



# EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

VERSION 2022.3 – December 2022

Approved by the  
IEEE Educational Activities Board

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Version Number	Version Date	Motion Approved	Summary of Revisions Made
2022.3	December 2022	December 2022	IEEE Credentialing Program Committee (CPC) <i>Updated the composition of the CPC.</i>
2022.3	December 2022	November 2022	Charles LeGeyt Fortescue Graduate Scholarship <i>Updated eligibility.</i>
2022.3	December 2022	November 2022	Life Members Graduate Study Fellowship in Electrical Engineering <i>Updated eligibility.</i>
2022.2	March 2022	Expiration of Policy Paper	IEEE Position Paper on the Role of Technical Standards in the Curriculum of Academic Programs in Engineering, Technology and Computing <i>Expiration of paper is three years.</i>
2022.1	January 2022	November 2021	IEEE Standards Education Committee (SEC) <i>The Committee was sunset.</i>
2022.1	January 2022	November 2021	Pre-University Education Coordination Committee (PECC) <i>Updated charter related to voting and non-voting membership.</i>
2022.1	January 2022	November 2021	EAB Awards Program <i>Updated the charter to reference the IEEE Diversity statement.</i>
2021.3	July 2021	June 2021	IEEE Continuing Education Committee (CEC) <i>Updated name of Certificates Program Committee to Credentialing Program Committee</i>
2021.2	April 2021	November 2020	IEEE Bylaws Update <i>Alignment with Revised Ethical Misconduct Processes.</i>
2021.1	January 2021	December 2020	EAB Awards Program <i>Removal of the Multiple Award Recipients category, nominator and reference clarifications for various awards.</i>
2020.1	November 2020	November 2020	IEEE Standards Education Committee (SEC) Charter Update <i>Updated the process for appointing the committee chair and committee member terms.</i>
2020.1	November 2020	November 2020	University Resources Committee (URC) Charter Update <i>Updated the composition of the URC.</i>
2020.1	November 2020	November 2020	University Resources Committee (URC) Charter Update <i>Sunset the Student Education Resources Committee (SERC).</i>
2019.2	November 2019	November 2019	IEEE Position Paper <i>Removed the IEEE Position Paper on Accreditation of Academic Program in Engineering, Computing and Technology.</i>
2019.2	November 2019	November 2019	IEEE Position Paper <i>Removed the IEEE Position Paper on the First Professional Degree in Engineering.</i>
2019.2	November 2019	February 2019	IEEE Eta Kappa Nu Awards Update <i>Added the Asad M. Madni Outstanding Technical Achievement and Excellence Award.</i>
2019.2	November 2019	February 2019	IEEE Eta Kappa Nu Awards Update <i>Retired the Vladamir Karapetoff Outstanding Technical Achievement Award.</i>
2019.1	January 2019	November 2018	Pre-University Education Coordination Committee (PECC) <i>Updated charter to include educators and STEM professionals.</i>
2019.1	January 2019	November 2018	Committee on Global Accreditation Activities (CGAA) <i>Committee dissolved.</i>
2018.02	February 2018	December 2017	EPICS in IEEE Committee <i>Committee moved to be under University Resources Committee (URC)</i>
2018.01	February 2018	November 2017	Awards and Reconition Committee Charter <i>Updates to award titles.</i>
2018.01	February 2018	September 2017	Section Outreach Committee <i>Formally changed committee name to become Section Education Outreach Committee.</i>

2018.01	February 2018	September 2017	Engineering, Computing, and Technology Portals Strategy Committee (ECTPSC) <i>Committee dissolution resulting in change in the size of the EAB.</i>
2018.01	February 2018	June 2017	University Resources Committee (URC) Charter Update <i>Merged the Faculty and Departments Committee and the Curricula and Pedagogy Committee to form the Faculty Resources Committee.</i>
2018.01	February 2018	June 2017	Continuing Education Committee (CEC) Charter Update <i>Renamed the Certificates, Certifications and Credit-Bearing Programs Committee (CCCBPC) to the Certificates Program Committee (CPC).</i>
2018.01	February 2018	June 2017	Educational Products Editorial Committee (EPEC) <i>Updated charter to align as a Committee, not a Board.</i>
2018.01	February 2018	June 2017	Continuing Education Committee (CEC) Charter Update <i>Restructured the Educational Products Editorial Board (EPEB) to a Committee reporting to CEC, now the Educational Products Editorial Committee (EPEC).</i>
2018.01	February 2018	June 2017	Continuing Education Committee (CEC) Charter Update <i>Merged the Content Acquisitions Committee (CAC) and Products and Services Committee (PSC).</i>
2017.01	February 2017	February 2017	Committee on Engineering Accreditation Activities (CEAA) Charter Update <i>Added voting member position, International Program Evaluator Assignment Coordinator</i>
2016.02	November 2016	November 2016	Continuing Education Committee (CEC) Charter Update <i>Composition updated removing the IEEE-USA Liaison position</i>
2016.02	November 2016	November 2016	IEEE-HKN <i>Dissolution of the Trustees of the IEEE-HKN in the IEEE Foundation</i>
2016.02	November 2016	November 2016	IEEE-HKN <i>Awards Committee renamed IEEE-HKN Awards and Recognition Committee</i>
2016.02	November 2016	November 2016	Introduction <i>Added Warning System for Repetitive Unprofessional Behaviors</i>
2016.01	September 2016	June 2016	University Resources Committee (URC) Charter Update <i>Language for ABET representative updated</i>
2016.01	September 2016	June 2016	Curricula and Pedagogy Committee (CPC) Charter Update <i>Number of non-voting members increased</i>
2016.01	September 2016	June 2016	Committee on Engineering Accreditation Activities (CEAA) Charter Update <i>ABET, EAC Commissioners and Alternates number increased</i>
2016.01	September 2016	May 2016	IEEE Representatives on ABET Board of Delegates Selection Procedures <i>Resulting from ABET Constitution &amp; Bylaws Updates</i>
2016.01	September 2016	May 2016	IEEE Representatives on the ABET Engineering Area Delegation and Engineering Technology Area Delegation Selection Procedures <i>Resulting from ABET Constitution &amp; Bylaws Updates</i>
2016.01	September 2016	February 2016	Section Educational Outreach Committee (SEOC) Charter Updates <i>Minor modifications, Established with MGA</i>
2016.01	September 2016	November 2015	Awards Program Update: IEEE Life Members Graduate Study Fellowship in Electrical Engineering and IEEE Charles LeGeyt Fortescue Graduate Scholarship <i>Added Scholarship Awards from IEEE Corporate</i>

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# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## SECTION 1 – INTRODUCTION

### 1.1 IEEE INCORPORATION

IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any actions, which relates to that law.

### 1.2 IEEE GOVERNANCE

(From [IEEE Bylaw I-300](#))

*The policies, procedures, rules and regulations by which IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies, is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.*

*The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as operations manuals, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.*

#### 1.2.1 Reference

[IEEE Bylaw I-300](#)

### 1.3 IEEE MISSION AND VISION

#### MISSION

*IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity.*

#### VISION

*IEEE will be essential to the global technical community and to technical professionals everywhere, and be universally recognized for the contributions of technology and of technical professionals in improving global conditions.*

#### 1.3.1 References

[IEEE Vision and Mission](#)



# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## 1.4 CONFLICT OF INTEREST

(From [IEEE Bylaw I-300](#))

*All persons either elected or appointed to an IEEE office (including but not limited to any Board, Committee, Council, Society, Chapter, or other Organizational Unit), prior to acceptance and during tenure of that position, shall consider each item of business, where they have a vote or decision authority, to determine if an actual, perceived, or potential conflict exists with the interests of IEEE. A conflict of interest is a situation, transaction, or relationship in which a member's, volunteer's or staff person's decisions, actions, or votes could materially affect that individual's professional, personal, financial, or business concerns. In the event that a person nominated for or holding an IEEE office finds himself or herself in such a position, he or she shall promptly disclose the conflict of interest to the IEEE Internal Audit Department and the person in charge of the activity (or the next higher authority if the member is in charge) and to the governing body of the unit of IEEE in which he or she holds office and recuse himself or herself at any Board, Committee, Section, Council, Society, Chapter, or other meeting from any deliberations or vote on the matter giving rise to the conflict of interest.*

### 1.4.1 Reference

[IEEE Bylaw I-300](#)

## 1.5 IEEE CODE OF ETHICS

*We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:*

*I. To uphold the highest standards of integrity, responsible behavior, and ethical conduct in professional activities.*

- 1. to hold paramount the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment;*
- 2. to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems;*
- 3. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;*
- 4. to avoid unlawful conduct in professional activities, and to reject bribery in all its forms;*
- 5. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest and realistic in stating claims or estimates based on available data, and to credit properly the contributions of others;*
- 6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;*

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

*II. To treat all persons fairly and with respect, to not engage in harassment or discrimination, and to avoid injuring others.*

*7. to treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;*

*8. to not engage in harassment of any kind, including sexual harassment or bullying behavior;*

*9. to avoid injuring others, their property, reputation, or employment by false or malicious actions, rumors or any other verbal or physical abuses;*

*III. To strive to ensure this code is upheld by colleagues and co-workers.*

*10. to support colleagues and co-workers in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.*

### **1.5.1 References**

[IEEE Code of Ethics](#)

## **1.6 RESPONSIBILITIES FOR CONDUCT AND PROFESSIONALISM**

IEEE members and non-members, carry out a very wide range of duties and responsibilities on behalf of IEEE and are required to familiarize themselves with [IEEE policies, procedures, practices and expectations](#) for conduct and professionalism.

### **Abiding by the IEEE Code of Ethics**

The conduct of all IEEE members and non-members should reflect the highest level of ethics and professionalism. The behavior of all those engaging in activities on behalf of the IEEE should reflect the best interests of IEEE members and other customers.

Each year, all IEEE members, through the membership renewal process, affirm their intention to abide by the IEEE Code of Ethics. Nonmembers who are involved in IEEE activities are also obligated to abide by the IEEE Code of Ethics. Such obligation is communicated through the governing procedures for the relevant IEEE activity.

*For the purpose of this policy “non-member” relates to those non-members of IEEE who are involved in IEEE activities and includes IEEE staff.*

### **Conduct and Professionalism**

Members and non-members are expected to treat each other with respect, consideration and civility. Intimidating, demeaning, threatening, vulgar or violent behaviors, as well as destructive rumors or gossip, depart from the standard for civility and respect.

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

Members or non-members engaging in activities which are contrary to or in violation of the IEEE Code of Ethics, IEEE Code of Conduct, IEEE governing documents, IEEE Operations Manuals and other internal and external rules and regulations that affect the membership and activities of IEEE may be subject to discipline, up to and including expulsion from participation in IEEE activities and/or IEEE membership.

### **IEEE Procedures for Reporting Misconduct Complaints**

All members or non-members who believe they have been subjected to any behavior by any member or non-member that violates the above-mentioned policies and procedures should bring the matter to the attention of IEEE through the process described in IEEE Policy 7.10. Prompt reporting allows IEEE to review, assess, and take any necessary actions to address the complaint immediately.

Information on IEEE Policy 7.10 and the IEEE Ethics Reporting Line can be found at:

<https://www.ieee.org/about/ethics/complaint-procedures.html>

The IEEE Ethics Reporting Line can be accessed directly at:

<http://www.ieee-ethics-reporting.org>

+1 888 359 6323

### **Scholarly Publication Misconduct**

Information relative to handling of allegations of scholarly publication misconduct is available in Section 8 of the IEEE Publication Services & Products Board (PSPB) Operations Manual.

<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/pubs/pspb/pspb-ops-manual.pdf>

### **Standards Development Disputes**

Information relative to handling of disputes with respect to IEEE Standards Development is available in Section 6 of the IEEE Standards Association Operations Manual.

<https://standards.ieee.org/about/policies/sa-opman>

### **Conferences Disputes and/or Misconduct**

Information relative to handling of conference disputes can be found in IEEE Policy Section 10.1.3. Real-time behavioral misconduct should be reported to [eventconduct@ieee.org](mailto:eventconduct@ieee.org).

### **Society/Council-Society/Council Disputes**

Information relative to handling of Society-Society disputes can be found in Section 2 of the IEEE Technical Activities Board Operations Manual.

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## 1.7 PURPOSE OF EAB OPERATIONS MANUAL

In compliance with [IEEE Policy 9.21](#), this EAB Operations Manual describes the principal activities and administrative processes of the IEEE Educational Activities Board (EAB). The manual contains those items that directly affect the operations of the EAB and the decisions of the EAB on matters delegated to it by the IEEE Board of Directors. It is intended to provide a guide for consistent application of practices and procedures by EAB officers and members, EAB Committees, and the IEEE Educational Activities professional staff team.

### 1.7.1 References

[IEEE Policy 9.21](#) – Major Board Operations Manuals

## 1.8 FORMAT OF THE EAB OPERATIONS MANUAL

This Operations Manual has been arranged in sections, which cover procedures for the operations of the different facets of IEEE Educational Activities. This EAB Operations Manual will be provided on the EAB Administration Website.

## 1.9 REVISIONS TO THE EAB OPERATIONS MANUAL

This EAB Operations Manual is intended to be updated as necessary. Proposed changes to the EAB Operations Manual shall be distributed to all voting members of the EAB ten (10) days prior to the EAB meeting at which the vote shall be taken. An affirmative vote of a majority of members of EAB present and entitled to vote, at the time of the vote, provided there is a quorum shall be required to approve revisions to the EAB Operations Manual.

(From [IEEE Bylaw I-303.9](#))

- 1. Major Board Operating Procedures. Each Major Board shall adopt operating procedures that are responsive to the needs of such Major Board for the purpose of governing its operations and administration. These operating procedures shall be maintained in an Operations Manual and shall conform to and not conflict with the IEEE governance documents described in Bylaw I-300. The Operations Manuals or any amendments to its procedures shall not be adopted until such Operations Manuals or any amendments have been submitted to and reviewed by the IEEE Governance Committee. The minimum required information to be contained in the Major Board Operations Manuals shall be specified in the IEEE Policies.*

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units shall be reviewed and approved by the Board using the process in accordance with [IEEE Bylaw I-300.4](#). The following chart indicates the sections of this manual for which EAB is responsible, which shall follow that process, and for which review and consent shall be obtained by additional Major Board or Committees, as indicated, prior to submission to the IEEE Board of Directors.

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

EAB MANUAL SECTION/ACTIVITY		INVOLVED OU(S) REVIEW/CONSENT
1.10 Objectives		Deliberation: EAB Review/Consent: EAB Approval: EAB

### 1.9.1 References

[IEEE Bylaw I-300.4](#) Action of the Board of Directors and Committees

[IEEE Bylaw I-303.9](#) Major Board Operating Procedures

### 1.10 EAB MISSION – IEEE BYLAW I-303.3

(From [IEEE Bylaw I-303.3](#))

*The IEEE Educational Activities Board shall recommend to the Board of Directors policies on educational matters and implement programs specifically intended to serve and benefit IEEE members in educational pursuits, the engineering and scientific community, and the general public. These programs shall include the broad planning of educational activities of IEEE, the development and delivery of continuing education products and activities, the development of guidelines for IEEE representatives to accreditation bodies, the monitoring of accreditation activities, the coordination of pre-university programs, and the representation of IEEE in matters regarding engineering education. The EAB shall be the IEEE interface in education-related matters with external bodies. The EAB shall provide oversight and report to the IEEE Board of Directors on IEEE-Eta Kappa Nu (IEEE-HKN) and its activities. EAB shall be responsible for administration of the annual assessment paid to ABET, Inc.*

#### 1.10.1 References

[IEEE Bylaw I-303.3](#) – Educational Activities Board

[IEEE Bylaw I-108.6](#) –Assessments

### 1.11 EAB VISION

To become a major resource of choice for learners, educators, and education policy makers in all educational matters within IEEE’s fields of interest.

To be the voice of professionals in IEEE’s fields of interest on education policy; accreditation; curriculum development; pre-university science, mathematics, engineering and technology education; and continuing education.

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

### 1.12 IEEE POSITIONS PAPERS

(From [IEEE Policy – Section 15](#) – External Communications on Public Policy)

*IEEE recognizes the importance and imperative of contributing to the development of public policy and has established the nature, scope, and limitations of such engagement in IEEE Bylaw I-311. This Section of IEEE Policies defines appropriate IEEE External Communications on public policy, describes their nature and use, and specifies the processes for their approval, communication and maintenance. Additional information pertinent to the operations of the IEEE Global Public Policy Committee and IEEE Organizational Units engaging in public policy activities is contained in their Operations Manuals.*

### 1.13 EAB OBJECTIVES

The IEEE, as an educational and scientific organization dedicated to the advancement of its fields of interest, has a vital interest in the competence and quality of those engaged in these fields. This interest places an important responsibility on the IEEE to actively participate in the maintenance and improvement of the education systems that prepare individuals to enter the profession and that enable them to continue their technical learning and development throughout their careers. To carry out this responsibility, the Educational Activities Board shall:

- A. Develop positions and undertake action, where appropriate, that will help assure high quality science, mathematics, and engineering and technology educational backgrounds for all pre-university students, to the extent practical.
- B. Initiate and support activities that will attract high quality students, including members of underrepresented groups, to the IEEE fields of interest.
- C. Initiate and encourage programs that enhance academic environments so as to attract and retain high-quality individuals into careers in education within IEEE's fields of interest.
- D. Interact with institutions engaged in education in IEEE's fields of interest throughout the world to exchange experiences and to assure that educational needs are being met.
- E. Develop and foster programs that encourage faculty in IEEE's fields of interest to preserve their currency with industrial practice and to encourage practitioners to participate in the educational process.
- F. Influence the content and quality of educational programs in IEEE's fields of interest by responsible and effective participation in accreditation activities and the development of model curricula.
- G. Encourage study beyond the basic degree, either in practice-oriented or research-oriented programs, in order to prepare for the broad scope of responsibilities expected of professionals in constantly evolving technological fields.

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

- H. Initiate programs to motivate practitioners to pursue, and their employers to encourage and support, continuing education throughout their careers; so that they may maintain high levels of quality and productivity in meeting their professional obligations to employers, clients and the general public.
- I. Promote and reward excellence and innovation in the development and implementation of educational programs and activities that relate to the IEEE fields of interest.
- J. Initiate and encourage government action when and where appropriate to support policies and programs which enhance education in IEEE's fields of interest.
- K. In cooperation with other organizational units, educate the public to raise awareness of, and appreciation for, the contributions of researchers and practitioners in the IEEE fields of interest to human welfare, the environment, and raising standards of living worldwide.

Revisions to the EAB Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

18 October 2007

### 1.14 EDUCATIONAL ACTIVITIES - IEEE POLICIES INTRODUCTION

(From [IEEE Policies Introduction – Section 3](#))

*The Educational Activities Board prepares and conducts educational programs designed to support the individual member during his professional career, with particular emphasis on continuing education and career development. It also assists the profession at large in such areas as pre-university guidance, accreditation of engineering curricula, professional registration and certification.*

EAB operates in four principal areas:

#### **A. Pre-university Education**

EAB develops and administers programs focused on the needs of pre-university students, their parents, teachers and counselors. The primary aim of these activities is to increase the understanding of engineering, computing, and technology (ECT) (including higher education in ECT) among the pre-university constituencies. One expected outcome of this activity is that it would increase the propensity of young people to choose ECT as a career path. However, EAB and IEEE have fundamental interest in increasing understanding and awareness of ECT among all learners since the impact and use of modern technology transcend the boundaries of the ECT professions.

EAB seeks to administer these activities to large segments of the public, and it makes use of state of the art technology to reach the widest possible audience. At the same time EAB seeks to harness the power of its volunteers to help the pre-university system in the volunteers' locales, and it develop and administers programs that bring together volunteers and teachers in order to provide the latter with tools that bring ECT and design to the classroom.

## **IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL**

### **B. University-level Education**

EAB seeks to bring the input of the profession to all key aspects of university-level education in IEEE's fields of interest. Accordingly, EAB participates actively in accreditation activities, and seeks to help IEEE volunteers develop, enhance, and participate in the development, governance, and administration of accreditation programs. EAB seeks to develop model curricula that would guide academic programs in IEEE's fields of interest, especially in emerging and rapidly evolving sub-disciplines. EAB seeks to improve pedagogy in engineering, computing, and technology (ECT) and accordingly develops projects and supports studies that develop and test new teaching and learning methods. EAB seeks to enhance the career and professional development of ECT faculty as effective teachers, researchers, administrators and contributors to the profession. EAB also seeks to assist other Organizational Units in engaging ECT students in IEEE activities and programs and enhancing the education process in order to prepare students for entering the profession and succeeding as technical practitioners.

