16-22, 2025**, concluding with a tentative banquet night of **Friday, February 21**. One of the major highlights of this banquet is the recognition of the PEC selection of the Peninsula Engineer of the Year. In preparation for this occasion, enclosed is a copy of the guidelines for nominating a candidate for the Peninsula Engineer of the Year Award.

With this award we are recognizing lifelong efforts and accomplishments, and in some years the award is given by the narrowest of margins. Resubmitting a non-recipient nominee in a future selection is encouraged. In nominating individuals for this award, successful and valuable people are duly recognized as such. Our young engineers are then able to see that the hard work it takes to be an excellent engineer is recognized.

Nomination packages should include a biographical sketch and list of qualifications that align with the four sections of the evaluation criteria (see page 4). The submittals shall have a reasonable reading volume but not exceed four pages. *Information within cover letters or letters of endorsement will not be considered as part of the candidate's qualifications.* In addition to the nomination submittal, it is requested that a color photograph of the candidate, along with a brief biographical sketch, be provided for use in preparation of the E.O.Y. banquet brochure, and flyer. It is important that societies provide these additional items in advance of the election. Societies should refer to the enclosed suggested evaluation guidelines and the web based tutorial of the nomination process for guidance as they develop their nominations. Be sure to expound on the nominee in the context of your society and equivalency to other societies. (example, ASTM, ASME, NACE, etc.)

Nominations must be emailed on or before the day of November 1, 2024, in order to be considered during the November council meeting. Paper copies of nomination packets are no longer accepted. **Nominations must be sent to: David@DKArbor.com** You will receive back a confirmation when the nomination is received and also a notification that the nomination package meets or does not meet the required minimum criteria.

The EoY Nominating Process is the product of the PEC's Nominating Committee Selection Requirements subcommittee that consisted of members who were all PEC Past Presidents, and six of whom were also selected as PEC EoY themselves. The selection of the EoY is now based on the ordinal number ranking of candidates by each member society using a common evaluation process. Each member society uses the same evaluation form with predetermined "weightings" and "scores" to rank all the nominees. The evaluations are made after reading the biographical sketch/qualification of each submitted described below. After several years of experience we have found that the absolute scores of nominees between societies may not be the same, but the ordinal ranking is very consistent. In 2005 the committee decided to adjust the "weighting" of the four evaluation areas to give Technical achievement the highest ranking. There continues to be a review of the selection process, as well as support to individual societies.

A tutorial of the nomination process may be downloaded at:
http://va-pec.org/awards/PEC_Nominating_EOY.pdf.

During the November PEC monthly meeting (Nov 12, 2024), a society spokesperson, other than the PEC voting member, is expected to represent the nominee, explaining the significance of their accomplishments, and respond to questions. At that time the spokesperson will elaborate on the candidate's qualifications explaining why their society considers the nominee as an outstanding individual, without repeating what was already submitted in the nomination packet, which will already have been read and reviewed by the societies' representatives. Presentations shall be limited to ten minutes, with an additional five minutes afterward allowed for questions. Method of presentation will be oral, and not given by the nominee. Presenters are to remain outside of the committee room until time for their presentation and may leave immediately afterward. The sequential order of presentations will be based on the time the presenter arrives at the meeting.

The actual election of the PEC Engineer of the Year will take place at a PEC meeting before December 20th. Each society must submit their evaluation score sheet for each nominee, as stated in Sec. 9 of PEC BY-LAWS ARTICLE VI, to the nomination committee no later than the call to order for the EoY selection meeting. Late submittal will be considered invalid.

Again, there are many valuable candidates out there for your consideration. Please select one of them and create their nomination packet.

Thank you,

Dave Conley, Chair
Peninsula Engineers Council (PEC)
2024 Engineer of the Year Nominating Committee

Enclosures:

1. PEC BY-LAWS requirements for ELECTION OF THE ENGINEER OF THE YEAR – page 3
2. Suggested Nominee Evaluation Guidelines of Submittals – page 4 – please read and review this, as it is an excellent reference when considering a nominee and their accomplishments.

