

Doug Ensor Award Committee

Schedule

September	DEA Committee formed
October	Nomination invitations sent to member, including non-voting , societies
November	No activity required
December	Committee meets to consider nominations, forms selects a winner, if any, forms recommendation to Council
January	Formal recommendation to Council for DEA winner, if any. General report of selection process, nominees Insure that DEA winner and runners up bio & photos available to Brochure chair DEA traveling plaque retrieved, award plaques are prepared
February	At the Banquet, DEA Chair introduces the award to audience, presents plaques to runners up, and introduces chair of society nominating the winner. Society chair introduces the winner. PEC President presents award
March	Critiques DEA process, banquet
April	Order new plaques, if necessary.
May	EOY Chair for following year appointed

Description (from the by-laws)

Sec. 1. - The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement. The award is intended to recognize an individual's accomplishments in the early phase of his/her career. The award shall consist of, as a minimum; a personalized citation or plaque, a press announcement, and recording of the award in all Council historical award listings. The current year award shall be presented during the PEC annual National Engineers Week banquet.

Doug Ensor Award Committee Make-up

The Doug Ensor Award **Chairperson** is appointed by the President of the Peninsula Engineers Council, **preferably** from **previous Doug Ensor Award winners**. The committee chairman will, in turn, appoint between three to five committee members, of which **at least two shall be past Peninsula Engineer** of the Year recipients and the **remaining members shall be past Doug Ensor Award recipients**. Tenure on the committee should provide year-to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve no more than four years. The term of the committee chairman and each committee member shall be from May 1 to April 30 of the following year. The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

Nomination Guidelines

Invitations to nominate a candidate for the Doug Ensor Award will be sent to each member society, including non-voting members, by October 15. See typical letter below.

Selection Process

The DEA Committee selects (or does not) a nominee, and makes a recommendation to the Council at the January PEC meeting. The Council either accepts or rejects the nominee selected by the committee at the January meeting.

Awards

A keeper medallion is given to the DEA, and a certificate is given to nominee. A traveling plaque is engraved with the awardees' name, and kept by the DEA for a year.

Plaques

The plaques have been engraved by Hi-Tech Engraving 873-3639 in Newport News. The owner is Mr. Bob Englert is a retired naval engineer, has given us good prices and timely support in the past.

Doug Ensor Award Committee (Cont'd)

**Peninsula Engineers Council
Doug Ensor Award Committee
September 1 2004**

To: Chairperson of a Member Society of the Peninsula Engineers Council (PEC)
From: Chair, Doug Ensor Award Nominating Committee
Re: Guidelines to Member Societies for Nominating a Candidate for the 200? Doug Ensor Award

You are invited to submit a nomination for the Doug Ensor Award.

The Award, instituted in 1999 by the PEC and named for the founder of the PEC, is given in recognition of an individual's contribution to the profession for significant technical accomplishments and community involvement. The Award is intended to recognize an individual's accomplishments in the early phases of their career and will be presented at the PEC Annual Awards Banquet during National Engineer's Week.

The nomination must contain a one page biographical sketch outlining the candidate's record of achievement, no more than three letters of recommendation, and a recent photograph that may be used for publicity purposes. A candidate must be less than 35 years of age and have less than 15 years of professional experience as of December 200?-1. The Peninsula area of Virginia is defined as the cities of Hampton, Poquoson, Newport News, and Williamsburg and the counties of James City and York. The candidate's accomplishments should be clearly outstanding relative to those of their peers. Equal weighting will be applied to accomplishments, leadership, and service to professional societies, community service, and the content of the candidate's letters of endorsement. Professional licensing is not a requirement nor is membership in a professional engineering technical society.

A candidate nomination package must be postmarked by December 1, 200?-1, and delivered to the Doug Ensor Award Nominating Committee Chair. Incomplete nominations as determined by the committee, or nominations received after the deadline will be rejected. The DEA committee will make its decision during the month of December, and present it's recommendation to the full PEC during its January meeting for Council approval.