### **C. Post-university (continuing) Education**

EAB seeks to provide professionals in its fields of interest with original (as well as adopted and redeveloped) tools for continuing education. Accordingly, EAB develops and administers programs that harness the knowledge and experience of its members to develop courses, workshops and archival material for the education of practitioners. Furthermore, IEEE seeks to collect, adopt, repackage and offer relevant educational material developed outside IEEE which can be of use to practitioners. Preference is given to activities that can reach wide audiences through modern communication technology. EAB provides learners who have completed successfully the study of IEEE educational modules with continuing education units (CEUs) (see below). EAB also seeks to assist other Organizational Units in development and administration of certification programs, especially programs in emerging fields which industry expresses interest in understanding and adopting.

### **D. Promotion of Public Awareness of Engineering and Technology**

Understanding of engineering, computing, and technology (ECT) by the general public is an overarching objective of IEEE. IEEE believes that the ubiquity of technology and the impact of technology on human welfare necessitate a basic technological literacy by all adults, and by learners of all ages. In addition to its promotion of ECT awareness through pre-university activities EAB seeks opportunities to develop and disseminate educational material of wide appeal, and contribute to public awareness campaigns of other IEEE organizational units and other professional associations in ECT.

## **1.15 EDUCATION CONFERENCES**

EAB, on its own or in cooperation with other IEEE and non-IEEE interested parties, organizes and sponsors meetings, seminars, symposia, conferences, workshops, exhibits and other programs on matters related to the pertinent interests of IEEE members, the engineering and scientific community, and the general public. The purposes of these activities are: to provide mechanisms for effective communication among members, educators, employers, and representatives of government on engineering, computing, and technology (ECT) education; to exchange



## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

information, share expertise and develop the synergism necessary to create and implement educational programs for lifelong learning; to examine and influence trends in ECT education; and to develop blueprints and proposals for the education of, and consideration by, policy makers that influence ECT education. (August 2007)

### **1.16 CONTINUING EDUCATION UNITS (CEUS)**

*(Approved by IEEE Board of Directors February 2012)*

The Educational Activities Board (EAB) shall be responsible for the development, dissemination, and updating of IEEE guidelines on CEUs. The Continuing Education Committee of the IEEE Educational Activities Board shall be responsible for assuring compliance of IEEE organizational units with IEEE guidelines and procedures on CEUs. The EAB shall maintain a CEU registry of all individuals participating in these courses; individual records shall be kept in accordance with IEEE record-retention policies.

The Continuing Education Committee of the IEEE Educational Activities Board is responsible for assuring compliance with these guidelines. IEEE Educational Activities maintains a CEU registry of all individuals participating in these courses; individual records are kept for a period of seven years. [Offer CEUs for an event.](#)

#### **1.16.1 References**

[IEEE Continuing Education Units Website](#)

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## SECTION 2 – EDUCATIONAL ACTIVITIES BOARD

The membership of the IEEE Educational Activities Board (EAB) is mandated by [IEEE Bylaw I-303.3](#), and is supported by its current organizational structure.

This section describes the current EAB organizational structure, the functions and responsibilities of EAB members, and the establishment of the EAB organizational unit.

Details about each organizational unit are provided in related sections of this Operations Manual. (EAB Committee Structure)

### 2.1 EAB Organizational Structure

#### Reference

EAB Membership Structure – [Appendix A](#)

EAB Committee Membership Structure – [Appendix B](#)

### 2.2 EAB MEMBERSHIP

In compliance with [IEEE Bylaw I-303.3](#), the EAB shall consist of up to 16 members to include up to 15 voting EAB members, and one (1) non-voting member, as follows:

- 2.2.1 IEEE Vice President, Educational Activities and Chair, EAB
- 2.2.2 Immediate Past Vice President, Educational Activities and Chair, EAB Nominations and Appointments (N&A) Committee ([See Section 4.1.D.1 of this document](#))
- 2.2.3 Nominations and Appointments (N&A) Committee Chair, when it is not the Immediate Past Vice President, Educational Activities
- 2.2.4 EAB Treasurer
- 2.2.5 Awards and Recognition Committee (ARC) Chair
- 2.2.6 Pre-University Education Coordinating Committee (PECC) Chair
- 2.2.7 Section Education Outreach Committee (SEOC) Chair
- 2.2.8 Continuing Education Committee (CEC) Chair
- 2.2.9 University Resources Committee (URC) Chair
- 2.2.10 Member and Geographic Activities Board (MGA) Representatives (2)
- 2.2.11 Technical Activities Board (TAB) Representatives (2)
- 2.2.12 Standards Association (SA) Representative
- 2.2.13 Chair, IEEE-HKN Board of Governors and President, IEEE-HKN
- 2.2.14 Staff Secretary

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## Nominations and Appointments

Nominations and appointments of EAB members are described in the EAB Nominations and Appointments Process [Section 4.1.1](#).

## Functions and Responsibilities

[Functions and Responsibilities](#) of EAB Membership are described in [Section 2.4](#).

In compliance with IEEE Bylaw I-303.3, the voting membership of the Educational Activities Board shall be annually submitted to the IEEE Board of Directors for affirmation and shall represent a balance of experience and knowledge of industry, government and academe.

### 2.2.3 Reference

[IEEE Bylaw I-303.3 Educational Activities Board](#)

## 2.3 OFFICERS OF THE EAB

The officers of the EAB shall be the EAB Chair, the Past EAB Chair, the EAB Treasurer, and the EAB Staff Secretary (non-voting).

**2.3.1** The EAB Chair shall be the IEEE Vice President, Educational Activities, who shall serve a term of one year.

**2.3.2** The Past EAB Chair shall be the most Immediate Past IEEE Vice President, Educational Activities, available and willing to serve.

**2.3.3** The EAB Treasurer: The EAB Chair, with the advice of the EAB N&A Committee, shall appoint the EAB Treasurer.

**2.3.4** The EAB Staff Secretary, as designated by the IEEE Executive Director.

## 2.4 FUNCTIONS AND RESPONSIBILITIES OF EAB MEMBERS

### 2.4.1 IEEE Vice President, Educational Activities (VP-EA)

#### 2.4.1.1 Overview

##### Position Description Revised March 2013

The IEEE Vice President – Educational Activities Board (EAB) is elected by the IEEE Assembly and serves as Chair of the IEEE Educational Activities Board.

##### Term

- One year
- Re-election is permissible

#### 2.4.1.2 Roles

- Serves as Member of the IEEE Board of Directors;
- Chairs the EAB and presides over its meetings;

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

### 2.4.1.3 Description of Responsibilities

The Vice President, Educational Activities responsibilities include:

- Director on the IEEE Board of Directors ([See Member, Board of Directors Position Description](#))
- Appoints EAB, EAB Committee members, and EAB representatives to other IEEE organizations;
- Makes recommendations for changes to EAB structure, policies, and procedures;
- Establishes EAB Ad Hoc committees when required, and monitors their progress;
- Informs the EAB of IEEE Board of Directors pertinent discussions, actions taken, and subsequent actions required by EAB;
- Appears in person, or through an informed representative in meetings of IEEE committees and organizational units, when significant EAB-related matters are discussed, or when significant input from EAB is needed;
- Meets frequently in person, or by phone, with members of the IEEE professional staff, especially with the Managing Director, Educational Activities and members of the Educational Activities Department (EAD), to provide input from IEEE volunteers and assist in guiding activities and operations relevant to EAB;
- Appears in person, or through an informed representative in meetings of EAB Committees, when issues of strategic importance involving EAB, or significant financial impact on EAB, are discussed;
- Appears in person, or through an informed representative in meetings of EAB Committees, on accreditation, and in principal meetings of external organizations on accreditation which have impact on IEEE's activities and plans. These organizations include ABET and other accreditation agencies;
- Seeks opportunities to appear at meetings of IEEE geographical and technical organizational units in order to promote use of EAB programs and promote cooperation and coordination of efforts;
- Seeks opportunities to develop, with the help of members of the IEEE professional staff, as well as EAB members and other volunteers, new initiative(s) and other proposals for new activities in line with EAB goals and the IEEE strategic plan;
- Seeks opportunities to develop contacts and joint projects with industry and governmental agencies that can promote education in engineering, computing, and technology;

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

- Attends important gatherings of IEEE organizational units (such as Sections Congress) where opportunities exist to inform members and volunteers on EAB activities and on opportunities for cooperation with EAB;
- Following service as Vice President, Educational Activities, serves as Past Vice President, Educational Activities Board, as a member of the EAB and as Chair of the EAB N&A Committee.
- Must be able to commit sufficient time to carry out duties and responsibilities. This requirement includes, as a minimum, time for participation in all EAB meetings, and availability to communicate frequently and in a timely manner with the Educational Activities professional staff.
- Should have the support of that person's employer in meeting the obligations of the position.

### 2.4.1.4 Eligibility

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.

### 2.4.1.5 Qualifications and Skills:

- See Qualifications and Skills for Member, Board of Directors. In addition, should have
- Strong leadership skills;
- Knowledge of the IEEE and its mission, organization, structure, goals and direction;
- Knowledge of the workings of IEEE Educational Activities;
- Proven experience and knowledge in academic and industry communities to serve as a principal IEEE representative to external bodies regarding education-related matters.

#### **Must possess the ability to:**

- Understand and lead the development of strategies to meet the current needs of IEEE members, the engineering, academic and scientific communities, and the general public for high-quality educational products and services;
- Identify new and valuable educational products and services to serve a continuously changing global environment;
- Devise strategies to facilitate the establishment and implementation of systems that assure and improve the understanding and quality of accreditation in engineering, computing, and technology;

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

- Provide guidance regarding accreditation to external organizations, including professional associations and governmental decision-making bodies worldwide;
- Lead development of innovative tools to promote and enhance the level of technological literacy of pre-university educators and students;
- Develop positions and implement actions to help assure high-quality science, mathematics, and engineering and technology educational backgrounds for pre-university students;
- Direct development of programs that motivate practitioners to pursue continuing education throughout their careers;
- Develop cooperative efforts with other organizational units to raise awareness of the contributions to human welfare by researchers and practitioners involved in IEEE fields of interest.

### 2.4.1.6 Estimated Time Requirements:

At least two (2), and up to three (3), meetings of the Educational Activities Board (EAB) are held per calendar year, with possibly one (1) standalone meeting. Estimated time requirements for these, as well as in-person meetings, teleconferences, correspondence, and travel can be found in the IEEE Position Description for Vice President, Educational Activities.

### 2.4.1.7 Reimbursed Expenses:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies. ([See IEEE Policy 11.6](#))

### 2.4.1.8 Staff Contact:

Managing Director, Educational Activities and Staff Secretary to the EAB.

**Name:** Jamie Moesch, Managing Director, Educational Activities  
and Staff Secretary, EAB  
**Telephone:** +1 732 562 5483  
**Email:** [j.moesch@ieee.org](mailto:j.moesch@ieee.org)

## 2.4.2 Immediate Past VP-EA

### 2.4.2.1 Functions

- A. Serve as an officer of the EAB
- B. Serve as EAB N&A Chair, unless he/she declined the position or was otherwise unable to serve in this capacity
- C. Reports administratively to the EAB Chair

## **IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL**

### **2.4.2.2 Duties and Responsibilities**

- A. Chair EAB meetings in absence of the EAB Chair
- B. Assist the EAB Chair as a representative of the IEEE in educational activities
- C. If serving as EAB N&A Chair, executes the duties of the N&A Chair, as described in Section 4.2 of this manual.

### **2.4.2.3 Qualifications**

- A. Must be an IEEE Senior Member or Fellow
- B. Must be able to commit sufficient time to carry out duties and responsibilities
- C. Should have the support of employer in meeting the obligations of the position

### **2.4.2.4 References**

- [EAB N&A Charter- Section 4.1](#)
- [IEEE Bylaw I-307 - Nominations and Elections](#)

## **2.4.3 EAB Treasurer**

The EAB Treasurer is annually appointed by the Chair of the Educational Activities Board for a one-year term beginning 1 January.

### **2.4.3.1 Functions**

- A. Serves as chief financial officer of the EAB
- B. Serves as voting member of EAB
- C. Serves as the financial representative for EAB on the IEEE Finance Committee (FinCom), as a voting member
- D. Reports administratively to the EAB Chair

### **2.4.3.2 Duties and Responsibilities**

- A. Develops the EAB budget, in consultation with the EAD professional staff
- B. Participates in, and attends, IEEE FinCom meetings and submits reports to the EAB
- C. Ensures compliance with IEEE policies and procedures in all financial matters relating to the EAB
- D. Attends all meetings of the EAB and submits reports on progress and activities of the EAB finances

### **2.4.3.3 Qualifications**

- A. Must be an IEEE Member, Senior Member or Fellow
- B. Must be able to commit sufficient time to carry out duties and responsibilities
- C. Should have the support of employer in meeting the obligations of the position.

### **2.4.3.4 References**

- [EAB Functions of EAB Treasurer - Section 4.2](#)
- [EAB Budget Administration - Section 4.2.1](#)

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## 2.4.4 EAB Committee Chairs

### 2.4.4.1 Functions

- A. Serve as a voting member of the EAB
- B. Represent that Committee on the EAB
- C. Serve on related EAB and other IEEE organizational units, as appropriate
- D. Report administratively to the EAB Chair

### 2.4.4.2 Duties and Responsibilities

- A. Attend all EAB meetings
- B. Conduct business of Committee to achieve purpose and functions as defined in Committee charter
- C. Chair meetings of Committee
- D. Recommend to EAB proposed changes to the Committee charter to ensure that it meets current objectives
- E. Ensure the Committee meets objectives
- F. Carry out other tasks as assigned to Committee by the EAB Chair or EAB
- G. Report status of Committee activities to the EAB
- H. Provide written progress reports prior to each EAB meeting

### 2.4.4.3 Qualifications

- A. Must be an IEEE Member, Senior Member or Fellow
- B. Must be able to commit sufficient time to position
- C. Should have the support of employer in meeting the obligations of the position

### 2.4.4.4 References

[IEEE Bylaw I-303.3](#)

## 2.4.5 EAB Representatives from Member and Geographic Activities Board, Technical Activities Board, and the IEEE Standards Association

### 2.4.5.1 Functions

- A. Serve as a voting member of the EAB
- B. Serve as a communication link with their respective organizational unit

### 2.4.5.2 Duties and Responsibilities

- A. Attend all EAB meetings, be informed on all EAB issues, and participate in discussions
- B. Keep EAB informed of important decisions made by their respective organizational unit
- C. Provide reports at EAB meetings and report on EAB actions to their respective organizational unit

### 2.4.5.3 Qualifications

- A. Must be an IEEE Member, Senior Member or Fellow



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- B. Must be able to commit sufficient time to position
- C. Should have the support of employer in meeting the obligations of the position

### 2.4.6 EAB Staff Secretary

The Managing Director, Educational Activities shall normally serve as EAB Staff Secretary, as designated by the IEEE Executive Director ([IEEE Bylaw I-303.2](#) and [I-303.3](#))

#### 2.4.6.1 Functions

- A. Serve as ex officio, non-voting member of the EAB
- B. Serve on related EAB and IEEE bodies, as appropriate

#### 2.4.6.2 Duties and Responsibilities

- A. Attend all EAB Meetings as a non-voting member
- B. Represent the interests of the EAB to other bodies, as appropriate
- C. Attend EAB Committee and other related IEEE meetings
- D. Organize, direct and guide the Educational Activities Department professional staff operations in support of the EAB
- E. Assist the EAB Chair in determining the administrative needs of the EAB, and EAB Committees, and assure that those needs are met
- F. Conduct monthly, in-depth studies of cost and revenue and associated budget status
- G. Conduct timely progress reviews of activities
- H. Provide advice and counsel regarding program details and preparation for implementation to volunteer task force groups and professional staff program managers
- I. Report to the EAB on activities within the IEEE Educational Activities Department
- J. Advise appropriate IEEE Organizational Units of EAB actions and plans

#### 2.4.6.3 References

[IEEE Bylaw I-303](#)

## 2.5 EAB STANDING COMMITTEES

### 2.5.1 Establishment

To facilitate the performance of its operational and administrative duties, and to encourage cooperative efforts and communication among EAB and IEEE organizational units, the EAB may establish Committees.

The Chairs of the Standing Committees shall be appointed by the EAB Chair with the concurrence of the EAB.

### 2.5.2 Membership and Administration

The functions and composition of Standing Committees are described in EAB Charters, which are included in [Section 4](#) of this Operations Manual.

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

The members of each EAB Committee shall be approved by the Educational Activities Board. Up to two non-members of the IEEE may be appointed as voting members on each of the following committees: Pre-University Education Coordinating; EPICS in IEEE; and Continuing Education. The Chair of each Committee shall be an IEEE Member.

## 2.5.3 References

[EAB Charters](#) – Section 4  
[IEEE Bylaw I-303.3](#)

## 2.6 LIST OF CURRENT EAB STANDING COMMITTEES AND CHARTERS

- A. Nominations and Appointments (N&A) Committee (Section 4.1)
- B. Awards and Recognition Committee (ARC) (Section 4.3)
- C. Pre-University Education Coordinating Committee (PECC) (Section 4.4)
- D. Section Education Outreach Committee (SEOC) (Section 4.5)
- E. Continuing Education Committee (CEC) (Section 4.6)
  - Educational Products Editorial Committee (Section 4.6.1.1)
  - Credentialing Program Committee (Section 4.6.1.2)
- F. University Resources Committee (URC) (Section 4.8)
  - Committee on Engineering Accreditation Activities (CEAA) (Section 4.9)
  - Committee on Engineering Technology Accreditation Activities (CETAA) (Section 4.10)
  - Faculty Resources Committee (FRC) (Section 4.11)
  - Engineering Projects in Community Service Committee (EPICS) in IEEE (Section 4.12)
- G. IEEE-Eta Kappa Nu Board of Governors (IEEE-HKN-BOG) (Section 4.13)

## 2.7 EAB AD HOC COMMITTEES

The EAB Chair may appoint Ad Hoc committees and task forces to facilitate the duties assigned to the EAB. The conditions and tenure of all such committee appointments shall be for no longer than that of the EAB Chair who appoints the committee.

## 2.8 JOINT STANDING COMMITTEES AND COUNCILS

### 2.8.1 Joint Councils

#### Establishment

The EAB Chair, with the concurrence of EAB, and the affirmation of the IEEE Board of Directors, may establish joint education coordinating councils for the purpose of coordinating educational activities among IEEE organizational units, and providing a continuing mechanism for two or more IEEE organizational units to work together in developing and implementing educational programs of mutual interest. The functions and charters of such councils, along with the procedure for organizing a new education coordinating council, shall be contained in this EAB Operations Manual.

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## **Membership**

A joint education coordinating council shall be composed of members designated by the principal officer of the organizational unit they represent. The choice for chairs of such councils shall be selected jointly by the EAB Chair and the chairs of the other IEEE organizational units involved with each such council. The EAB appointments shall be made by the EAB Chair with the affirmation of the EAB.

## **2.8.2 Joint Standing Committees**

### **Establishment**

The EAB Chair, with the concurrence of EAB, and the affirmation of the IEEE Board of Directors, may establish joint Standing Committees with other IEEE organizational units. Joint Standing Committee charters shall be included in this EAB Operations Manual.

### **Membership**

Joint Standing Committees shall be composed of members designated by the principal officer of the organizational units they represent. The choice for Chairs of such Committees shall be made jointly by the EAB Chair and the Chairs of the other IEEE organizational units involved. The EAB appointments shall be made by the EAB Chair, with the affirmation of the EAB.

# IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

## SECTION 3 – ADMINISTRATIVE AND OPERATIONAL PROCEDURES

This section describes basic EAB Administrative and Operational Procedures as mandated by IEEE Bylaws and Policies. [Committee Charters and Procedures in Section 4](#) of this Operations Manual describe the scope and functions of the EAB Committees as well as additional procedures.

### 3.1 POLICIES

As delegated by the IEEE Board of Directors, EAB shall establish practices and procedures affecting the management and operation of its Committees. EAB shall be responsible for developing its plans, schedules and procedures. The EAB Committees shall operate in support of their assigned educational fields, as provided in their respective charters. The EAB, through the EAB Chair, may bring reports, recommendations or other actions by the individual Committees to the IEEE Board of Directors.

### 3.2 POLICY INTERPRETATION

EAB shall implement IEEE Bylaws and Policies through organizational arrangements, guidelines, and scopes and shall develop policy recommendations relating to the IEEE educational activities. Relevant policy statements and procedures shall be published in this Operations Manual for the guidance of all concerned.