P.E.C. E.O.Y. PROCESS - KEY DATES

Your chapter annually reviews candidates for recognition, and selects an P.E.C. E.O.Y. for nomination

- **April** – P.E.C. E.O.Y. Committee reminds societies to begin their P.E.C. E.O.Y. nomination process
- **September 1** – P.E.C. E.O.Y. Nominations committee will have notified societies of that year's guidelines
- **November 1** – Nominations must be received by the P.E.C. EoY. Chair. Nominating packages will be supplied to member societies the following week.
- **November meeting** – Presenters further describe P.E.C. E.O.Y. Nominees and answer questions.
- **December meeting** – on or before December 20 P.E.C. E.O.Y. election will be held
- **February** – National Engineers Week Awards Banquet

This document is available online at http://va-pec.org/awards/PEC_2023_EOY_Guidelines.pdf

GUIDELINES TO MEMBER SOCIETIES FOR NOMINATING A CANDIDATE FOR THE PENINSULA ENGINEER OF THE YEAR AWARD

PEC CONSTITUTION ARTICLE III - MEMBERSHIP

Sec. 1. - The membership of the Council shall consist of recognized engineering and technical societies which have members working or residing in the Peninsula Area of Virginia. The Peninsula Area shall be defined as the Cities of Hampton, Poquoson, Newport News, and Williamsburg and the Counties of James City and York.

PEC BY-LAWS ARTICLE VI - ELECTION OF THE ENGINEER OF THE YEAR

Sec. 1. - The Engineer of the Year Nominating Committee will be responsible for disseminating the nomination guidelines to member societies and for conducting the election.

Sec. 2. - Each recognized active member society is entitled to nominate one candidate for the Peninsula Engineer of the Year Award and to cast one vote to select the Peninsula Engineer of the Year.

Sec. 3. - Current officers of the Council may not be nominated for the Peninsula Engineer of the Year.

Sec. 4. - Each candidate shall be or have been actively practicing in the engineering field, either in direct technical analysis or technical management. In addition to technical accomplishments in their field, a candidate should also have demonstrated service to their profession and community.

Sec. 5. - Each candidate shall have worked or been a resident of the Peninsula area of Virginia (as defined by Article III, Section 1 of the Council Constitution) within the last three years at the time of nomination.

Sec. 6. - The nomination shall contain a biographical sketch outlining the candidate's record of achievement as a leader in his/her profession and in her/his community.

Sec. 7. - The annual sequence of events for nominating and electing Engineer of the Year shall be as follows:

1. The Engineer of the Year Nominating Committee shall establish and disseminate the nomination guidelines to the member societies by September 1. This shall include a schedule of the following dates
2. Nominations from the societies must be postmarked or delivered to the Engineer of the Year Nominating Committee by November.
3. The Engineer of the Year Nominating Committee shall distribute the nominations to the Council delegates one week after receipt.
4. Presentations on behalf of the nominees may be made at the November meeting.
5. The election of the Peninsula Engineer of the Year shall occur at a Council meeting no later than December 20.

Sec. 8. - Delegates should confer with their respective societies and review the qualifications of the nominees prior to the election meeting. Each society shall complete an "Evaluation" sheet, to be provided by the Council's Engineer of the Year Nominating Committee, for each candidate. The completed evaluation sheets must clearly show a "1st, 2nd, 3rd ..." etc., overall preference of the candidates, as well as identify the "Points" awarded in each evaluation category.

Sec. 9. - A society voting for Engineer of the Year must submit their completed Evaluation sheets for each of the candidates. The Nominating Committee will collect all Evaluation sheets at the election meeting. Societies unable to attend the meeting may submit their Evaluation sheets to the Nominating Committee prior to the election meeting. Any Evaluation sheets postal mailed must be received by the Nominating Committee no later than the day prior to the election meeting. Any Evaluation sheets e-mailed must be received with a time-stamp no later than midnight of the day prior to the election meeting. The Nominating Committee will determine the Engineer of the Year based on the highest overall "place" ranking votes among the submitted evaluation sheets. In the case of a tie, the Nominating Committee will use the highest overall Evaluation criteria "points" awarded by voting societies to determine the Engineer of the Year.