If you have any questions, please feel free to contact me at _____

Thank you,

Chair, Doug Ensor Award Committee
Peninsula Engineers Council

Mail Packages to:
Or email to:

ARTICLE VII - DOUG ENSOR AWARD

Sec. 1. - The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement. The award is intended to recognize an individual's accomplishments in the early phase of his/her career. The award shall consist of, as a minimum; a personalized citation or plaque, a press announcement, and recording of the award in all Council historical award listings. The current year award shall be presented during National Engineers Week.

Sec. 2. - Each member society can nominate one candidate for the award. The nomination shall contain:

- 1) Biographical sketch outlining the candidate's record of achievement. (Limit: 2 pages, which shall reflect individual's technical accomplishments, leadership, services to professional societies, and community service)
- 2) Letter(s) of recommendation. (Limit: 3)
- 3) A recent photograph that can be used for publicity purposes.

Sec. 3. - Each candidate shall satisfy the following basic qualifications:

- 1) The candidate must be less than 35 years of age at the nomination deadline.
- 2) The candidate must be actively practicing in the engineering field either in technical analysis, management, research, operations, maintenance, sales, or teaching.
- 3) The candidate shall have worked or been a resident of the Peninsula area (as defined by Article III, Section 1 of the Council Constitution) for at least two years at the nomination deadline.
- 4) The candidate's accomplishment(s) should be clearly outstanding relative to one's peers.
- 5) Professional licensing is not required for consideration.
- 6) Membership in a professional engineering or technical society is not required for consideration.

Sec. 4. - The Doug Ensor Award Committee shall be responsible for selecting and recommending a recipient for the award to the Council from nominations made by member societies. The committee's recommendation shall be voted on by the Council. The Council shall make one award per year, but is under no obligation to do so if the committee determines there are no qualified nominees.

Sec. 5. - The current Council President shall appoint the committee chairman by May 1 each year. The committee chairman will, in turn, appoint between three to five committee members, of which at least two shall be past Peninsula Engineer of the Year recipients and the remaining members shall be past Doug Ensor Award recipients. Tenure on the committee should provide year-to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve no more than four years. The term of the committee chairman and each committee member shall be from May 1 to April 30 of the following year. The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

Sec. 6 - The committee shall establish appropriate guidelines to govern the objective selection of award recipients. The committee may make recommendations, as appropriate, to the Council regarding changes to the award. The committee shall first establish that a nominee meets the basic qualifications, set forth in Section 3. It is the committee's responsibility to determine the relative level of accomplishment and contribution between nominees, taking into account their industry, employer, and technical discipline. The committee shall review each nomination and compare it to an expected level of performance for an engineer under those circumstances. Each nominee shall be scored by each committee member in five areas, each of equal weighting, including technical accomplishments, leadership, service to professional societies, community service, and the content of the candidate's letters of endorsement. The committee's final recommendation shall be based on the nominee with the best score. If, in the committee's scoring, the accomplishments of the

nominees do not sufficiently measure up to expected levels of performance, the committee need not bestow the award.

Sec. 7 - The annual sequence of events for nominating and selecting the recipient of the Doug Ensor Award shall be as follows:

- 1) The Council President shall appoint the committee chairman by May 1.
- 2) The committee chairman will appoint committee members and report back to the Council President.
- 3) The committee shall establish appropriate evaluation and weighting criteria, by October 1, to guide the review and scoring of nominations.
- 4) The Council Secretary shall disseminate nomination requests during September to each member society section chairperson or president.
- 5) A complete nomination package must be postmarked or delivered to the committee chairman by December 1. Incomplete nominations, as determined by the committee, or nominations received after the deadline, will be rejected.
- 6) The committee will review the basic qualifications of all nominees and, by secret majority vote, determine if a nominee is qualified. Each qualified nominee will receive a score from each committee member, based on the evaluation and weighting criteria established by the committee. The scores from each committee member will be totaled for each qualified nominee. The committee's recommendation of the nominee most qualified to receive the Doug Ensor Award will be based solely on the highest overall total score.
- 7) The committee chairman will report to the Council President in writing, postmarked by January 7, with the committee's recommendation of which nominee (if any) should be chosen by the Council for recognition with the award.
- 8) The Council shall accept or reject the committee's recommendation by a simple majority vote of those member societies in attendance at a regularly constituted meeting of the Council.
- 9) The award, consisting of a specially designed plaque, will be presented at the annual National Engineers Week Banquet sponsored by the Council.