### 3.3 MONITORING COMMITTEE ACTIVITIES

EAB shall be responsible for monitoring the operations of the individual Committees for adherence to the IEEE governing documents. At intervals of no longer than five years, in accordance with a schedule set by EAB, a review and evaluation shall be made of the total activities of each Committee.

#### 3.3.1 Assessment of EAB Activities

To assist EAB in prioritizing its activities, the impact of EAB activities will be annually assessed and documented by EAB staff, and shared with the EAB and, as needed, other IEEE organizational units.

### 3.4 MEETINGS OF THE EAB AND EAB COMMITTEES

#### 3.4.1 Parliamentary Procedures ([From IEEE Bylaw I-300.1](#))

*Governance; Parliamentary Procedures; Meeting Protocol.*

*Governance. The policies, procedures, rules and regulations by which IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies, is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.*

## **IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL**

*The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as operations manuals, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.*

*Parliamentary Procedures. Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Committees of the Board of Directors, Committees of IEEE and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.*

*The IEEE Board of Directors shall resolve any issues related to the interpretation of, and conformance of other documents to IEEE's governing documents.*

*Meeting Protocol. Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff. Guests (who are not members of the particular body) are not entitled to join the discussion but may be allowed to address the body at the discretion of the body. Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Executive Sessions shall be conducted in accordance with Robert's Rules of Order (latest revision), Chapter 4, §9. Members of the Board of Directors shall be allowed to attend Executive Sessions of any board or committee unless there is a conflict of interest with respect to the matter being discussed. Barring a conflict of interest, members of the Board of Directors shall be granted access to the approved minutes of executive sessions of any organizational unit board, committee or council.*

### **3.4.2 Schedule and Location – EAB Meetings**

There shall be at least three (3) EAB meetings per year. Two of these meetings [and up to three (3)] should normally be held in conjunction with the IEEE Meeting Series.

### **3.4.3 EAB Committee Meetings – Schedule and Location**

Schedules for EAB Committee meetings are described in [EAB Charters](#) – Section 4 of this Operations Manual.

### **3.4.4 Schedule Change**

Once scheduled, a meeting date or location may be altered or canceled by majority vote at a regularly constituted EAB meeting, or by consent of a majority of all EAB members secured by, or transmitted to, the EAB Staff Secretary, not less than twenty days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such approved change shall be distributed to all EAB voting members not less than ten days before the original, or the new, date of said scheduled meeting, whichever is the earlier.

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### 3.4.5 Special Meetings

Special meetings of EAB may be called by the EAB Chair or by 25% of EAB voting members on notice to all other EAB Members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the EAB voting members calling the meeting, shall be distributed to all EAB members not less than twenty days before the date set for the special meeting.

### 3.4.6 By Telecommunications

In accordance with IEEE Bylaw I-300.4.3, as provided below:

*Except as may otherwise be specifically provided by statute, the Certificate of Incorporation of the corporation or these Bylaws, members of the Board of Directors or any committee or board thereof may participate in a meeting of such board or committee by using conference telephone, electronic conferencing, electronic video screen, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence of the person in the meeting.*

### 3.4.7 Quorum

A quorum of the EAB, and any of its Committees, shall be a majority of the voting members of EAB or that Committee.

### 3.4.8. Definitions

**3.4.8.1 Concurrence of the EAB:** Whenever the term “concurrence of the EAB” is used, it shall mean approval by action of the EAB, provided there is a quorum present.

**3.4.8.2 Affirmed and Affirmation:** Whenever the term “affirmed” is used, it shall mean to ratify, to accept an action which is done or proposed. “Affirmation” shall mean the act of affirming.

### 3.4.9 Actions of the EAB ([From Bylaw I-300.4](#))

*Unless otherwise provided in the Certificate of Incorporation, the Constitution, these Bylaws, or the Not-For-Profit Corporation Law of the State of New York, the vote of a majority of the votes of the members present and entitled to vote, at the time of the vote, provided a quorum is present, shall be the act of the Board of Directors, the Committees of the Board of Directors, the Committees of IEEE as listed in IEEE Bylaw I-304, including the Major Boards, listed in IEEE Bylaw I-303, and any other board or committee reporting directly to the Board of Directors.*

### 3.4.10 Actions of the EAB Committees ([From Bylaw I-300.4](#))

*Unless otherwise provided in the Certificate of Incorporation, the Constitution, these Bylaws, the Not-For-Profit Corporation Law of the State of New York or the applicable governing documents of a board or committee of any organizational unit of IEEE (other than the Board of Directors, the Committees of the Board of Directors, the Committees of IEEE as listed in IEEE Bylaw I-304, including the Major Boards listed in IEEE Bylaw I-303, and any other board or committee reporting directly to the Board of Directors), the*

## IEEE EDUCATIONAL ACTIVITIES BOARD OPERATIONS MANUAL

*vote of a majority of the votes cast, provided a quorum is present, shall be the act of such board or committee.*

### **3.4.11 Actions Without Meetings – EAB**

[\(IEEE Bylaw I-300.4\)](#)

*Unless otherwise restricted by statute, the Certificate of Incorporation of the corporation or these bylaws, any action required or permitted to be taken at a meeting of the Board of Directors or any committee or board reporting directly to the Board of Directors may be taken without a meeting if a unanimous consent, which sets forth the action, is signed, or acknowledged via e-mail by all members of the board or committee, as the case may be. If written, the consent must be executed by such party through signing such consent or causing his or her signature to be affixed to such consent by any reasonable means including, but not limited to, facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail and set forth, or be submitted with, information from which it can be reasonably determined that the transmission was authorized by the director. The action and written confirmations shall be filed with the minutes of the proceedings of the board or committee.*

### **3.4.12 Action Without Meetings - EAB Committees**

[\(IEEE Bylaw I-300.4\)](#)

*Unless otherwise restricted by statute, the Certificate of Incorporation of the corporation or these bylaws, any action required or permitted to be taken at a meeting of any board or committee of any organizational unit of IEEE (other than the Board of Directors, and any other board or committee reporting directly to the Board of Directors) with the exception of standards-developing committees of the IEEE Standards Association, may be taken without a meeting if a majority consent, which sets forth the action, is signed, or acknowledged via e-mail by a majority of all the voting members of the board or committee, as the case may be. If written, the consent must be executed by the member by signing such consent or causing his or her signature to be affixed to such consent by any reasonable means including, but not limited to, facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail and set forth, or be submitted with, information from which it can be reasonably determined that the transmission was authorized by the board or committee member. The action and written confirmations shall be filed with the minutes of the proceedings of the board or committee.*

*For standards-developing committees within the IEEE Standards Association, unless a more restrictive requirement is specified in the governing documents of the committee, majority consent of those participating provided a majority of the voting members on the committee respond, shall be required to approve an action taken without a meeting. The consent, which sets forth the action, shall be signed, or acknowledged via e-mail. If written, the consent must be executed by the member by signing such consent or causing his or her signature to be affixed to such consent by any reasonable means including, but not limited to, facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail and set forth, or be submitted with, information from which it can be reasonably determined that the transmission was authorized by the board or committee member. The action and written confirmations shall be filed with the minutes of the proceedings of the board or committee.*

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### 3.4.13 Notices

Notices of meetings and any other documents required to be sent to EAB members pursuant to provisions of the Constitution, IEEE Bylaws, and this Operations Manual shall be sent by such routings as shall ensure prompt delivery.

### 3.4.14 Agendas and Minutes

#### 3.4.14.1 Agendas

A Notice of Call for EAB Agenda Items is distributed by way of email to EAB members and, as appropriate, to other individuals or groups. Prior to EAB Meetings, a copy of the EAB Agenda is provided on the EAB Administration Website. Reports provided by EAB Committee Chairs, MGA, TAB, SA, IEEE-HKN, and other EAB Liaison Representatives are contained in the agenda.

#### 3.4.14.2 Minutes

Minutes of EAB Meetings are recorded and provided to EAB for review/comment by way of email prior to approval. Minutes are provided on the EAB Administration Website and maintained in archival files by the EAB Staff Secretary.

### 3.4.15 Meeting Protocol

(From IEEE Bylaw I-300.1 – Meeting Protocol)

*Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff. Guests (who are not members of the particular body) are not entitled to join the discussion but may be allowed to address the body at the discretion of the body. Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Executive Sessions shall be conducted in accordance with Robert's Rules of Order (latest revision), Chapter 4, §9. Members of the Board of Directors shall be allowed to attend Executive Sessions of any board or committee unless there is a conflict of interest with respect to the matter being discussed. Barring a conflict of interest, members of the Board of Directors shall be granted access to the approved minutes of executive sessions of any organizational unit board, committee or council.*

## 3.5 References

[IEEE Bylaw I-300](#): Governance; Parliamentary Procedures; Meeting Protocol.



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## SECTION 4 – COMMITTEE CHARTERS AND PROCEDURES

This section includes Charters, procedures and processes of the EAB Committees. These include the following:

- Nominations & Appointments
- Awards and Recognition
- Pre-University Activities
- Section Education Outreach
- Continuing Education
- University Resources
- Accreditation Activities
- IEEE-Eta Kappa Nu

**Terms of Office.** Unless specified otherwise in the EAB Operations Manual, the term of office for EAB Committee members, including the Committee Chair, shall be for the calendar year of appointment. However, acceptance of appointment will carry with it the understanding that a member would normally be eligible for re-appointment for up to two additional one-year terms, serving for no more than three consecutive years.

All voting members of EAB Standing Committees, including the Committee Chair, shall be appointed by the EAB upon the recommendation of the Chair of the Educational Activities Board.

**Duration of Service.** Unless specified otherwise in the EAB Operations Manual, the consecutive period of service of any member of any EAB Standing Committee shall not extend beyond three years, except that a Chair or Past Chair may serve one additional year. The limitations of tenure may be waived in individual cases for reasons deemed by the EAB and Board of Directors, when applicable, to be in the best interests of IEEE.

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## 4.1 NOMINATIONS AND APPOINTMENTS (N&A) COMMITTEE CHARTER

### A. General

The EAB Nominations and Appointments (N&A) Committee reports to, and is a Standing Committee of, the EAB.

### B. Scope

The EAB N&A Committee is responsible for managing the nominations and appointments process of the EAB.

### C. Functions

The EAB N&A Committee shall:

1. seek out, and recommend to the EAB, candidates for EAB offices; and
2. propose, with the concurrence of the EAB, candidates for EAB Vice President, Educational Activities;
3. seek out, and recommend to the IEEE-HKN Board of Governors, candidates for the office of IEEE-HKN President-Elect.

### D. Composition

The EAB N&A Committee shall consist of five (5) voting members and one (1) non-voting member as follows:

1. Four voting members, two of whom are past EAB members. All voting members of the EAB N&A Committee shall be appointed by the EAB as described above in [Section 4](#) Committee Charters and Procedures.
2. The Vice President for Educational Activities shall serve as an ex officio member without vote.

(From IEEE [Bylaw I-307.1](#))

3. *The Chair of each of these N&A Committees shall be either the past past chair, immediate past chair or chair-elect of the governing body of that organizational unit as specified in the governing documents of that organizational unit. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the organizational unit's N&A Committee available shall be the Chair of that respective N&A Committee. With extenuating circumstances, an organizational unit may appoint a different individual to this position.*
4. *Chairs shall not be eligible to be elected to the Board of Directors during their term of service.*
5. *At least two-thirds of the voting members of each N&A Committee shall be elected or appointed by the governing body of their respective organizational unit.*
6. *A member of an N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting in which the nomination shall be made.*

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## **E. Membership Requirements**

All voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

## **F. Financial and Administrative Support**

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support for the Committee shall be provided by the EAD.

## **G. Meetings**

The EAB N&A Committee may hold meetings via teleconference.

## **H. Reports**

The EAB N&A Committee Chair shall report N&A actions at the first EAB meeting following those actions.

## **I. Amendments**

All amendments to this Charter must be approved by the EAB.

### **4.1.1 Nominations & Appointments Process – See [Appendix C](#) of this Operations Manual**

#### **4.1.2 EAB Voting Membership Appointments**

Unless otherwise specified in EAB Charters, IEEE Bylaws or procedures, appointments of the EAB voting membership are made by the Chair of the EAB, in consultation with the EAB N&A Committee. In compliance with [IEEE Bylaw I-303.3](#), the voting membership of the Educational Activities Board shall be annually submitted to the IEEE Board of Directors for affirmation and shall represent a balance of experience and knowledge of industry, government and academe.

##### **4.1.2.1 Vice President, Educational Activities and EAB Chair**

Elected by the IEEE Assembly for a one-year term beginning January.  
[IEEE Bylaw I-200.1](#)

See also [Appendix C – Nominations & Appointments Process – Section F – Candidates for Vice President, Educational Activities](#) and Functions and Responsibilities of EAB Members - [Section 2.4.1 – IEEE Vice President, Educational Activities \(VP-EA\)](#) of this Operations Manual.

##### **4.1.2.2 Immediate Past VP-EA**

See Functions and Responsibilities of the EAB Members – [Section 2.4.2. – Immediate Past VP-EA](#).

##### **4.1.2.3 EAB N&A Committee Chair**

See Nominations & Appointments Process – [Appendix C](#)

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### **4.1.2.4 EAB Committee Chairs**

Unless otherwise specified in EAB Charters, IEEE Bylaws or procedures, appointments of EAB Committee Chairs, who are voting members of the EAB, are made by the Chair of the EAB in consultation with the EAB N&A Committee. See EAB Voting Membership Appointments – [Section 4.1.2](#) and Functions and Responsibilities of EAB Members – [Section 2.4.4 – EAB Committee Chairs](#)

### **4.1.2.5 Member and Geographic Activities (MGA) Board Representatives (2)**

Two members, jointly appointed by the Vice President, Member and Geographic Activities and the Chair of the EAB – one member from Regions 1-6 and one member from Regions 7-10. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms. ([IEEE Bylaw I-303.3](#))

See EAB Voting Membership Appointments – [Section 4.1.2](#) and Functions and Responsibilities of EAB Members – [Section 2.4.5 – EAB Representatives from MGA Board, TAB, and SA](#)

### **4.1.2.6 Technical Activities Board (TAB) Representatives (2)**

Two members, jointly appointed by the Vice President, Technical Activities and the Chair of the EAB. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms. ([IEEE Bylaw I-303.3](#))

See EAB Voting Membership Appointments – [Section 4.1.2](#) and Functions and Responsibilities of EAB Members – [Section 2.4.5 – EAB Representatives from MGA Board, TAB, and SA](#)

### **4.1.2.7 Standards Association (SA) Representative (1)**

One member, jointly appointed by the President, Standards Association (SA) and the Vice President, Educational Activities. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms.

([IEEE Bylaw I-303.3](#)) See EAB Voting Membership Appointments – [Section 4.1.2](#) and Functions and Responsibilities of EAB Members – [Section 2.4.5 – EAB Representatives from MGA Board, TAB, and SA](#)

### **4.1.2.8 IEEE-HKN Board of Governors, President-Elect**

Elected by vote of all IEEE-HKN active School Chapters and Alumni Chapters for a one-year term beginning 1 January.

### **4.1.3 Liaison Representatives**

Unless otherwise specified in the Charters of other IEEE Committees or IEEE Bylaws, appointments are made by the Chair of the EAB in consultation with the EAB N&A Committee. Appointments are for one-year terms and are eligible for consecutive re-appointment of up to two additional one-year terms.

### **4.1.4 EAB Committee Members**

Unless otherwise specified in EAB Charters, appointments are made by the Chair of the EAB, in consultation with the EAB N&A Committee.

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### 4.1.5 Joint Standing Committee Appointments

See [Section 2.8.2](#) of this EAB Operations Manual.

### 4.1.6 Nominations by Petition

Individual EAB voting members may propose a candidate to be considered for the offices appointed by the EAB Chair by petition. Prior to submission of a nomination petition, the petitioner shall have determined that the candidate named in the petition is willing to serve if elected. Evidence of such willingness to serve shall be submitted with the petition. The petition shall be signed by three or more EAB voting members. Any additional petition requirements shall be added to this Operations Manual.

### 4.1.7 Vacancies

In accordance with IEEE Bylaw I-301.12, vacancies will be filled as follows:

#### 4.1.7.1 Vice President (EAB Chair)

Should a vacancy occur in the office of Vice President-Educational Activities, the IEEE Assembly shall fill the vacancy. The Past Vice President-Educational Activities, who is in office when the vacancy in the office of the Vice President-Educational Activities occurs, shall serve until a new Vice President-Educational Activities is elected by the IEEE Assembly.

#### 4.1.7.2 Past Vice President

The next most recent Past Vice President available to serve shall fill a vacancy occurring in the office of the Past Vice President.

#### 4.1.7.3 Other Vacancies

Other vacancies shall be filled by the EAB Chair upon recommendation by the EAB Nominations and Appointments Committee.

#### 4.1.7.4 References

[Section 4](#) – EAB Charters and Procedures

[IEEE Bylaw I-301](#) – Board of Directors

[IEEE Bylaw I-307](#) – Nominations and Elections

[IEEE Bylaw I-203.1](#) – Assembly Functions – Election of Officers

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**4.2 EAB TREASURER RESPONSIBILITIES AND FINANCIAL PROCESS – See [Appendix E](#)**

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### 4.3 AWARDS AND RECOGNITION COMMITTEE (ARC) CHARTER

#### A. General

The EAB Awards and Recognition Committee (ARC) reports to, and is a Standing Committee of, the EAB.

#### B. Mission

To recognize excellence and outstanding educational contributions of individuals and organizations through awards that are aligned with EAB's educational vision and mission as well as IEEE's diversity statement.

#### C. Scope

Promote and reward excellence in performance in the development and implementation of educational programs and activities, either formal or otherwise, that relate directly to the discipline of electrical and electronics engineering. This is including, but not limited to, continuing education, pre-university guidance, accreditation, educational innovations and private sector support of educational institutions or activities.

#### D. Functions

The EAB ARC shall:

1. Originate and administer all awards (subject to IEEE Policies).
2. Annually invite nominations from the broadest IEEE membership segment possible.
3. Conduct impartial evaluations of nominations, possibly with the aid of Subcommittees.
4. Recommend candidates for specific awards. ARC will normally recommend one candidate for each award. However, as circumstances warrant, ARC may recommend multiple candidates, or no candidate, for a specific award. Final decision on all awards shall be vested with EAB, which shall also select the appropriate time and place of the presentation of the awards.

#### E. Composition

The EAB ARC shall consist of up to nine (9) voting members and one non-voting member as follows:

1. ARC Chair, who shall serve as a voting member of the EAB;
2. Past EAB ARC Chair;
3. IEEE-HKN Awards & Recognition Chair;
4. EAB University Resources Committee Chair;
5. EAB Continuing Education Committee Chair;
6. EAB Pre-University Education Coordinating Committee Chair;
7. One (1) member appointed by the VP-EA, who shall also serve on the EAB/SA Board of Governors Standards Education Award Selection Committee;
8. Up to two voting EAB members may be appointed by the VP-EA; and
9. VP-EA shall serve ex officio without vote

#### F. Membership Requirements

All voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows. In the case of the IEEE-HKN Awards & Recognition Chair, he/she shall also be a member of IEEE-HKN.

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## **G. Financial and Administrative Support**

Financial support is provided for ARC activities through the budgetary processes of the EAB. If no other funds are available, EAB shall provide funds to reimburse ARC members for their travel expenses to attend the ARC meeting held in conjunction with the mid-year EAB meeting. With the prior approval of the VP-EA, such expense reimbursement will also be made for any other face-to-face meeting of the ARC that may be required. EAB shall provide funds to reimburse the ARC Chair for travel expenses required to attend meetings of IEEE organizational units of which the ARC Chair is an ex officio member and for EAB award presentations.

## **H. Meetings**

The ARC Chair shall schedule ARC meetings sufficient in number to complete Committee business in a timely manner. It is expected that one face-to-face meeting shall be held at the site of the mid-year meeting of the EAB. To the extent possible, all other meetings shall be conducted by teleconference.

## **I. Reports**

Status reports shall be provided at EAB Meetings, including an annual report of activities for the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

## **J. Amendment**

All amendments to this charter must be approved by the EAB.

### **4.3.1 Awards Program**

IEEE Educational Activities Board (EAB) Awards recognize and honor individuals and companies for major contributions to engineering and technical education. Awards are given for meritorious activities in accreditation, continuing education, educational innovation, pre-university education, service to the IEEE EAB, employee professional development, informal education systems and related achievements that advance the practice of engineering and of engineering education.