PEC EOY Suggested Evaluation – Society _____ – Nominee _____ – Ordinal _____ – Total Points _____

Area	Top 1%	Top 10%	Above Average	Average	Not Described	Score
Technical	<p align="center">(35-33)</p> <ul style="list-style-type: none"> • National/Industrial Authority • Publications with National & International Significance • Expanded Knowledge Base • Advanced State-of-the-Art • Many Honors & Awards • Patents with National and International Significance 	<p align="center">(32-25)</p> <ul style="list-style-type: none"> • Conceived New Systems • Major Productivity Enhancements • Widely Recognized Technical Authority • Some Honors & Awards • Significant Patents • Widely Recognized Technical Authority 	<p align="center">(24-18)</p> <ul style="list-style-type: none"> • Consistent Standout Achievements • Known For Innovations • Developed Analysis/Design Tools • Numerous Publications • Numerous Patents 	<p align="center">(17-1)</p> <ul style="list-style-type: none"> • Very Competent and Reliable • Published • Some Patents 	<p align="center">(0)</p> <ul style="list-style-type: none"> • Average Technical Competence 	
Leadership/ Management	<p align="center">(30-29)</p> <ul style="list-style-type: none"> • National/Industrial Leader • Led One or More Major National Programs • President of University • Dean of College • Led Formation of Science & Technology Policy • Led National Committee or Board 	<p align="center">(28-22)</p> <ul style="list-style-type: none"> • Industry Functional Leader • Major Program Manager • Department Chairman • Chief Engineer or Equivalent • Productivity Innovations • Commercialization Successes • Participated in Foundation of Science & Technology Policy • Member of National Committee or Board 	<p align="center">(21-16)</p> <ul style="list-style-type: none"> • Program Manager • Well Known for Cost Effective Management • Developed New Management Tool • Full Professor 	<p align="center">(15-1)</p> <ul style="list-style-type: none"> • Project Manager Experience • Extensive Supervision • Associate Professor 	<p align="center">(0)</p> <ul style="list-style-type: none"> • No leadership References • No management References 	
Service to the Community	<p align="center">(15-14)</p> <ul style="list-style-type: none"> • Led National Committee • Has a leadership role in a service organization with National or world-wide reach 	<p align="center">(13-10)</p> <ul style="list-style-type: none"> • Led Regional Committee, member of National Committee • Has a major role in coordinating volunteer/service/charity activities on a regional basis • Participates extensively with organizations that have world-wide reach 	<p align="center">(9-6)</p> <ul style="list-style-type: none"> • Led local service committees/boards • Has a leadership role in an organization or entity that serves the local community • Participates extensively in local and regional service projects • Mentors Students 	<p align="center">(5-1)</p> <ul style="list-style-type: none"> • Member of one or more local committees/boards • Volunteers time as a member of an organization or entity that services the community in some way. • Participates occasionally in local and regional service projects 	<p align="center">(0)</p> <ul style="list-style-type: none"> • No Service to the Community 	
Service to the Profession	<p align="center">(20-19)</p> <ul style="list-style-type: none"> • Elected Member of your Society's in National or International Board, or Equivalent Position • Journal Editor or Equivalent • Honorary Fellow 	<p align="center">(18-13)</p> <ul style="list-style-type: none"> • Member of National Committee, Section/Regional Chair, TC, or an Equivalent Position in National or International aspects of a Society • Associate Editor • Fellow 	<p align="center">(12-9)</p> <ul style="list-style-type: none"> • Member of Section Council, Section Officer or the Equivalent Position in National or International Professional Society • Publishes & Reviews Papers 	<p align="center">(8-1)</p> <ul style="list-style-type: none"> • Member Attends Meetings of Professional Organizations • Publishes • Assists with meetings & other Functions of the Professional Organizations 	<p align="center">(0)</p> <ul style="list-style-type: none"> • Infrequently attends professional organization meetings • A Passive Member 	