The current IEEE EAB Awards are:

- [Meritorious Achievement Award in Accreditation Activities](#)
- [Meritorious Achievement Award in Continuing Education](#)
- [Major Education Innovation Award](#)
- [Meritorious Achievement Award in Pre-University Education](#)
- [Meritorious Achievement Award in Outreach and Informal Education](#)
- [Meritorious Service Citation](#)
- [Employer Professional Development Award](#)
- [Section Professional Development Award](#)
- [Society/Council Professional Development Award](#)
- [Vice President's Recognition Award](#)
- [EA/SA Standards Education Award](#)



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IEEE Educational Activities Board (EAB) administers scholarship awards that recognize graduate students for work in electrical engineering. The current IEEE EAB Scholarship Awards are:

- IEEE Life Members Graduate Study Fellowship in Electrical Engineering
- The Charles LeGeyt Fortescue Graduate Scholarship

IEEE-Eta Kappa Nu (IEEE-HKN) awards honor excellence in engineering by recognizing the leaders of today and tomorrow. Members consist of students, alumni, and other professionals who have demonstrated exceptional academic and professional accomplishments. The current IEEE-HKN Awards are:

- C. Holmes MacDonald Outstanding Teaching Award (CHM/OTA)
- Asad M. Madni Outstanding Technical Achievement and Excellence Award
- Outstanding Young Professional Award (OYPA)
- Outstanding Chapter Activities Award (OSAA)
- Outstanding Student Award (OSA)
- Distinguished Service Award (DSA)
- Eminent Member Recognition (EMR)

### **4.3.2 Awards Presentation**

EAB awards and scholarship awards shall normally be presented by the Vice President, IEEE Educational Activities, or his/her designee, in conjunction with the last regularly scheduled EAB meeting of the year. The EAB / SA Board of Governors Standards Education Award shall normally be presented in even numbered years by the Vice President, IEEE Educational Activities, or his/her designee in conjunction with the last regularly scheduled EAB meeting of the year; in odd numbered years, the award will be presented at the Standards Association's Awards Ceremony. The IEEE-HKN C. Holmes MacDonald Outstanding Teacher, Asad M. Madni Outstanding Technical Achievement and Excellence Award, Outstanding Young Professional, Distinguished Service, and Eminent Member Recognition Awards, shall normally be presented by the IEEE-HKN President, or his/her designee, in conjunction with the annual EAB Awards Presentation.

### **4.3.3 Funding**

- A.** Funds are budgeted by the EAB, IEEE Life Members Fund, Charles LeGeyt Fortescue Graduate Scholarship Fund and IEEE-HKN, as appropriate.
- B.** EAB Award recipients, (and companion if applicable), will be funded up to USD 2000.00 for expenses related to traveling to the EAB Awards presentation location. Expenses to be reimbursed are only those incurred in connection with travel to accept his/her EAB Award. In addition to travel expenses, EAB will cover two-night's lodging in conjunction with the presentation.

EAB Scholarship Award recipients, (and companion if applicable), will be funded up to USD 1500 for expenses related to traveling and additionally two-nights lodging to accept his/her Award at EAB Awards presentation location, funded by the IEEE Life Members Fund and Charles LeGeyt Fortescue Graduate Scholarship Fund respectively.

In even numbered years, the EAB / SA Board of Governors Standards Education Award recipient will be funded as an EAB Award recipient (see preceding paragraph); and EA will cover the cost of the plaque or sculpture. In odd numbered years, the EAB / SA Board of Governors Standards Education Award recipient will be funded by IEEE-SA for up to two-

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night's lodging in conjunction with the presentation; and IEEE-SA will cover the cost of the plaque or sculpture.

IEEE-HKN recipients, (and companion if applicable), will also be funded for expenses related to traveling to the EAB Awards presentation location, and from the IEEE-HKN budget and as outlined in the IEEE-HKN Process Manual.

- C. The IEEE Travel Policy and Reimbursement Guidelines will be followed.
- D. Travel funds are **NOT** provided for the EAB Employer Professional Development Award.

### 4.3.4 Nominee Solicitation and Publicity

Nominations are invited by announcements to the broadest IEEE and IEEE-HKN membership segments and other appropriate groups, including e-mail to IEEE boards and organizational units and through announcements in IEEE publications and other appropriate media.

Members of EAB Committees are responsible to seek out and recommend nominations for awards that are relevant to the committees' area of interest:

- IEEE Education Activities Board (EAB)
  - Meritorious Service Citation
- Pre-University Education Coordination Committee (PECC)
  - Meritorious Achievement Award in Pre-University Education
  - Meritorious Achievement Award in Outreach and Informal Education
- Continuing Education Committee (CEC)
  - Meritorious Achievement Award in Continuing Education
  - Employer Professional Development Award
  - Society / Council Professional Development Award
- University Resources Committee (URC)
  - Meritorious Achievement Award in Accreditation Activities
  - Major Education Innovation Award
- Section Education Outreach Committee (SEOC)
  - Section Professional Development Award

### 4.3.5 Eligibility Requirements

#### 4.3.5.1 Eligibility Requirements for All Awards

Current members of the IEEE EAB, IEEE-HKN-BOG, or members of the IEEE professional staff, may not be nominators, recipients, or endorsers of EAB or IEEE-HKN Awards, unless otherwise specified. Current members of the IEEE EAB Awards and Recognition Committee (ARC), IEEE Life Members Committee (LMC), trustees and officers of the Charles LeGeyt Fortescue Graduate Fund or the IEEE-HKN Awards & Recognition Committee may not be nominators, recipients, or

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endorsers of awards associated with their respective committees, unless otherwise specified.

Self-nominations will not be accepted unless otherwise specified.

### **4.3.5.2 Eligibility Requirements for Individual Awards**

In addition to the eligibility requirements indicated for ALL awards, eligibility requirements for nominators, reference writers and candidates differ for each award. See Eligibility Requirements as specified for each award.

### **4.3.5.3 Eligibility and Process Limitations**

As specified in IEEE Policy 4.4.H, Eligibility and Process Limitations, individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award. This conflict of interest limitation shall apply to all awards given by the IEEE or any of its organizational units.

### **4.3.6 Team Awards**

In the event of an award going to a team, when recipients are required to be IEEE Members, i.e., Accreditation, Continuing Education, Educational Innovation, ALL members of the team are required to be IEEE members. Travel will be provided for one recipient only. Honorarium is to be split equally among the team members. Only ONE honorarium for any one award will be given.

### **4.3.7 Annual Deadline**

Nominations are typically due by the Monday following 30 April of each year, but the deadline may be extended, if necessary, contingent upon approval by the VP-EA.

### **4.3.8 Approval of Awards**

The EAB Awards and Recognition Committee (ARC) will meet in conjunction with the mid-year meeting of the EAB to review nominations and complete the recipient selection process. EAB ARC recommendations are submitted to the IEEE EAB for approval at the mid-year meeting of the EAB. Award Recipients and their nominator(s) will be notified as soon as practical following the approval of the EAB. Public announcements, i.e., News Releases, will be made subsequently thereafter.

### **4.3.9 Award Descriptions and Nomination Procedures**

#### **4.3.9.1 Nomination Forms and Instructions**

Nomination criteria, instructions, and related forms shall be provided on the [EAB Awards Website](#).

#### **4.3.9.2 Nomination Guidelines**

Nomination materials, as submitted, should make the case for the nominee, and be complete and well documented. The EAB Awards and Recognition Committee will not research any information that has been provided to amplify the record, or to verify unsupported claims, except in unusual cases.

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### 4.3.9.3 Meritorious Achievement Award in Accreditation Activities

#### A. Frequency

This award is offered annually.

#### B. Award Description

The Meritorious Achievement Award in Accreditation Activities was established in 1984 by the EAB to provide recognition for efforts to foster the maintenance and improvement of education through the process of accreditation of engineering, engineering technology, computer science and applied science programs.

The award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows who have made contributions that have enhanced the accreditation process, and are currently, or have recently been active in accreditation activities.

The award consists of a plaque and USD 1000.00.

#### C. Nominator

Non-members of IEEE are eligible to serve as a nominator for the IEEE EAB Meritorious Achievement Award in Accreditation Activities.

#### D. Candidates

Candidates for the IEEE EAB Meritorious Achievement Award in Accreditation Activities must be current IEEE Members.

#### E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

### 4.3.9.4 Meritorious Achievement Award in Continuing Education

#### A. Frequency

This award is offered annually.

#### B. Award Description

The Meritorious Achievement Award in Continuing Education was established in 1984 by the EAB to provide recognition for dedicated contribution to the design, delivery and support of continuing education courses and programs in the fields of interest to IEEE Members.

The award is given to IEEE Graduate Student Members, Members, Senior

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Members and Fellows who distinguish themselves as unselfish in their support of continuing education and successful in the delivery of courses as evidenced by their quality, quantity and creativity.

The award consists of a plaque and a USD 1000.00 honorarium.

### **C. Nominator**

Non-members of IEEE are eligible to serve as a nominator of this award.

### **D. Candidates**

Candidates for the IEEE EAB Meritorious Achievement Award in Continuing Education must be current IEEE Members.

### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

#### **4.3.9.5 Major Education Innovation Award**

### **A. Frequency**

This award is offered annually.

### **B. Award Description**

The Major Education Innovation Award was established in 1984 by the Educational Activities Board of the IEEE to recognize individuals who have distinguished themselves for outstanding educational innovation in a field of interest of the IEEE.

The award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows whose innovation has made a major impact and been emulated outside the individual's immediate environment.

The award consists of a plaque and USD 1000.00.

### **C. Nominator**

Non-members of IEEE are eligible to serve as a nominator of this award.

### **D. Candidates**

Candidates for the Major Education Innovation Award must be current IEEE Members.

### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references. At least two references

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must be IEEE members.

### **4.3.9.6 Meritorious Achievement Award in Pre-University Education**

#### **A. Frequency**

This award is offered annually.

#### **B. Award Description**

The Meritorious Achievement Award in Pre-University Education recognizes individuals for work in a pre-university school, or those that influence school-based activities for pre-university students. These individuals should have inspired an appreciation and understanding of Mathematics, Science and Technology and the engineering process in pre-university students, and who have encouraged them to pursue technical careers.

The award consists of a plaque and USD 1000.00.

#### **C. Nominator**

The Nominator for this award is required to be a member of the IEEE.

#### **D. Candidates**

Non-members of IEEE are also eligible for this award.

#### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. It is strongly recommended that one reference be a recent, direct supervisor.

### **4.3.9.7 Meritorious Achievement Award in Outreach and Informal Education**

#### **A. Frequency**

This award is offered annually.

#### **B. Award Description**

The Meritorious Achievement Award in Outreach and Informal Education was established in 2006 by the IEEE Educational Activities Board (EAB) to recognize members, who volunteer time and effort for the informal education community, and highlight the benefit that their work provides to pre-university and university teachers, students, parents of students, and the public. These volunteers will have served in advisory, educational or fiduciary positions and used their professional background to enhance understanding and involvement in IEEE's fields of interest by users of the informal education system.

Typical recipients will be those who assist museums, libraries, parks, zoos, aquariums and gardens to accomplish their educational mission in areas that fall within the IEEE fields of interest. Most of the recipients are expected to

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be content experts who help science and technology museums offer public programs in fields where new discoveries, technologies and applications advance rapidly. Activities to be recognized include service as volunteer librarian, docent, tour guide, or curator; technical advisor; and board or committee member in an informal education institution.

The award consists of a plaque and USD 1000.00.

### **C. Nominator**

Non-members of IEEE are eligible to serve as a nominator of this award.

### **D. Candidates**

Candidates for the Meritorious Achievement Award in Outreach and Informal Education must be current IEEE Members.

### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

#### **4.3.9.8 Meritorious Service Citation**

### **A. Frequency**

This award is offered annually.

### **B. Award Description**

The EAB Meritorious Service Citation was established by the IEEE EAB in 1988 to recognize those dedicated volunteers who have given outstanding and sustained service to the aims and objectives of the EAB.

The Award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows who are past members of the EAB, current or past members of EAB committees, but not current voting members of the EAB Awards and Recognition Committee.

The award consists of a plaque.

### **C. Nominator**

Non-members of the IEEE are eligible to serve as a nominator of this award.

### **D. Candidates**

Candidates for the IEEE EAB Meritorious Service Citation must be current IEEE Members who are also past members of the EAB, or current or past members of EAB Committees, but not current voting members of the EAB Awards & Recognition Committee.

### **E. References**

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The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

### **4.3.9.9 Employer Professional Development Award**

#### **A. Frequency**

This award is offered annually.

#### **B. Award Description**

The Employer Professional Development Award was established in 1995 by the IEEE EAB and recognizes organizations for contributions to employee continuing education and professional development. The award is given to organizations whose contributions to employee continuing education and professional development are outstanding as evidenced by their quality, comprehensiveness, innovation or impact.

The award consists of a plaque.

A previously awarded Employer is eligible to be nominated again after three years. However, nominations that include previously awarded projects should not be included without significant improvement.

#### **C. Nominator**

Non-members of IEEE are eligible to serve as a nominator of this award. The nominator may be affiliated with the Employer, but is not required. Self-nominations are accepted.

#### **D. Candidate Organizations**

The Employer Professional Development Award is given to organizations for contributions to employee continuing education and professional development.

#### **E. References**

The nominator is responsible to provide a minimum of three, and a maximum of five, people who have had first-hand experience with the professional development activities of the nominated organization. Any person, including non-members of the IEEE, who has first-hand experience with the professional development activities of the nominated organization, is eligible to provide reference for this award.

### **4.3.9.10 Section Professional Development Award**

#### **A. Frequency**

This award is offered annually.



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### **B. Award Description**

The Section Professional Development Award was established by the IEEE EAB in 2001 and recognizes IEEE Sections for major contributions to IEEE members in the areas of lifelong learning, continuing education, and professional development. This award is given to Sections whose contributions to continuing education and professional development are outstanding as evidenced by their quality, comprehensiveness, innovation or impact. This award was first offered in 2003.

The award consists of a plaque.

A previously awarded Section is eligible to be nominated. However, nominations that include previously awarded projects should not be included without significant improvement.

### **C. Nominator**

The nominator of this award is required to be a member of the IEEE. The nominator may be affiliated with the Section. Self-nominations are accepted.

### **D. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members, and may be members of IEEE Sections other than the Section nominated. Section officers cannot serve as references for this award.

#### **4.3.9.11 Society/Council Professional Development Award**

### **A. Frequency**

This award is offered annually.

### **B. Description**

The Society/Council Professional Development Award was established in 2003 by the IEEE EAB and recognizes an IEEE Society or Council for major contributions to the professional development of its members through the provision of outstanding products, services and support in the areas of lifelong learning, continuing education, and professional development.

The award consists of a plaque.

The nominator of this award is required to be a member of the IEEE. A previously awarded Society/Council is eligible to be nominated. However, nominations that include previously awarded projects should not be included without significant improvement.

### **C. Nominator**

The nominator of this award is required to be a member of the IEEE. The nominator may be affiliated with the Society/Council. Self-nominations are

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accepted.

### D. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references for this award must be IEEE members, and may be members of IEEE Societies or Councils other than the Society or Council nominated. Society/Council officers cannot serve as references for this award.

### 4.3.9.12 Vice President's Recognition Award

The EAB Vice President's Recognition Award was established in 2001 by the IEEE EAB to give the Vice President, Educational Activities an opportunity to recognize IEEE Graduate Student Members, Members, Senior Members or Fellows, or organizations for contributions that do not fit within formal EAB award structure, and that have had a significant and substantial effect on the practice of engineering and of engineering education related to the mission of the EAB

The award consists of a plaque.

The award is to be given at the discretion of the Vice President, Educational Activities, with the concurrence of the EAB ARC Chair.

### 4.3.9.13 EAB / SA Board of Governors Standards Education Award

#### A. Frequency

This award is offered annually.

#### B. Description

The Standards Education Award was established in 2010 by the EAB and the SA Board of Governors to recognize significant contributions in support of the IEEE Standards Education mission of promoting the importance of standards in meeting technical, economic, environmental and social challenges; disseminating learning materials on the application of standards in the design and development aspects of educational programs, actively promoting the integration of standards into academic programs; and providing short courses about standards needed in the design and development phases of professional practice.

The award is given to individuals, companies or organizations that have done one or more of the following:

- Actively promoted the integration of standards, including IEEE standards, into academic and corporate internal development programs
- Provided support for education about standards needed in the design and development phases of professional practice (e.g., lectures, speaking engagements, tutorials, case studies, articles, etc.)
- Promoted the importance of standards in meeting technical, economic, environmental, political and societal challenges
- Made significant and/or regular contributions of standards education materials (e.g., tutorials, case studies, articles, etc.)

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- Provided content or materials to support education about the standards setting process

The award consists of a plaque or sculpture.

### **C. Nominator**

Anyone may serve as a nominator for the EAB/SA BoG Standards Education Award.

### **D. Candidates**

Candidates for the Standards Education Award may be individuals, companies, and/or organizations.

### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

### **F. Selection Committee**

The selection committee for the Standards Education Award will be composed of two members from each of the EAB Awards & Recognition Committee (ARC) and the Standards Association Awards Committee. The selection committee will make recommendations to each of the EAB ARC and the SA Awards Committee for approval. The EAB ARC and the SA Awards Committee will make recommendations to the EAB and the SA BoG for approval.

#### **4.3.9.14 IEEE Life Members Graduate Study Fellowship in Electrical Engineering**

##### **A. Frequency**

This scholarship award is offered annually.

##### **B. Scholarship Award Description**

The IEEE Board of Directors established the IEEE Life Members Graduate Study Fellowship in Electrical Engineering in February 2000. The IEEE Life Members Fund finances the fellowship.

The fellowship is awarded to a full-time (per the guidelines of the full-time program in which the student will be enrolled), first-year graduate student pursuing a Master's degree program (or a doctoral degree program if it is the first graduate degree for the student) for work in any area of electrical engineering at an engineering school/institution of recognized standing worldwide. Students who have been accepted into a qualifying graduate program are eligible.

The award consists of a plaque and carries a stipend of USD 10,000 per year.

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This fellowship could be renewed for a second year for the same degree, based on the recipient's satisfactory progress in the graduate program. Therefore, two overlapping fellowships could be awarded in a given year.

### **C. Applicants**

To be eligible, the applicant must have majored in the field of electrical engineering and have received a Bachelor's Degree from an engineering college of recognized standing worldwide.

In the event the college is conducting a combined B.S. and M.S. degree program, the student in the penultimate year would be eligible for the award, which would apply, in the final year of the program.

Applicants are required to submit certified transcripts from all colleges/universities attended.

Applications for renewal of the fellowship are required with updated details and certified transcripts.

Non-members of IEEE are eligible to apply for this award.

Self-nominations are accepted.

### **D. References**

It is required and the applicant is responsible for obtaining three letters of recommendation from college/university professors who are familiar with the applicant's work.

The applicants renewing the fellowship are responsible for obtaining one letter of recommendation from their advisor or someone at their current college/university familiar with their work.

Non-members of IEEE are eligible to provide recommendations for the applicants of this award.

### **E. Recipients**

The recipient must pursue full-time graduate studies in accordance with the guidelines of the full-time program in which the student is enrolled in electrical engineering. Evidence of satisfactory academic performance is required midway through the academic year in order for the recipient to continue under the fellowship.

The recipient of this fellowship may hold or receive other fellowships for the same academic year. Earnings for work which is directly related to the graduate study is also allowed. This fellowship may be supplemented by the graduate institution with other fellowship, assistantship, or tuition scholarship support in accordance with their internal guidelines for total support.

The stipend will be paid directly to the college/university at which the recipient will pursue full-time graduate study. The college/university will be asked to disburse the funds on behalf of the recipient. However, any unused portion can be returned to the recipient along with the necessary documentation for tax-reporting purposes.

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**4.3.9.15 The Charles LeGeyt Fortescue Graduate Scholarship**

**A. Frequency**

This scholarship award is offered annually.

**B. Scholarship Award Description**

Established in 1939 as a memorial to Charles LeGeyt in recognition of his valuable contributions to the field of electrical engineering; the Charles LeGeyt Fortescue Scholarship is awarded to a full-time (per the guidelines of the full-time program in which the student will be enrolled), first-year graduate student pursuing a Master's degree program (or a doctoral degree program if it is the first graduate degree for the student) for work in electrical engineering at an engineering school/institution. Students who have been accepted to a qualified graduate program are eligible. The Charles LeGeyt Fortescue Graduate Scholarship Fund sponsors it.

The award consists of a plaque and a one-time cash prize of up to USD 24,000. The travel expenses up to USD 1,500 and lodging for the Fortescue recipient to attend the EAB Awards Ceremony may be deducted from the annual payout for the Scholarship.

**C. Applicants**

To be eligible, applicants must reside in the US, have majored in the field of electrical engineering, and have received a bachelor's degree from an engineering college of recognized standing located in the US.

In the event the college is conducting a combined B.S. and M.S. degree program, the student in the penultimate year would be eligible for the award, which would apply in the final year of the program.

Applicants are required to submit certified transcripts from all colleges/universities attended.

Graduate Record Examination aptitude and advance-engineering tests are required.

Non-members of IEEE are eligible to apply for this award.

Self-nominations are accepted.

**D. References**

It is required and the applicant is responsible for obtaining three letters of recommendation from college/university professors who are familiar with the applicant's work.

Non-members of IEEE are eligible to provide recommendations for the applicants of this award.

**E. Recipients**

The recipient must pursue full-time graduate studies (per the guidelines of the full-time program in which the student will be enrolled).

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The recipient of this scholarship may hold or receive other scholarships for the same academic year. Earnings for work that is directly related to the graduate study is also allowed. This scholarship may be supplemented by the graduate institution with other scholarships, assistantships, or tuition scholarship support in accordance with their internal guidelines for total support.

### **4.3.10 IEEE-HKN Award Descriptions and Nominations Procedures**

#### **4.3.10.1 Nomination Forms and Instructions**

Nomination criteria, instructions, and related forms shall be provided on the EAB and IEEE-HKN Websites.

#### **4.3.10.2 Nomination Guidelines**

Nomination materials, as submitted, should make the case for the nominee, and be complete and well documented. The EAB Awards and Recognition Committee will not research any information that has been provided to amplify the record, or to verify unsupported claims, except in unusual cases.

#### **4.3.10.3 C. Holmes MacDonald Outstanding Teaching Award**

##### **A. Frequency**

This award is offered annually.

##### **B. Award Description**

The IEEE-HKN C. Holmes MacDonald Outstanding Teaching Award was established in 1972 to recognize the central and crucial role of college professors in training and motivating future electrical and computer engineers. The program attempts to identify and give recognition to engineering professors who have demonstrated, early in their careers, special dedication and creativity in their teaching responsibilities. Thus it is, in part, a counterbalance to the significant pressure for research and publication performance on young professors, and a re-affirmation of the basic and essential need of excellence in teaching.

The award consists of a 10"x12" Cherrywood matted and framed certificate.

##### **C. Nominator**

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

##### **D. Candidates**

Non-members of IEEE-HKN are eligible for this award.

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### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE-HKN members.

#### **4.3.10.4 Asad M. Madni Outstanding Technical Achievement and Excellence Award**

##### **A. Frequency**

This award is offered annually.

##### **B. Award Description**

The IEEE-HKN Board of Governors established the Asad M. Madni Outstanding Technical Achievement and Excellence Award in 2019 as its highest award to be given to a practitioner who has distinguished himself or herself through an invention, development, discovery or innovation in electrical or computer sciences, engineering or technology, with worldwide impact. Factors considered in bestowing this award include the impact and scope of applicability, the impact on the public welfare, and the impact on the standard of living, sustainability and/or global stability.

The award consists of a custom medal, certificate, and honorarium.

##### **C. Nominator**

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

##### **D. Candidates**

Non-members of IEEE-HKN are eligible for this award.

##### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

#### **4.3.10.5 Outstanding Young Professional Award**

##### **A. Frequency**

This award is offered annually.

##### **B. Award Description**

The IEEE-HKN Outstanding Young Professional Award, formerly the Outstanding Young Electrical Engineer (OYEE) Award, was established in 1936. It is presented to exceptional young engineering professionals for meritorious service in the interests of humankind as evidenced by his/her past record and future promise, as well as for outstanding achievements in his/her chosen profession. Many recipients of this award have gone on to make major contributions to the electrical and computer engineering fields and hold noteworthy positions in academia, industry, and government. The description of the character of the

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contributions for which this recognition may be awarded should be liberally construed by the nominators.

The award consists of a 10"x12" Cherrywood matted and framed certificate.

### **C. Nominator**

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

### **D. Candidates**

Non-members of IEEE-HKN are eligible for this award. The candidate must not yet have reached his/her 35<sup>th</sup> birthday on 1 May of the year for which the award is granted.

### **E. References**

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

#### **4.3.10.6 Distinguished Service Award**

##### **A. Frequency**

This award is offered annually.

##### **B. Award Description**

The IEEE-HKN Distinguished Service Award was established in 1971 to recognize those members who have devoted years of service to Eta Kappa Nu (or IEEE-HKN), resulting in significant benefits to all of the society's members.

The award is based on lifetime contributions to Eta Kappa Nu (or IEEE-HKN) and is limited to one recipient each year.

The award consists of an 11"x14" Cherrywood matted and framed certificate.

##### **C. Nominator**

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

##### **D. Candidates**

Candidates for the IEEE-HKN Distinguished Service Award must be current IEEE-HKN Members who are also past members of the IEEE-HKN-BOG, or current or past members of IEEE-HKN Committees, but not current voting members of the IEEE-HKN Awards & Recognition Committee.

##### **E. References**



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The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE-HKN members.

### 4.3.10.7 Eminent Member Recognition Award

#### A. Frequency

This award is offered annually.

#### B. Award Description

The IEEE-HKN Eminent Member Recognition was established in 1950 as Eta Kappa Nu's highest membership classification. It is to be conferred upon those select few whose attainments and contributions to society through leadership in the fields of electrical and computer engineering have resulted in significant benefits to humankind.

The award consists of an 11"x14" Cherrywood matted and framed certificate.

#### C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

#### D. Candidates

Non-members of IEEE-HKN are eligible for this award.

#### E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

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**4.4 PRE-UNIVERSITY EDUCATION COORDINATING COMMITTEE (PECC) CHARTER**

**A. General**

The EAB Pre-University Education Coordinating Committee (PECC) reports to, and is a Standing Committee of, the EAB.

**B. Mission**

The mission of the PECC will be to, globally, within IEEE fields of interest

- promote and enhance the level of technological literacy of pre-university educators and students,
- be the primary source of resources, curricula and pedagogical practices for pre-university educators,
- encourage students to aspire to IEEE related careers.

**C. Scope**

The EAB PECC shall be responsible for coordinating IEEE pre-university education programs/projects; assist in the promotion/advocacy of pre-university educational activities among other IEEE organizational units; expand awareness of the importance of technological literacy for all pre-university students and pre-university educators; serve as liaison to other associations/entities and teacher organizations with interests in pre-university education; and facilitate the institutionalization of pre-university education programs/projects/activities on a global basis.

**D. Functions**

1. To coordinate all pre-university educational activities within the IEEE.
  - To work with the Member and Geographic Activities (MGA) Board to expand the network of Regions and Section pre-university education coordinators and to develop Section Champions who will lead and execute pre-university programs
  - To work with TAB to facilitate better awareness and coordination between societies/councils of their pre-university activities and products
  - To work with IEEE-USA to facilitate programs that effect improvements in the math, science, and technology education of pre-university students and help raise their functional and technological literacy;
2. To develop a clearinghouse of pre-university education programs/projects/activities within IEEE and maintain a repository to promote participation;
3. To engage stakeholder of the pre-university education community and external professional and technical societies to determine needs and recommend appropriate actions, e.g., projects/programs/activities/partnerships/collaborations;
4. To determine mechanisms to capture and report key performance measures of all IEEE pre-university education activities, e.g., programs/projects/activities/partnerships/collaborations;
5. To support/enhance engineering, computing, and technology pre-university educational content to develop and enhance students technical and professional skills.

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**E. Composition**

The EAB PECC shall consist of up to eight (8) voting members and three (3) non-voting member as follows:

1. PECC Chair
2. PECC Immediate Past-Chair
3. A minimum of four (4) and up to six (6) appointed voting members

Non-Voting Members

4. MGA Representative to EAB
5. TAB Representative to EAB
6. VP-EA as an ex officio member

**F. Membership Requirements**

Up to two (2) voting members of the PECC may be non-members of the IEEE. All other members must be IEEE Graduate Student Members, Members, Senior Members or Fellows. All voting members should possess a demonstrated interest and/or expertise in pre-University STEM Education. It is highly recommended that voting members have a range of experience working in other IEEE operating units.

**G. Financial and Administrative Support**

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support shall be provided by the EAD.

**H. Meetings**

1. At least one face-to-face meeting of the Committee shall be convened annually (and as financially feasible).
2. Additional meetings shall be called by the Chair as needed (and financially feasible).
3. Teleconference meetings are held as needed.
4. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
5. Minutes will be recorded and distributed for each meeting.

**I. Reports**

Status reports shall be provided at each EAB meeting, including an annual report of activities at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

**J. Amendments**

All amendments to this charter must be approved by the EAB.

Reference

[EAB Pre-University Website](#)

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**4.5 SECTION EDUCATION OUTREACH COMMITTEE (SEOC) CHARTER**

**A. General**

The EAB Section Education Outreach Committee (SEOC) reports to, and is a Standing Committee of, the EAB.

**B. Mission**

To engage and support IEEE Sections and the Section Education Activities Chairs/Coordinators in their efforts to promote and implement EAB's products and services based on local educational needs.

**C. Scope**

The SEOC will have the lead responsibility within EAB for building and maintaining strong working relationships with IEEE Regions, Sections, and Chapters in order to work with these organizational units as partners to promote EAB's products and services.

**D. Functions**

The SEOC will work with the appropriate committees of the EAB and the MGAB and other committees/OU's as appropriate to:

1. Serve as a focal point for identifying opportunities and facilitating the implementation of the products and services of the EAB in IEEE Regions/Sections/Chapters;
2. Serve as a focal point to seek inputs on new and existing EAB's products and services from the Section Educational Activities Chairs/Coordinators; and
3. Provide updates on educational products and services, such as newsletter articles, virtual communities and related interactions, to inform Regions/Sections/Chapters about educational opportunities and to meet their educational needs; and,
4. Maintain a "Section Education Activities Volunteer Manual" which shall be updated annually.

**E. Composition**

The EAB SEOC shall consist of 12 voting members and one non-voting member as follows:

1. SEOC Chair (who shall be one of the two MGA representatives to EAB). Should either of the MGA representatives be unwilling or unable to serve, the VP-EA may appoint one of the remaining voting members of SEOC as chair.
2. 10 Region Educational Activities Chairs (REACs) to serve as voting members.
3. 2 MGA Representatives to the EAB.
4. VP-EA shall serve ex-officio without vote.

The SEOC Chair may appoint with the approval of the EA VP and MGA VP non-voting members to the committee and working groups as deemed necessary. Any travel for non-voting members is subject to SEOC Chair approval in consultation with the EA VP.

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**F. Membership Requirements**

All voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

**G. Financial and Administrative Support**

1. Regions shall provide travel expenses for their Region Educational Activities Chairs/Coordinators to attend any face-to-face meetings of the committee. Room costs, meeting meals and ground transportation for such meetings shall be provided through the budgetary processes of the EAB, where financially feasible.
2. MGA Representatives to the EAB will be covered for their participation in face-to-face SEOC meeting from the Educational Activities Budget.
3. Administrative support shall be provided by the EAD.

**H. Meetings**

1. At least one face-to-face meeting of the Committee shall be convened annually (and as financially feasible).
2. Additional meetings shall be called by the Chair as needed (and as financially feasible).
3. Email correspondence and/or teleconference meetings shall be held as needed.
4. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
5. Minutes will be recorded and distributed for each meeting.

**I. Reports**

Status reports shall be provided at each EAB meeting, including an annual report of activities at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary. All reports shall be shared with Vice President, MGA and Region Directors.

**J. Amendments**

All amendments to this charter must be approved by the EAB.

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## 4.6 CONTINUING EDUCATION COMMITTEE (CEC) CHARTER

### A. General

The EAB Continuing Education Committee (CEC) reports to, and is a regular Committee of, the EAB.

### B. Mission

To identify and serve the continuing education needs of industry and by being the resource of choice for quality educational products, programs and services.

### C. Scope

To assure that the continuing education products, programs, and services developed by the EAB demonstrate high educational quality. The EAB Continuing Education Committee shall develop strategies and plans for current and future continuing education products, programs and services. The CEC shall oversee and monitor the execution of these plans.

### D. Functions

1. Support the generation of new continuing education programs, products, and services by actively contributing to strategy development, product planning, and establishment of business objectives
2. Regularly oversee Educational Products Editorial Committee (EPEC) and Credentialing Program Committee (CPC) to ensure the educational quality and effectiveness of current and future continuing education programs, products, and services and recommend improvements, as appropriate.
3. Oversee the content diversity, timeliness, and relevance of current and future continuing education programs, products, and services.
4. Oversee CPC to ensure the maintenance of the quality and manage the process of awarding and dispersing Continuing Education Units (CEUs), continuing professional development credits (as applicable to a local area) and Professional Development Hours (PDHs).
5. Identify and acquire quality continuing education content by developing and maintaining relationships with IEEE conferences, societies, councils, other Organizational Units and operating units as sources of content for EAB continuing education programs, products, and services.
6. Monitor progress toward goals and objectives of IEEE EAB continuing education programs, products, and services, and annually evaluate their performance against established metrics, and make appropriate recommendations regarding the creation or continuance of such programs, products and services.
7. Wherever needed, recommend to EAB policies and actions that shall support the mission of the Committee.
8. Maintain communication and dialog with EAB, IEEE Organizational Units and outside organizations that are engaged in continuing education.
9. Provide leadership for EAB, IEEE as a whole, and the engineering community to identify and plan for the emerging needs of continuing education.
10. Evaluate the continuing education needs of industry at a regular basis and ensure that the needs are timely addressed in EAB continuing education products, programs, and services.

## **E. Composition**

The EAB CEC shall consist of a minimum of nine (9), and up to twelve (12), voting members and one (1) non-voting member as follows:

1. CEC Chair;
2. a minimum of two (2), and up to five (5), appointed voting members,
3. the Chairs of the three (2) Committees reporting to the EAB Continuing Education Committee: the Credentialing Program Committee, and the Educational Products Editorial Committee;
4. the Standards Association Representative to EAB; and
5. one (1) of the Technical Activities Board (TAB) Representatives to EAB;
6. one (1) of the Member and Geographic Activities (MGA) Board Representatives to the EAB; and
7. the VP-EA as a non-voting ex officio member.

## **F. Membership Requirements**

Up to two (2) voting members of the CEC may be non-members of the IEEE. All other voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

## **G. Financial and Administrative Support**

Any financial support required shall be provided through the budgetary processes of the EAB.

Administrative support shall be provided by the EAD.

## **H. Meetings**

1. At least one face-to-face meeting of the Committee shall be convened annually (and as financially feasible).
2. Additional meetings shall be called by the Chair as needed (and financially feasible) and may be held by electronic means.
3. Meetings shall be conducted under an informal application of parliamentary procedures and rules of order.
4. Minutes will be recorded and distributed for each meeting.

## **I. Reports**

Status reports shall be provided at each EAB meeting, including an annual report of activities at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

### **4.6.1 The Committees Reporting to EAB Continuing Education Committee**

The CEC shall have three (3) Committees reporting to it to help fulfill its mission. These Committees include the Credentialing Program Committee and the Educational Products Editorial Committee.

#### **4.6.1.1 Educational Products Editorial Committee (EPEC)**

##### **a. General**

The IEEE Educational Products Editorial Committee reports to, and is a regular Committee of, the Continuing Education Committee (CEC).

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**b. Mission**

The IEEE Educational Products Editorial Committee shall be responsible for obtaining professional and timely reviews of Continuing Education products and services.

**c. Scope**

The IEEE Educational Products Editorial Committee shall be responsible for the review of content of Continuing Education products for technical accuracy, timeliness and relevance as well as for editorial quality. Upon request, these services may also be utilized by other EAB Committees for non-continuing education projects. On a resource, available basis, these services can be made available to other IEEE entities.

- i. Evaluate the quality of content in IEEE Continuing Education products and services
- ii. Ensure the qualifications of potential content and/or subject matter experts are appropriate
- iii. Obtain reviews of content for timeliness and technical accuracy
- iv. Assist the professional staff in all areas pertinent to editorial activities
- v. Maintain communication and dialog with the other EAB Committees
- vi. Offer optional quality review services to other EAB Committees and IEEE organizational units upon request.

**d. Membership Requirements**

Every member of the EAB IEEE Educational Products Editorial Committee must either be an IEEE Graduate Student Member, Member, Senior Member or Fellow.

**e. Composition**

- i. The IEEE Educational Products Editorial Committee shall consist of the Chair, the immediate Past Chair, and a minimum of two (2) additional core members.
- ii. Up to an additional four (4) members may be named to focus on areas of key relevance.
- iii. Additional non-voting members may be appointed as needed for special project reviews.
- iv. The Chair of the Educational Activities Board shall serve ex officio without vote.
- v. The Chair of the Continuing Education Committee shall serve ex officio without vote.

**f. Appointments and Terms of Office**

- i. The Chair of the IEEE Educational Products Editorial Committee will be appointed by the Chair of the EAB in consultation with the Continuing Education Committee Chair for a two (2) year term and is eligible for one (1) additional two (2) year term.
- ii. Core members of the IEEE Educational Products Editorial Committee will be appointed by the Chair of the EAB in consultation with the Continuing Education Committee Chair for a two (2) year term and are eligible for one additional two (2) year term.



- iii. Additional Key Focus Area Voting Members of the IEEE Educational Products Editorial Committee will be appointed by the Chair of the EAB in consultation with the Continuing Education Committee Chair for a two (2) year term and are eligible for one additional two (2) year term.
- iv. Non-Voting members will be appointed by the Chair of the EAB in consultation with the Continuing Education Committee as needed to complete the special project reviews.

**g. Financial and Administrative Support**

All financial support required shall be provided through the budgetary processes of the EAB.

Administrative support shall be provided by the Educational Activities Department.

**h. Meetings**

- i. At least one face-to-face meeting of the Committee shall be convened annually (and as financially feasible).
- ii. Additional meetings shall be called by the Chair as needed (and as financially feasible) and may be held by electronic means.
- iii. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
- iv. Minutes will be recorded and distributed for each meeting.

**i. Reports**

Status reports shall be provided at each CEC meeting, including an annual report of activities at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

**j. Amendments**

All amendments to this Charter must be approved by EAB.

**4.6.1.2 The Credentialing Program Committee (CPC)**

**i. General**

The Credentialing Program Committee shall be appointed by, and report to, the EAB Continuing Education Committee.

**ii. Scope**

The Credentialing Program Committee shall deal with issues related to the awarding of various types of IEEE educational credits or certificates.

**iii. Functions**

The Credentialing Program Committee shall:

1. Maintain the quality and manage the process of awarding and dispersing

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Continuing Education Units (CEUs), Professional Development Hours (PDHs), and other certificates or credentials from, or sponsored by, IEEE.

2. Provide peer contact for IEEE OUs seeking Continuing Education Units (CEUs), Professional Development Hours (PDHs), and other certificates or credentials from, or sponsored by, IEEE.
3. Advise Educational Activities professional staff on contents of the IEEE Continuing Education Policy and CEU Process Manual

### **iv. Composition**

The Credentialing Program Committee shall consist of the following members:

1. Standing Committee Chair
2. Five (5) additional members (with preference given to former voting members of the EAB Continuing Education Committee)

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### **4.7 UNIVERSITY RESOURCES COMMITTEE (URC) CHARTER (See Appendix F for Glossary of Accreditation Acronyms, Full Names, and Affiliations)**

#### **A. General**

The Educational Activities Board (EAB) University Resources Committee (URC) reports to, and is a regular Committee of, the EAB.

#### **A. Mission**

To promote and enhance the content and delivery of engineering, computing, and technology (ECT) education globally by assisting in the continued evolution of curricula and pedagogy practices and the implementation of a portfolio of programs/products/services for students and faculty across IEEE's fields of interest in ECT.

To identify and meet the accreditation needs of the profession, by assisting in the operation of existing accrediting bodies and procedures and in the establishment, development and implementation of new accrediting bodies and accreditation procedures in ECT, as well as pertinent areas within applied science.

#### **B. Scope**

The URC shall be responsible for coordinating all university-level education programs/products/services funded or organized under EAB. It shall promote/advocate university education activities among, or in cooperation with, other IEEE organizational units; serve as a liaison to other associations and organizations with interests in engineering education; and facilitate the institutionalization of university education programs/products/services on a global basis.

The URC shall be responsible for fulfilling IEEE's accreditation responsibilities within ECT and applied science. It shall promote/advance programs for the development and operations of accrediting bodies in ECT and pertinent areas of applied science within geographical regions where such accrediting bodies are in existence, are needed, or are in the process of being formed. It shall seek participation, voice and vote for IEEE in the decision-making organizations of accrediting bodies worldwide.

#### **C. Functions**

The URC shall be responsible for the following activities.

##### **1. Operational Plans and Activities**

- a. Coordinate university education and accreditation activities within IEEE EAB.
- b. Develop and recommend procedures and positions with regard to university education and accreditation.
- c. Coordinate the activities of the URC's regular and Ad Hoc Subcommittees, task forces, etc.
- d. Provide oversight to new and existing IEEE EAB university education programs/products/ services.
- e. Approve appropriate projects for implementation including funding sources, implementation strategy, and budgets.
- f. Provide financial review of funded projects to ensure full cost recovery and on-time completion.

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- g.** Work with the IEEE OUs to expand the impact of IEEE EAB university education and accreditation programs.
  - h.** Facilitate communication and interaction between the university education community, professional technical Councils/Societies and IEEE Regions, Sections and Student Branches.
  - i.** Convene periodic workshops and other activities to bring together university stakeholders to determine needs and recommend programs/products/services.
- 2. Strategic Plans and Activities**
- a.** Develop and recommend strategic objectives for IEEE and the EAB in the areas of university education and accreditation.
  - b.** Develop projects and new initiative proposals to support the strategic objectives of IEEE and EAB in the areas of university education and accreditation.
  - c.** Establish performance measures for the IEEE EAB university education and accreditation activities.
  - d.** Report periodically to the EAB on the status, trends and issues in ECT university education.

### **D. Composition and Appointments**

The membership of the URC consists of up to nine (9) voting and up to eight (8) non-voting members as indicated below:

#### **VOTING MEMBERS**

1. URC Chair appointed by the Chair of the EAB.
2. Immediate Past URC Chair.
3. Chair of the Committee on Engineering Accreditation Activities (CEAA).
4. Chair of the Committee on Engineering Technology Accreditation Activities (CETAA).
5. Chair of the Faculty Resources Committee (FRC).
6. President-Elect of the IEEE Education Society, or designee.
7. One (1) IEEE Member-at-Large appointed by the VP-EA.
8. President of the IEEE-Eta Kappa Nu (IEEE-HKN).
9. EPICS in IEEE Committee Chair

#### **Non-Voting Members**

1. VP-EA serves as ex officio member without vote.
2. One (1) of the jointly appointed MGA Representatives to the EAB.
3. One (1) of the jointly appointed TAB Representatives to the EAB.
4. One(1) IEEE Representative Delegate serving on the ABET Board of Delegates, nominated by the URC Chair and approved by the VP-EA, serving as an ex officio member.
5. A representative from a global university education organization (related to IEEE's fields of interest), to be appointed by the VP-EA.
6. President of the Electrical and Computer Engineering Department Heads Association (ECEDHA), or designee.
7. Chair of the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA), or designee.

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### **E. Membership Requirements**

All Voting Members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

### **F. Duties and Responsibilities of Office**

#### **1. URC Chair**

- i. The URC Chair shall annually appoint one of the other voting members as Vice Chair.
- ii. The URC Chair shall seek out collaborative opportunities with other EAB committees and, when appropriate, with other IEEE organizational units, Councils and Committees
- iii. Recommend the appointment of URC Committee Chairs, members-at-large and liaisons.
- iv. Meet periodically with the VP-EA to review IEEE activities in the areas of university education.
- v. Appoint Ad-Hoc Subcommittees, taskforces or similar groups when deemed necessary.

#### **b. URC Vice Chair**

- i. The Vice Chair shall preside when the Chair is not available.

All members of the URC serve as stewards and trusted advisors of the Committee – operating in the best interests of IEEE in the areas of university education and academic program accreditation – and not as representatives of academic institutions, accrediting bodies, or other committees and councils.

### **G. Financial and Administrative Support**

Any financial support required shall be provided through the budgetary processes of the EAB.

Administrative support for the Committee shall be provided by the EAD.

### **H. Meetings**

1. At least one face-to-face meeting of the Committee shall be convened annually (and as financially feasible).
2. Additional meetings shall be called by the Chair as needed (and as financially feasible) and may be held by electronic means.
3. Meetings shall be conducted under an informal application of parliamentary procedures and rules of order.
4. Minutes will be recorded and distributed for each meeting.

### **I. Reports**

Status reports shall be provided at each EAB Meeting, including an annual report of activities for the last scheduled EAB Meeting of the year. Other reports are prepared as necessary.

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## J. Amendments

All amendments to this Charter must be approved by the EAB.

### 4.7.1 Accreditation Activities

Participation in accreditation policy-making and accreditation activities is a major responsibility of the IEEE. It allows IEEE to bring the perspective of the profession into matters such as curricular content, curriculum development, pedagogy, and accreditation in emerging technological fields.

EAB conducts its activities in the United States and outside the United States in different ways. However, the long-term goal of EAB is to be as active and participatory in the activities of accrediting bodies outside the U.S., as it is active in ABET, which is the principal accrediting body for accreditation in engineering, computing, and technology (ECT) in the United States. The IEEE is the largest member society of ABET, and is responsible for more than 800 engineering and engineering technology programs. IEEE seeks the highest possible level of activity and participation in all aspects of ABET policy-making processes and activities. Furthermore, IEEE seeks a lead society status within ABET (or joint lead society status with other ABET member societies) in each and every technical field covered by one of IEEE's technical societies and councils.

EAB recognizes its non-U.S. accreditation duties to the profession and to the membership. In addition to its participation in non-U.S. ABET accreditation, EAB strives to assist members who need information and education on accreditation, as well as members who participate in the operation of existing or emerging accrediting bodies in the ECT fields. Furthermore, EAB may assist members who wish to create new regional accreditation ECT accrediting bodies where such bodies do not exist at present. EAB and IEEE seek voice and vote for the IEEE Sections in the activities of accrediting bodies in their locales.

EAB has been active in U.S. accreditation of engineering and engineering technology (including computer engineering and computer engineering technology), whereas IEEE activities in U.S. accreditation of computing (such as computer science and information technology) have been handled by the IEEE Computer Society. It is the intent of EAB to work closely with the IEEE Computer Society and with the professional association Computing Sciences Accreditation Board (CSAB) to ensure coordination of efforts and continuous cooperation between these organizational units.

### 4.7.2 Accreditation Process (See [Appendix G](#))

### 4.7.3 IEEE Representatives on ABET Board of Delegates Procedures (See [Appendix H](#))

#### 4.7.3.1 IEEE Representatives on the ABET Board of Delegates Selection Procedures (See [Appendix D](#))

The IEEE EAB is responsible for administration of procedures for selecting IEEE Representatives on the ABET Board of Delegates.

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### **4.7.3.2 Attendance at EAB and IEEE Board of Directors Meeting**

Whenever an ABET item is included on the EAB Agenda or the IEEE Board of Directors Agenda, an IEEE Representative on the ABET Board of Delegates may be invited by the Vice President of Educational Activities (in consultation with the President of IEEE) to be present and assist the Board in its deliberations.

The EAB professional staff will provide IEEE Representatives on the ABET Board of Delegates with the pertinent administrative support.

#### **References**

Appendix H - IEEE Representatives on ABET Board of Delegates Procedures

Appendix D - IEEE Representatives on the ABET Board of Delegates Selection Procedures

### **4.7.4 Representatives on the ABET Engineering Area Delegation and Engineering Technology Area Delegation Procedures (See Appendix K)**

The IEEE EAB is responsible for administration of procedures for selecting IEEE Representatives on the ABET Engineering Area Delegation and ABET Engineering Technology Area Delegation.

#### **4.7.4.1 IEEE Representatives on the ABET Engineering Area Delegation and Engineering Technology Area Delegation Selection Procedures (See Appendix L)**

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**4.8 COMMITTEE ON ENGINEERING ACCREDITATION ACTIVITIES (CEAA) CHARTER**

**A. General**

The Committee on Engineering Accreditation Activities (CEAA) is a Standing Committee of the EAB that reports to the EAB through the EAB University Resources Committee (URC).

**B. Mission**

To identify and meet the accreditation needs of the profession, by assisting in the establishment, operation, development and implementation of accrediting bodies and engineering accreditation policies and procedures in the United States and other countries as appropriate.

**C. Scope**

To execute, under the guidance of the IEEE Educational Activities Board and the IEEE University Resources Committee, all IEEE activities relating to the accreditation of engineering programs by the Engineering Accreditation Commission (EAC) of ABET, and to participate in activities of other accrediting bodies (e.g., regional accreditation agencies) in the United States and other countries as appropriate.

**D. Functions**

The CEAA responsibilities are:

**1. Operational Plans and Activities**

- a. Coordinate all IEEE activities relating to the accreditation of engineering programs by the EAC of ABET;
- b. Specify the qualifications for the IEEE EAC program evaluators, subject to consent, in writing, by the Vice President Educational Activities (VP-EA) and the Chair, University Resources Committee (URC);
- c. Propose IEEE program evaluators for nomination by the URC to the EAC on behalf of the EAB in accordance with the "Qualifications for IEEE EAC of ABET Program Evaluators," which are included in the CEAA Operations Manual, and in accordance with the desire that at least half of the IEEE program evaluators shall be from industry and/or government;
- d. Train, mentor, and review program evaluators;
- e. Evaluate educational programs through review of program evaluator reports;
- f. Propose, review, comment upon, or facilitate the development of program criteria for EAB approval;
- g. Propose IEEE representatives and alternates through the URC for nomination by the EAB to the EAC of ABET;
- h. Propose the re-nomination of IEEE representatives and alternates by the URC to the EAC of ABET on behalf of the EAB.
- i. Recommend evaluators for programs for which the IEEE has sole responsibility;
- j. Coordinate, in conjunction with other participating or affiliated ABET member societies, the selection of evaluators for programs for which IEEE has lead society responsibility or cooperates with other societies; and
- k. Review and recommend changes to the CEAA Charter.

**2. Strategic Plans and Activities**



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- a. Periodically review committee activities so as to define, recommend and implement strategic initiatives relevant to the improvement of CEAA functions, including changes in accreditation criteria policy and procedures.

**E. Composition and Appointments**

The membership of the CEAA consists of up to eighteen (18) voting, up to three (3) non-voting, and additional corresponding members, as indicated below:

**1. Voting Members**

- a. CEAA Chair, with succession to this position as defined in [Section G](#) below.
- b. CEAA Chair-Elect, or the Past Chair, in accordance with the succession and terms as described in Section G below. The CEAA Chair-Elect shall be selected by the CEAA, endorsed by the URC, and approved by the EAB. Candidates for CEAA Chair-Elect shall normally have completed, or be entering, their final year as IEEE representative to EAC of ABET.
- c. CEAA Program Evaluator Assignment Coordinator, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the APC, and approved by the EAB.
- d. CEAA International Program Evaluator Assignment Coordinator, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the URC and approved by the EAB.
- e. CEAA Training Coordinator, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the URC, and approved by the EAB.
- f. At-Large Members who are selected by the CEAA from among the pool of experienced program evaluators, endorsed by URC, and approved by the EAB. IEEE EAC commissioners are typically selected from experienced At-Large Members completing their terms on CEAA. To assure a sufficient number of qualified EAC commissioners, the maximum number of At-Large Members shall be one less than the total number of IEEE EAC commissioners designated by ABET.
- g. URC Chair, serving as an ex officio member.
- h. The IEEE representative to the EAC of ABET, nominated by the Chair of CEAA, with the concurrence of the VP-EA serving as an ex officio member for a two (2) year term and must have served on the EAC of ABET for at least two (2) years.

**Non-Voting Members**

- i. VP-EA, serving as an ex officio member.
- j. One (1) IEEE Representative Delegate serving on the ABET Board of Delegates, nominated by the URC Chair and approved by the VP-EA, serving as an ex officio member.
- k. Chair of the Electrical and Computer Engineering Department Heads Association (ECEDHA), or designee, serving as an ex officio member.

**Corresponding Members**

- l. All IEEE representatives and alternates to the EAC of ABET not already Voting Members.
- m. All Alternate At-Large members of CEAA, selected by the CEAA from among the pool of experienced program evaluators, endorsed by the URC, and approved by the EAB.
- n. Up to two (2) CEAA Program Evaluator Assignment Coordinator Backups, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the URC, and approved by the EAB.

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- o. Liaisons between IEEE and other ABET member societies with responsibility for specific programs, subject to the approval of the CEAA Chair and the URC Chair.
- 2. All voting members must be IEEE Senior Members or Fellows. No IEEE member serving on the EAC of ABET (including the EAC Executive Committee) may simultaneously serve as an At-Large Member or Chair of CEAA. It is expected that approximately one-half of the voting members shall come from industry or government.
- 3. An individual holding multiple positions on CEAA shall have the responsibilities associated with all such positions, with the exception that no member shall have more than one vote.

**F. Nomination and Selection of Members, Representatives, and Alternates**

The CEAA Nominating Subcommittee shall be responsible for preparing slates of candidates for CEAA Chair-Elect, At-Large Members and Alternates, Program Evaluator Assignment Coordinator and Backup(s), and Training Coordinator; and for IEEE Representatives and Alternates to EAC of ABET. The Subcommittee shall solicit nominations and recruit eligible candidates, in accordance with this Charter, and the CEAA Operations Manual.

Under extenuating circumstances, the URC Chair, in consultation with the VP-EA, may approve the nomination of other candidates for CEAA Chair-Elect.

CEAA may select Alternate At-Large Members of the CEAA and Alternate Representatives to EAC of ABET, subject to endorsement by URC and approval by EAB. Alternates may be appointed by the CEAA Chair, subject to the approval of the URC Chair, to fill vacancies. The maximum number of CEAA alternates allowed shall be six (6). The maximum number of EAC alternates allowed shall be one-half the number of EAC commissioners allocated to IEEE according to the designation from ABET, required to fill vacancies for the following year.

**G. Terms of Office / Length of Service**

All terms of service, with the exception of those for ex officio members, commence on July 1<sup>st</sup> of each calendar year and are defined as follows:

**CEAA Chair**

The term of the CEAA Chair shall be two (2) years, beginning July 1<sup>st</sup> in even-numbered years. The Chair shall become the CEAA Past Chair upon completion of the term as Chair.

**CEAA Chair-Elect**

The term of the CEAA Chair-Elect shall be one (1) year, beginning July 1<sup>st</sup> in odd-numbered years. The Chair-Elect shall become the CEAA Chair upon completion of the term as Chair-Elect.

**CEAA Past Chair**

The term of the CEAA Past Chair shall be one (1) year, beginning July 1<sup>st</sup> in even-numbered years.

**CEAA Program Evaluator Assignment Coordinator**

The term of the CEAA Program Evaluator Assignment Coordinator is one (1) year. The Program Evaluator Assignment Coordinator may generally hold office for no longer than six (6) successive terms.

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### **CEAA Training Coordinator**

The term of the CEAA Training Coordinator is one (1) year. The Training Coordinator may generally hold office for no longer than six (6) successive terms.

### **CEAA At-Large Members**

The term of an At-Large Member is one (1) year. An At-Large Member may generally hold office for no longer than a total of five (5) terms. Service as a CEAA member in other positions is not considered part of the five-year term limit for At-Large Members.

### **CEAA Alternate At-Large Members**

The term of an Alternate At-Large Member is one (1) year, with re-appointment for additional years allowed.

## **H. Duties and Responsibilities**

The duties and responsibilities of CEAA members are as follows:

### **CEAA Chair**

- Serve as a voting member of the URC
- Seek out collaborative opportunities with other URC Committees and, when appropriate, with other IEEE and EAB organizational units and Committees
- Prepare meeting agendas
- Convene and conduct regular and special meetings
- Appoint CEAA Standing Subcommittee Chairs and members
- Maintain and update the CEAA Operations Manual as needed; this responsibility may be assigned to a CEAA member, or to a Standing or Ad Hoc Subcommittee
- Act as principal liaison between CEAA and the Educational Activities (EA) professional staff

### **CEAA Chair-Elect**

- Chair CEAA meetings in the absence of the CEAA Chair (Beginning July 1<sup>st</sup> in odd-numbered years)
- Additional duties as assigned by the CEAA Chair

### **CEAA Past Chair**

- Chair CEAA meetings in the absence of the CEAA Chair (Beginning July 1<sup>st</sup> in even-numbered years)
- Additional duties as assigned by the CEAA Chair

### **CEAA Program Evaluator Assignment Coordinator**

- Manage the Program Evaluator resource pool of current and past evaluators in conjunction with the EA professional staff under guidelines established by the CEAA
- Select, assign, contact and confirm Program Evaluators for all IEEE engineering program accreditation visits
- Maintain results of CEAA review of program evaluator reports

### **CEAA International Program Evaluator Assignment Coordinator**

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- Manage the International Program Evaluator resource pool of current and past evaluators in conjunction with the EA professional staff under guidelines established by the CEAA
- Select, assign, contact and confirm Program Evaluators for all international IEEE engineering program accreditation visits
- Maintain results of CEAA review of program evaluator reports

**CEAA Program Evaluator Assignment Coordinator Backup(s)**

- Assist the CEAA Program Evaluator Assignment Coordinator with program evaluator and visit assignment activities

**CEAA Training Coordinator**

- Chair CEAA Training Standing Subcommittee
- Develop materials for initial and refresher training of program evaluators, incorporating ABET training materials as required
- Coordinate with EAC and ABET training activities

**CEAA At-Large Members**

- Attend meetings and vote on CEAA issues
- Serve as Standing Subcommittee Chairs or members, as appointed
- Serve as program evaluators
- Assist in recruitment, mentoring and training of program evaluators
- Review and rate applications of potential program evaluators
- Review visit reports and rate program evaluator performance

**IEEE Representatives to EAC of ABET**

- Serve on at least one CEAA Standing Subcommittee
- Review and rate applications of potential program evaluators
- Assist in recruitment and mentoring of representatives and alternates to EAC of ABET

**CEAA Alternate At-Large Members**

- Serve on Standing Subcommittees
- Serve as program evaluators
- Assist At-Large members in mentoring of program evaluators, including review of visit reports and rating of program evaluator performance

**IEEE Alternates to EAC of ABET (if not also serving in another CEAA position)**

- Serve on at least one CEAA Standing Subcommittee
- Review and rate applications of potential program evaluators

**I. Subcommittees**

Standing Subcommittees of CEAA shall include Awards, Criteria, Mentoring, Nominating, and Training. The responsibilities, principal activities, and administrative processes of these Standing Subcommittees shall be defined in the CEAA Operations Manual. Ad-hoc Subcommittees may be appointed by the CEAA Chair as needed.

The CEAA Training Coordinator shall chair the Training Standing Subcommittee and the chairs of the other Standing Subcommittees shall be appointed by the CEAA Chair from among the At-Large Members.

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Additional Standing Subcommittee members may be appointed by the CEAA Chair, or by the Standing Subcommittee chair with the approval of the CEAA Chair, and may include voting, non-voting, and corresponding members of CEAA.

**J. Financial and Administrative Support**

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only CEAA Voting Members, the VP-EA, the IEEE Representative Director serving on the ABET Board of Directors, and special representatives pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard [IEEE Travel Policy](#).

If a CEAA Meeting is scheduled in conjunction with the ABET annual commission meetings, support may be provided for a joint dinner meeting with the IEEE representatives and alternates to the EAC of ABET.

**K. Meetings**

There will be at least one face-to-face meeting of the CEAA convened annually. Additional meetings shall be called by the CEAA Chair as needed. The meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded for each meeting.

The CEAA Chair may invite representatives of IEEE organizational units or of ABET member societies to be non-voting participants in meetings of the CEAA for the purpose of assisting CEAA in fulfilling its duties.

**L. Qualifications for IEEE EAC of ABET Program Evaluators**

Qualifications for IEEE EAC of ABET Program Evaluators are provided in the CEAA Operations Manual. Changes and updates must be approved by the CEAA, subject to the consent of the VP-EA and the URC Chair.

**M. Amendments**

All amendments to this Charter must be approved by EAB.

**4.8.1 Committee on Engineering Accreditation Activities Procedures (See [Appendix I](#))**

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**4.9 COMMITTEE ON ENGINEERING TECHNOLOGY ACCREDITATION ACTIVITIES (CETAA)**

**CHARTER**

**A. General**

The Committee on Engineering Technology Accreditation Activities (CETAA) is a Standing Committee of the EAB that reports to the EAB through the EAB University Resources Committee (URC).

**B. Mission**

To identify and meet the accreditation needs of the profession, by assisting in the establishment, operation, development and implementation of accrediting bodies and accreditation procedures in engineering technology in the United States and other countries as appropriate.

**C. Scope**

To execute, under the guidance of the IEEE Educational Activities Board and the IEEE University Resources Committee, all IEEE activities relating to the accreditation of engineering technology programs by the Engineering Technology Accreditation Commission (ETAC) of ABET, and to participate in activities of other accrediting bodies (e.g., regional accreditation agencies) in the United States and other countries as appropriate.

**D. Functions**

The CETAA responsibilities are:

**1. Operational Plans and Activities**

- a. Coordinate all IEEE activities relating to the accreditation of engineering technology programs by the ETAC of ABET;
- b. Specify the qualifications for the IEEE ETAC Program Evaluators, subject to consent, in writing, by the VP-EA and the Chair, University Resources Committee (URC).
- c. Recruit and nominate Program Evaluators for approval by the URC in accordance with “*Qualifications for IEEE ETAC of ABET Program Evaluators*” that are included in the *CETAA Operations Manual*.
- d. Classify, educate, mentor and review the performance of the Program Evaluators.
- e. Manage a Program Evaluator resource pool of current and past Program Evaluators that maintains a reasonable balance between the number of available Program Evaluators and the estimated requirements for programs to be evaluated. Approximately half of IEEE Program Evaluators shall come from industry and/or government.
- f. Receive accreditation visit requirements from ETAC of ABET, select Program Evaluators from the resource pool, and assign Program Evaluators for programs being accredited.
- g. Coordinate the assignment of Program Evaluators, where needed, with other ETAC of ABET Member or Associate Member societies.
- h. Propose, review, critique, and facilitate the development of ETAC Criteria for Accrediting Programs in Engineering Technology in IEEE fields of interest, and submit recommendations to the URC for approval.
- i. Nominate IEEE Representatives and Alternates to ETAC of ABET. New nominations must be approved by EAB and re-nominations must be approved by URC.
- j. Review and recommend changes to the [CETAA Charter](#).

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**Disciplines for which CETAA is responsible are:**

BET	Bioengineering Technology
CET	Computer Engineering Technology
EET	Electrical /Electronic(s) Engineering Technology
EMET	Electro-Mechanical Engineering Technology
IET	Information Engineering Technology
LET	Laser-Optics Engineering Technology
SET	Software Engineering Technology
TET	Telecommunications Engineering Technology

**2. Strategic Plans and Activities**

Annually review committee activities to define, recommend and implement strategic initiatives relevant to the improvement of CETAA functions, including changes in accreditation criteria, policy and procedures.

**E. Composition and Appointments**

The membership of the CETAA consists of voting, non-voting and corresponding members as indicated below. The total number of voting members shall be twelve (12) and the total number of non-voting members shall be three (3).

**Voting Members**

1. The CETAA Chair, with succession to this position as defined in Section G below. The CETAA Chair-Elect or the Past Chair, in accordance with the succession and terms described in [Section G](#) below.
2. The CETAA Chair-Elect shall be selected by the CETAA, endorsed by the URC, and approved by the EAB.
3. The CETAA Program Evaluator (PEV) Coordinator selected by the CETAA from current or past CETAA members or IEEE representatives to ETAC of ABET, endorsed by the URC, and approved by the EAB.
4. Six (6) At-Large Members, selected by the CETAA from the pool of experienced IEEE program evaluators, endorsed by the URC and approved by the EAB.
5. One (1) IEEE member serving on the ETAC Executive Committee nominated by the CETAA Chair, endorsed by the URC and approved by the EAB. If no such individual is available or willing to serve, this position may be filled by a current IEEE representative to the ETAC of ABET, nominated by the CETAA Chair, endorsed by the URC and approved by the EAB.
6. The IEEE representative to ETAC of ABET, nominated by the Chair of CETAA, with the concurrence of the VP-EA, serving as an ex officio member for a two (2) year term and must have served on the ETAC of ABET for at least two (2) years.
7. The URC Chair, serving as an ex officio member.

**Non-Voting Members**

1. The VP-EA, serving as an ex officio member.
2. One (1) IEEE Representative Director serving on the ABET Board of Directors, nominated by the URC Chair and approved by the VP-EA, serving as an ex officio member.
3. The Chair of the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA), or designee, serving as an ex officio member.

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**Corresponding Members**

Corresponding Members are non-voting.

1. All IEEE representatives and Alternates to ETAC of ABET not designated as Voting Members.
2. All Alternate At-Large members of CETAA, selected by the CETAA from among the pool of experienced program evaluators, endorsed by the URC, and approved by the EAB.
3. Liaisons between IEEE and other ABET member societies with responsibility for specific programs, subject to the approval of the CETAA Chair and the URC Chair.

**F. Membership Requirements**

All Voting Members shall be IEEE Graduate Student Members, Members, Senior Members or Fellows. Furthermore, no IEEE Member serving on ETAC of ABET (including the ETAC Executive Committee) may simultaneously serve as an At-Large Member or officer of CETAA. It is expected that one-half of the At-Large Members and officers shall come from industry or government.

**G. Appointments, Terms of Office, Duties and Subcommittees**

**1. Appointments – Nomination and Selection of Members, Representatives and Alternates**

The CETAA Nominating Standing Subcommittee shall be responsible for preparing slates of candidates for CETAA Chair-Elect, CETAA Program Evaluator Coordinator, CETAA At-Large Members and Alternates and for IEEE representatives and Alternate IEEE representatives to ETAC of ABET. The Nominating Standing Subcommittee shall solicit nominations and recruit eligible candidates, in accordance with this Charter and the CETAA Operations Manual.

Under extenuating circumstances, the URC Chair, in consultation with the VP-EA, may approve the nomination of other candidates for CETAA Chair-Elect.

CETAA may select up to two (2) Alternate IEEE representatives to ETAC of ABET and up to three (3) CETAA Alternates. Once approved by EAB and ABET, Alternates may be appointed by the CETAA Chair, subject to the approval of the URC Chair, to fill vacancies that occur mid-term. The CETAA Nominating Standing Subcommittee may consider CETAA Members, Alternate IEEE representatives to ETAC of ABET, and other qualified candidates for appointments as IEEE representatives to ETAC of ABET. Alternate CETAA members do not normally attend CETAA meetings.

**2. Terms of Office / Length of Service**

All terms of service, with the exception of those serving in ex officio capacity, commence on April 1<sup>st</sup> of each calendar year and are defined as follows:

**CETAA Chair**

The term of the CETAA Chair shall be two (2) years, beginning April 1<sup>st</sup> of an even-numbered year. The Chair shall become the CETAA Past Chair upon completion of the term as Chair.



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**CETAA Chair-Elect**

The term of the CETAA Chair-Elect shall be one (1) year, beginning April 1<sup>st</sup> in odd-numbered years.

**CETAA Past Chair**

The term of the CETAA Past Chair shall be one (1) year, beginning April 1<sup>st</sup> in even-numbered years.

**CETAA Program Evaluator (PEV) Coordinator**

The term of the CETAA PEV Coordinator is one (1) year. The PEV Coordinator may generally hold office for no more than eight (8) consecutive terms.

**CETAA At-Large Members**

The term of an At-Large Member is one (1) year. An At-Large Member may generally hold office for no more than a total of five (5) terms. Service as a CETAA member in other positions is not considered part of the five-year term limit for At-Large Members.

**3. Duties and Responsibilities**

The duties and responsibilities of CETAA Members are as follows:

**CETAA Chair**

- Serve as a voting member of the URC
- Seek out collaborative opportunities with other URC Committees and, when appropriate, with other IEEE and EAB organizational units and Committees
- Prepare meeting agendas
- Convene and conduct regular and special meetings
- Appoint CETAA Standing Subcommittee Chairs and members
- Act as principal liaison between CETAA and the EA professional staff

**CETAA Chair-Elect**

- Duties as assigned by the CETAA Chair
- Serve as Chair in case the CETAA Chair cannot serve (Beginning April 1<sup>st</sup> in odd-numbered years)

**CETAA Past Chair**

- Duties as assigned by the CETAA Chair (Beginning April 1<sup>st</sup> in even-numbered years)
- Serve as Chair in case the CETAA Chair cannot serve

**CETAA Program Evaluator Coordinator**

- Communicate with the Engineering Technology Accreditation Director at ETAC of ABET
- Manage the Program Evaluator resource pool of current and past evaluators in conjunction with the EA professional staff under guidelines established by the CETAA

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- Select, assign, contact and confirm Program Evaluators for all IEEE program accreditation visits

**CETAA At-Large Members**

- Attend meetings and vote on CETAA issues
- Serve on Standing Subcommittees
- Serve as Program Evaluators
- Assist in recruitment and education of Program Evaluators
- Review and rate applications of potential Program Evaluators
- Complete all required ABET training
- Mentor assigned Program Evaluators in accordance with ABET and CETAA requirements

**CETAA Alternate Members may:**

- Serve on Standing Subcommittees
- Serve as program evaluators
- Serve as Mentors to program evaluators
- Evaluate PEV applicants

**IEEE Representative to ETAC serving as CETAA Voting Member**

- Serve on Standing Subcommittees
- Review and rate applications of potential Program Evaluators
- Assist in recruitment and education of Program Evaluators

**4. Subcommittees**

Standing Subcommittees of CETAA shall include Awards, Communications, Criteria, Mentoring, Nominating, Policy and Procedures, and PEV Education. The responsibilities, principal activities, and administrative processes of these Standing Subcommittees shall be defined in the *CETAA Operations Manual*. Ad Hoc Subcommittees may be appointed by the CETAA Chair as needed.

**H. Financial and Administrative Support**

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only CETAA Voting Members, the VP-EA, the IEEE Representative Director serving on the ABET Board of Directors and special representatives pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard [IEEE Travel Policy](#).

**I. Meetings**

There will be at least one face-to-face meeting of the CETAA convened annually. Additional meetings shall be called by the CETAA Chair as needed. The meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded for each meeting. Any meeting (or discussion) may include all of the IEEE Members serving on the ETAC of ABET (including the ETAC Executive Committee).

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The CETAA Chair may invite representatives of IEEE organizational units or of ABET member societies to be non-voting participants in meetings of the CETAA for the purpose of assisting CETAA in fulfilling its duties.

**J. Amendments**

All amendments to this Charter must be approved by EAB.

**K. Qualifications for IEEE ETAC of ABET Program Evaluators**

*Qualifications for IEEE ETAC of ABET Program Evaluators* are provided in the CETAA Operations Manual with changes and updates to be approved by the CETAA with the consent of the VP-EA and the Chair, University Resources Committee (URC).

**4.9.1 Committee on Engineering Technology Accreditation Activities Procedures (See [Appendix J](#))**

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**4.10 FACULTY RESOURCES COMMITTEE (FRC) CHARTER**

**A. General**

The Faculty Resources Committee (FRC) is a regular Committee of the University Resources Committee (URC).

**B. Mission**

To promote the continued evolution of engineering education and the career enhancement of Engineering, Computing and Technology (ECT) faculty through quality programs/products/services designed to advance innovation in educating engineers.

**C. Scope**

To support ECT faculty, department heads, administrators and other stakeholders in enhancing university-level education with resources that foster career development, promote academic excellence, and strengthen educational curriculum. To promote and encourage communication, collaboration and further the continued improvement of ECT education among all practitioners.

**D. Functions**

**1. Strategic Plans and Activities**

- a. Developing plans and proposals to support the strategic objectives of IEEE and EAB in the areas of curricula and pedagogical practices for ECT faculty and academic departments.
- b. Periodically review and assess the current state of ECT education

**2. Operational Plans and Activities**

Coordinate, develop, recommend and implement programs and resources to enhance ECT educational, curricula and pedagogical practices for ECT faculty and academic departments.

- a. Work with Member and Geographic Activities (MGA) Board, the Technical Activities Board (TAB), IEEE Education Society, and other relevant IEEE organizational units to enhance IEEE EAB FRC programs.
- b. Facilitate communication and interaction between the university education community, professional technical councils/societies and IEEE Regions, Sections and Student Branches.

**E. Composition and Appointments**

The membership of the FDC consists of up to eight (8) voting and up to four (4) non-voting members as indicated below.

**Voting Members**

1. The FRC Chair to be appointed by the Chair of the EAB, in consultation with the URC Chair.

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2. Seven (7) IEEE Members-at-Large appointed by the Chair of the EAB, in consultation with the FRC Chair and the URC Chair.

**Non-Voting Members**

1. URC Chair, serving as an ex officio member
2. VP-EA serving as an ex officio member

**F. Membership Requirements**

All voting members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

**G. Duties and Responsibilities**

**FRC Chair**

1. Seeks out collaborative opportunities with other URC committees and, when appropriate, with other IEEE and EAB organizational units, Councils and Committees
2. Meets periodically with the URC Chair to review IEEE activities in the areas of global accreditation
3. Recommends the appointment of FRC members and Subcommittee Chairs
4. Appoint one of the other voting members to serve as Vice Chair, with the concurrence of the Chair of the EAB
5. Appoint Ad Hoc Subcommittees or similar groups when deemed necessary

**Vice Chair**

1. The Vice Chair shall preside when the Chair is not available.

**H. Financial and Administrative Support**

Any financial support required shall be provided through the budgetary processes of the EAB.

Administrative support for the Committee shall be provided by the EAD.

**I. Meetings**

1. At least one face-to-face meeting of the Committee shall be convened annually (and as financially feasible).
2. Additional meetings shall be called by the Chair as needed (and as financially feasible) and may be held by electronic means.
3. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
4. Minutes will be recorded and distributed for each meeting.

**J. Amendments**

All amendments to this Charter must be approved by EAB.

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**4.11 Engineering Projects In Community Service in IEEE (EPICS in IEEE) Committee Charter**

**A. General**

The EAB EPICS in IEEE Committee (EPICS in IEEE) is a regular Committee of EAB University Resources Committee.

**B. Mission**

The mission of the EPICS in IEEE is to empower technical professionals and university students to impact communities around the world.

**C. Scope**

EPICS in IEEE shall enable members of IEEE geographic units (e.g., sections and student branches), technical (societies) and non-technical (affinity) groups to work with high school students and non-profit or non-governmental organizations on EPICS in IEEE community service-related engineering projects. The partnerships will focus on development of devices and systems within IEEE fields of interest to solve a local problem benefitting the target audiences of the community-based organizations. This includes reaching female and under-represented groups.

EPICS in IEEE promotes vertical integration where the program enables a partnership between a pre-university entity (a high/secondary school) and/or a university with a non-governmental organization (NGO) to develop a sustainable model of knowledge dissemination focused on community service. For an initiative to be classified as an EPICS in IEEE project site, the project site should have a linkage with an NGO and an IEEE volunteer.

**D. Functions**

1. To provide grants for project materials and supplies to IEEE members to facilitate the design, development and deployment of technical solutions;
2. To encourage mentoring of undergraduate and high school students;
3. To develop educational resources on community service;
4. To maintain a brand presence (i.e., web presence, participation in conferences, meetings, etc.) for a) promotion and publicity, b) dissemination of projects, and c) knowledge sharing and networking;
5. To conduct training to establish EPICS in IEEE project sites using local volunteers and resources;
6. To capture and report key performance measures;
7. To encourage universities to adopt EPICS in IEEE activities (e.g., capstone projects, senior projects);
8. To explore opportunities to partner with global organizations whose mission can be supported through cooperative efforts to develop EPICS in IEEE projects in locations where the organization operates and IEEE membership exists; and
9. To conduct periodic program evaluation.

**E. Composition**

The EAB EPICS in IEEE Committee shall consist of up to twelve (12) voting members and one (1) non-voting member as follows:

- i. EPICS in IEEE Chair, to be appointed by the VP-EA, in consultation with the URC Chair,
- ii. EAB Pre-University Educational Coordinating Committee (PECC) representative, appointed by the VP-EA, in consultation with the PECC Chair,
- iii. Ten (10) members appointed by the VP-EA, in consultation with the URC Chair,
- iv. URC Chair as an ex officio member without vote.

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The EPICS in IEEE Chair may appoint non-voting members to working groups as deemed necessary.

**F. Membership Requirements**

Up to two (2) voting members of the EPICS in IEEE Committee may be non-members of the IEEE. All other members must be IEEE Student Members, IEEE Graduate Student Members, Members, Senior Members, or Fellows. The EPICS in IEEE Chair is encouraged to consider appointing a pre-university educator or global organization representative, as a voting member.

**G. Reports**

Status reports shall be provided at each URC meeting, including an annual report of activities for inclusion in the URC annual report at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

**H. Amendments**

All amendments to this charter must be approved by the EAB.

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**4.12 IEEE Eta Kappa Nu Board of Governors**

In accordance with [IEEE Bylaw I-404](#) IEEE Eta Kappa Nu (IEEE-HKN), the IEEE-HKN Board of Governors (IEEE-HKN-BOG) shall be the governing body of IEEE-HKN and shall report to EAB.

1. The IEEE-HKN-BOG shall have responsibility for the following assets, activities and procedures within IEEE-HKN, in so far as these do not conflict with the governing documents and the Code of Ethics of IEEE and subject to the ultimate oversight and control of the Board of Directors of IEEE:
  - (a) Preparation and ongoing maintenance of the governing documents of IEEE-HKN, including its Operations Manual, subject to approval of EAB.
  - (b) Impose requirements on IEEE-HKN membership as these requirements pertain to IEEE membership, such as requiring that new IEEE-HKN members and/or IEEE-HKN award recipients and/or recipients of IEEE-HKN honorary titles satisfy additional IEEE membership requirements.
  - (c) The budget of IEEE-HKN shall be developed by IEEE-Eta Kappa Nu Board of Governors and reviewed by the Board of Directors of the IEEE Foundation, Inc. and then the IEEE Finance Committee as part of the budget of the EAB, which shall be subject to approval by the IEEE Board of Directors.
  - (d) The IEEE-Eta Kappa Nu Board of Governors shall be responsible for the oversight of funds held by the IEEE Foundation, provide reports to the IEEE Foundation and appoint an ex-officio member to the IEEE Foundation (President or his/her designee).
  - (e) The name Eta Kappa Nu, its usage and application, with the understanding that the IEEE masterbrand shall be used along with the HKN logo in IEEE-HKN correspondence, documents, products and publications.
  - (f) The creation, administration and dissolution of IEEE-HKN chapters, including determination of the desired relationships between these chapters and other IEEE OUs, such as IEEE student branches and IEEE student chapters. If the relationships between IEEE-HKN chapters and other geographic units are to be modified, concurrence of the Membership and Geographic Activities Board shall be required.
  - (g) Initiation rites of new members into IEEE-HKN.
  - (h) Initiation fees, life membership fees, annual fees for IEEE-HKN membership, and similar or related fees for IEEE-HKN members, including determining any future financial obligations of individuals who join IEEE-HKN beyond the one-time payment of initiation fees.
  - (i) Naming of IEEE-HKN member titles and awards, to be coordinated, as applicable, with the MGAB and the IEEE Awards Board.
  - (j) Criteria and administration of the IEEE-HKN awards, to be coordinated, as applicable, with the IEEE Awards Boards.
  - (k) Appointment of representatives and liaisons of IEEE-HKN to other OUs such as the Students Committee and MGAB.
  - (l) Publication of IEEE-HKN periodicals, such as *The Bridge*, and books, and oversight over such publications, including selection of vendors for the formation, advertising and distribution of such publications.



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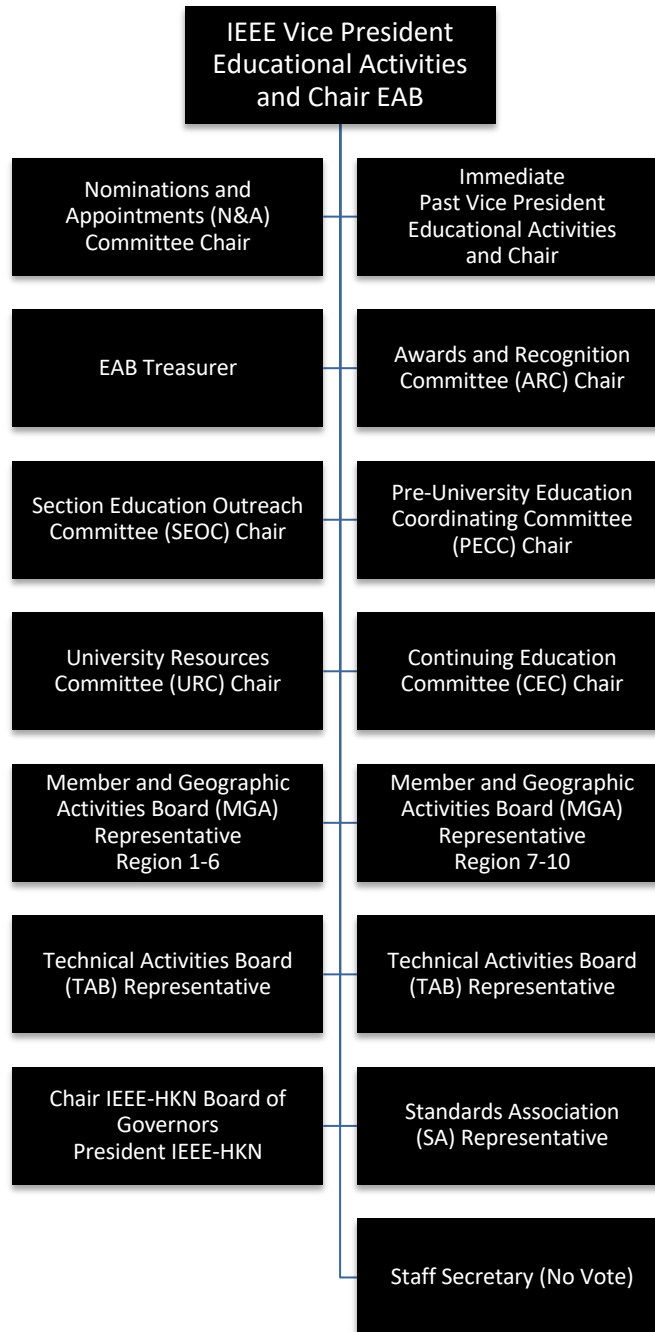
- (m)** The composition and method of election or appointment of members of the IEEE-HKN-BOG shall be specified in the IEEE-HKN Operations Manual. Furthermore, any such election or appointment shall be subject to annual ratification by EAB. The Chair and Vice Chair of the IEEE-HKN-BOG shall be members of IEEE.

IEEE–HKN-BOG Relationship with IEEE EAB and Other OU Activities

EAB shall assist the IEEE-HKN-BOG in planning and maintaining activities, especially when these activities have impact on other IEEE OUs. The Chair of EAB shall serve as the liaison of the IEEE Board of Directors to the IEEE-HKN-BOG, and shall be responsible for communicating IEEE-HKN-related issues to the IEEE Board of Directors. The Chair of EAB shall also be responsible for coordination of joint activities of IEEE-HKN with other major IEEE OUs, as needed.

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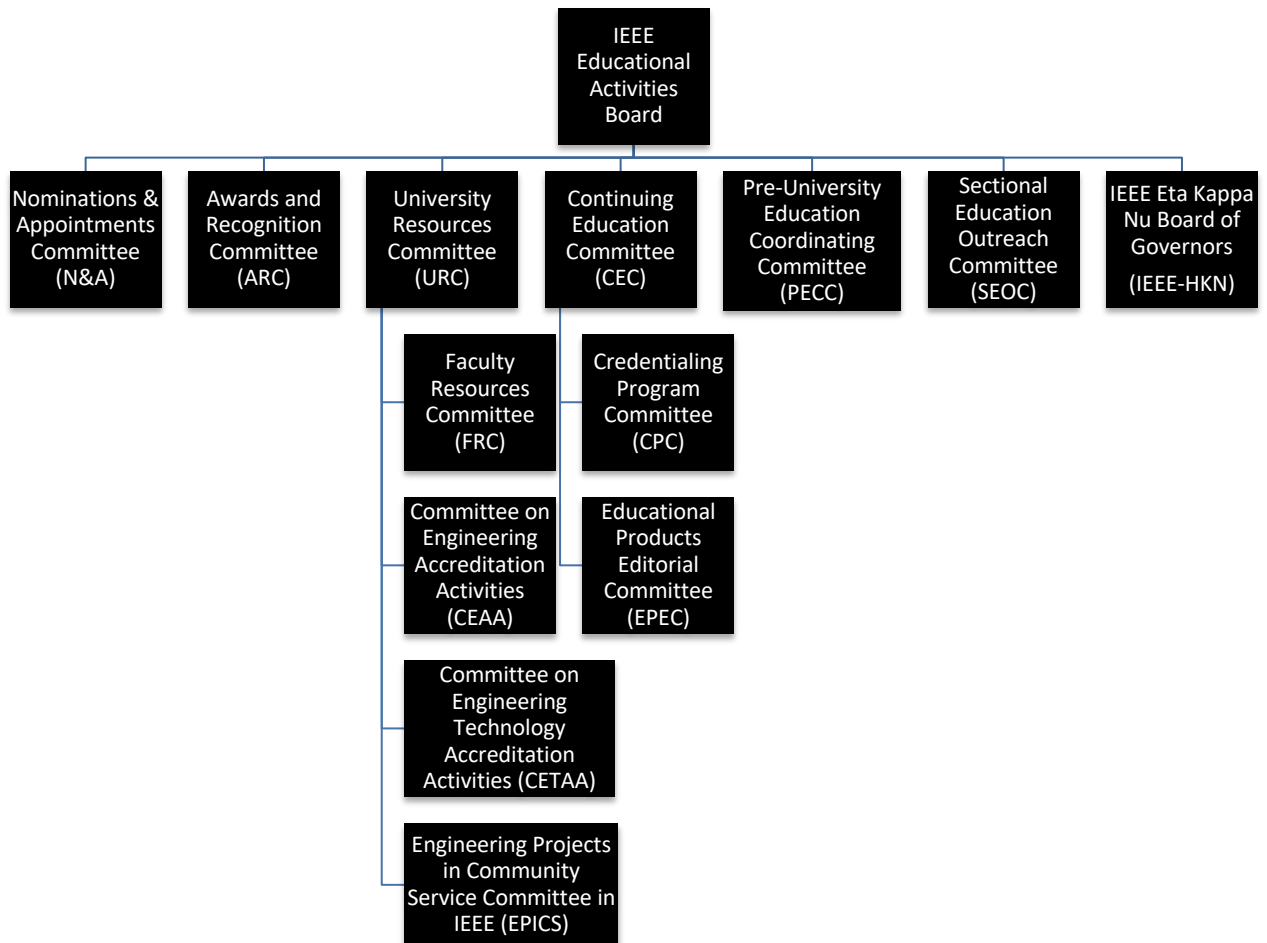
## APPENDIX A



15 Voting Members  
1 Non-Voting Member  
16 Total Members

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**APPENDIX B**



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**APPENDIX C**

**4.1.1 Nominations & Appointments Process**

- A. The EAB nominations and appointments process shall be volunteer-driven and directed.
- B. The EAB N&A Committee is responsible for managing the nominations and appointments process of the EAB.
- C. The N&A Chair shall administer EAB N&A activities in accordance with the EAB N&A Charter, [IEEE Bylaw I-307](#) – Nominations and Elections; [IEEE Bylaw I-305.12](#) – Functions and Membership of the Standing Committee – IEEE Nominations and Appointments Committee; and IEEE-HKN Board of Governors Operations Manual, Section 8.4 – Nominations and Eligibility for President-Elect Candidates.
- D. **Candidates for EAB Positions:** The Committee shall be responsible to seek out and recommend to the Chair of the Educational Activities Board (EAB) candidates for Chairs of EAB Committees and other EAB positions, excluding the position of Chair of N&A if that Chair is appointed under the following provisions of [Section 4.1.D.1](#).
- The EAB N&A Committee should solicit from EAB members, and others as appropriate, names of suitable individuals to be considered, particularly for the position of Vice President, Educational Activities.
  - The EAB N&A Committee should make every attempt to have at least two nominees for each position recommendation.
  - Should the need arise for EAB to appoint a Chair for the EAB N&A Committee (Section [4.1.D.1](#)), this appointment will be initiated, and administered, by EAB acting as a Committee of the Whole. EAB shall not be required to solicit or consider recommendations from the N&A Committee.
- E. **Criteria for Nominees:** The EAB N&A Committee should consider the following criteria for nominees for EAB positions:
- Experience, or high-level of interest in education
  - Record of being an active volunteer and contributor
  - Willingness to serve
  - High skill level or interest expressed in area needed by the EAB position
- F. **Nominees for Vice President, Educational Activities:** The EAB N&A recommendations for Vice President, Educational Activities, along with appropriate biographical information and candidate statement, shall normally be presented to the EAB for vote at its mid-year EAB meeting. In no case will the presentation **be made later than the mid-year meeting of the EAB in any calendar year**. Immediately following the EAB Meeting, the EAB N&A Chair shall submit to the IEEE N&A Committee the list of nominees for VP-EA, as endorsed by the EAB.
- G. **Other Elective and Appointive Positions:** The EAB N&A Committee shall propose, for concurrence by the EAB, candidates for Vice President, Educational Activities to be recommended for consideration by the IEEE Board of Directors Nominations and Appointments Committee.

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- H. Candidates for President-Elect, IEEE-HKN Board of Governors:** By 30 June of each election year, at least two (2) candidates for the position of President-Elect shall be recommended for consideration and submission by the EAB N&A to the IEEE-HKN Board of Governors N&A Committee.
  
- I. Information for New Chair of the EAB:** The EAB N&A Chair should provide an appointment-recommendations report to a new, incoming Chair of the EAB (if practicable), before the new Chair of the EAB takes office, which may include recommendations for positions.

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**APPENDIX D**

**4.7.3.1 IEEE Representatives on the ABET Board of Delegates Selection Procedures**

In compliance with IEEE Policy 3.1 – Selection Procedures for IEEE Representatives to ABET, the Educational Activities Board (EAB) shall identify and appoint IEEE Representatives to the ABET Board of Delegates (BoDel), the EAC (Engineering Accreditation Commission) and ETAC (Engineering Technology Accreditation Commission) Area Delegations and the BoDel Alternates.

The EAB shall report the appointments to the IEEE Board of Directors upon the completion of the process. Procedures for selecting the IEEE Representative to the ABET BoDel, EAC and ETAC Area Delegations and the BoDel Alternates shall be detailed in the EAB Operations Manual.

The procedure for selecting IEEE Representatives on the ABET Board of Delegates shall be as follows:

**Nominating Committee**

A Nominating Committee, consisting of up to five (5) voting and (1) non-voting members as indicated below:

**Voting Members**

1. Chair of the Nominating Committee for IEEE Representatives on the ABET Board of Delegates who shall be a past IEEE VP-EA or former member of the EAB
2. One (1) current ABET Board of Delegates Member who is not eligible for re-appointment
3. Chair, Past Chair or Member of the Committee on Engineering Accreditation Activities (CEAA)
4. Chair, Past Chair or Member of the Committee on Engineering Technology Accreditation Activities (CETAA)
5. One (1) Member-at-Large

**Non-Voting Member**

1. One member of the IEEE staff, as designated by the Managing Director of EA, who shall normally be the Director of University Programs

No member of the Nominating Committee can be considered as a candidate for the ABET Board of Delegates or ABET Area Delegation representatives including members eligible for re-appointment.

**Voting members of the Nominating Committee**

These individuals shall be appointed by the Vice President - Educational Activities. The Vice President shall inform the EAB of these appointments.

The Nominating Committee shall recommend to the EAB a minimum of two candidates for each ABET Board of Delegate position, to be filled by for the June EAB meeting. In the event that one nominee is an incumbent member of the ABET Board of Delegates, only one candidate shall be required. Additional candidates may be added to the slate of candidates for an ABET Delegate position by the majority vote of the EAB.

The EAB shall select each ABET Delegate from this slate of candidates. The term of office as an ABET Delegate shall normally be three years. An individual may be considered for a second term.

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The Nominating Committee shall review the IEEE ABET Area Delegation representatives selected by the Committee on Engineering Accreditation Activities and the Committee on Engineering Technology Accreditation Activities.

### **Vacancies**

In the event an ABET Board of Delegate member can no longer serve their term, that vacancy will be filled in the following manner:

If there is one year or less remaining in the term, the EA VP may appoint a replacement to serve the remainder of the term. The seat then becomes open and the Nominating Committee would select a new Board of Delegate representative in accordance with the above prescribed procedures.

If there is more than one year remaining in the term, the EA VP may appoint a replacement to cover any upcoming ABET meetings until such time as the Nominating Committee is convened. The Nominating Committee shall hold an open call for candidates and recommend a minimum of two candidates for the open seat to the EAB for the June meeting. The candidate selected by the EAB would complete the remainder of the term.

A candidate appointed by the EA VP or elected by the EAB to complete the term of another BoDel member is eligible for consideration as a Board of Delegate representative candidate for a three-year term during the next open seat selection process. This candidate is also eligible to be re-appointed to a second three-year term

### **References**

See Appendix H – IEEE Representatives on ABET Board of Delegates Procedures

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**APPENDIX E**

**4.2 EAB Treasurer Responsibilities and Financial Process**

**A. General**

Unless otherwise specified, the EAB Treasurer is a voting member of the EAB and appointment is made by the Chair of the Educational Activities Board in consultation with the EAB N&A Committee. He/She is the oversight and advisory body for all EAB financial matters. See [Treasurer Functions and Responsibilities](#) – Section 2.4.3.

**B. Scope**

The Treasurer, along with the Educational Activities (EA) professional staff, provides administration of the EAB budget and shall represent the EAB on the IEEE Finance Committee (FinCom). The Treasurer shall be responsible for ensuring sound financial management of the Educational Activities Department (EAD), the EAB and the EAB Standing and Ad Hoc Committees.

**C. Functions**

The Treasurer, along with the EA professional staff shall:

1. continually review financial viability and performance of educational activities;
2. develop budgets for future years;
3. review new initiative requests for funding;
4. review the financial impact of agenda items being considered by the EAB; and
5. represent the EAB on all IEEE financial matters.

**D. Membership Requirements**

The Treasurer must be an IEEE Graduate Student Member, Member, Senior Member or Fellow.

**E. Financial and Administrative Support**

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support for the Committee shall be provided by the EAD.

**F. Meetings**

Whenever possible and appropriate, the EAB Treasurer shall hold meetings with the EA professional staff by teleconference.

**G. Reports**

The EAB Treasurer shall report budgetary actions at the first EAB meeting following those actions.

**4.2.1 Budget Administration**

The administration of EAB finances shall be in accordance with this EAB Operations Manual and shall not conflict with the IEEE Finance Operations Manual.



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OPERATIONS MANUAL**

The EAB Treasurer, or an appropriate designee, shall annually recommend to the EAB an EAB budget for the subsequent year. The EAB shall annually approve the EAB Budget.

**4.2.2 Annual Budgeting Process**

Specific dates regarding the development of the budget shall be determined and distributed by the IEEE Finance Committee.

**4.2.3 Fiscal Year**

*The fiscal year for IEEE shall be the calendar year. ([IEEE Bylaw I-310.1](#))*

**4.2.4 Budget Cycle Schedule Guidelines**

- A. April:** Professional Staff prepares and electronically distributes target budgets provided by IEEE Financial Planning along with a supporting budget memo to all EAB Committee/Council Chairs. Chairs return budget with funding reductions/increases.
- B. May:** Professional Staff incorporates volunteer funding reductions/increases into base budget.
- C. June:** EAB Budget, as reviewed and recommended by the EAB Treasurer, Chair of the Educational Activities Board, the EAB, and EAD professional staff is submitted to the IEEE Financial Planning professional staff for incorporation into the IEEE base budget.
- D. August:** Budget is reviewed by IEEE FinCom and, if needed, base budget is refined.
- E. September:** EAB Base budget is finalized. IEEE Finance Committee reviews and endorses.
- F. September – November:** The EAB Treasurer presents the budget to the EAB and requests approval.
- G. Final Budget is approved by the IEEE Board of Directors, normally in November.**

**4.2.5 Regional Assessment for Accreditation**

*([From IEEE Bylaw I-303.3](#))*

***The EAB shall be responsible for administration of the annual assessment paid to ABET (Formerly, Accreditation Board for Engineering and Technology, Inc.)***

***This assessment is paid from the regional assessment for members residing in Regions 1-6 and in the United States as described in [IEEE Bylaw I-108.6 Dues, Assessments and Fees](#).***

**4.2.6 References**

[IEEE Bylaw I-303.3](#)

[IEEE Bylaw I-108 – Dues, Assessments, and Fees](#)

[IEEE Finance Operations Manual](#)

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**APPENDIX F**

**GLOSSARY**

4.7

<b>Acronym</b>	<b>Full Name</b>	<b>Affiliation</b>
ABET	ABET, Inc. (a US accrediting agency in ECT)	
ASAC	Applied Science Accreditation Commission	ABET
CEAA	Committee on Engineering Accreditation Activities	EAB
CSAB	CSAB (a member society of ABET for accreditation of programs in computer science and information technology)	ABET
CETAA	Committee on Engineering Technology Accreditation Activities	EAB
CPC	Curricula and Pedagogy Committee	EAB
EAC	Engineering Accreditation Commission	ABET
ECT	Engineering, Computing, and Technology	ABET
ETAC	Engineering Technology Accreditation Commission	ABET
FRC	Faculty Resources Committee	EAB
URC	University Resources Committee	EAB

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**APPENDIX G**

**4.7.2 Accreditation Process**

The IEEE EAB University Resources Committee (URC) is responsible for developing IEEE policies, procedures and positions with regard to the accreditation of engineering and engineering technology programs. The IEEE EAB URC coordinates the activities of the EAB Committee on Engineering Accreditation Activities (CEAA), and the EAB Committee on Engineering Technology Accreditation Activities (CETAA).

The CEAA is responsible for IEEE's participation in the accreditation activities of the Engineering Accreditation Commission (EAC) of ABET, which accredits engineering programs. The CETAA is responsible for the IEEE's participation in the accreditation activities of the Engineering Technology Accreditation Commission (ETAC) of ABET, which accredits engineering technology programs.

The activities of CEAA and CETAA depend on the efforts of motivated and qualified volunteer program evaluators. The CEAA and the CETAA carry out the selection, education, and program evaluator assignment processes for the IEEE EAB. The committees select qualified professionals from industry, government and academic sectors to serve as program evaluators to assist in accrediting engineering and engineering technology programs for the EAC and ETAC of ABET.

Service as an IEEE program evaluator provides the opportunity for professionals to develop and maintain high quality educational standards of engineering programs. To this end, the CEAA and CETAA conduct training workshops for program evaluators, department chairs, deans and other parties interested in accreditation.

IEEE is the lead, co-lead or a cooperating society with responsibility for program criteria for the following engineering and engineering technology programs within ABET:

- Bioengineering, Biomedical Engineering, and Bioengineering Technology
- Biological Engineering
- Computer Engineering and Computer Engineering Technology
- Electrical Engineering and Electrical/Electronics Engineering Technology
- Electromechanical Engineering Technology
- Engineering Management
- Information Engineering Technology
- Laser-Optics Engineering Technology
- Ocean Engineering
- Software Engineering
- Systems Engineering
- Telecommunications Engineering Technology

Complete information regarding IEEE EAB accreditation activities is provided on the [IEEE EAB Accreditation Website](#).

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**APPENDIX H**

**4.7.3 IEEE Representatives on ABET Board of Delegates Procedures**

IEEE is allotted three (3) IEEE Representatives on the ABET Board of Delegates.

- An IEEE Representative on the ABET Board of Delegates is appointed for one (1) three-year term
- Appointments are due to ABET by 1 July of the year the term expires
- Each representative may be re-appointed for a second consecutive term for a total of six (6) years

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**APPENDIX I**

**4.8.1 Committee on Engineering Accreditation Activities Procedures**

Detailed information about the activities of the CEAA and accreditation of engineering programs governed by IEEE program criteria are provided on the [CEAA Website](#), the CEAA Operations Manual, and approved by the CEAA, which describes the principal activities and administrative processes of the CEAA.

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**APPENDIX J**

**4.10.1 Committee on Engineering Technology Accreditation Activities Procedures**

Detailed information about the activities of the CETAA and accreditation of engineering technology programs governed by IEEE program criteria are provided on the [CETAA Website](#). The CETAA Operations Manual is approved by the CETAA and describes the principal activities and administrative processes of the CETAA, and may be accessed on the Website.

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**APPENDIX K**

**4.8.4 Representatives on the ABET Engineering Area Delegation and Engineering Technology Area Delegation Procedures**

IEEE is allotted three (3) IEEE Representatives on the Engineering Area Delegation

- An IEEE Representative on the ABET Engineering Area Delegation is appointed for a one-year term
- Each representative may be re-appointed for up to nine (9) consecutive terms
- Appointments are due to ABET by 1 July of the year the term expires

IEEE is allotted two (2) IEEE Representatives on the Engineering Technology Area Delegation

- An IEEE Representative on the ABET Engineering Technology Area Delegation is appointed for a one-year term
- Each representative may be re-appointed for up to nine (9) consecutive terms
- Appointments are due to ABET by 1 July of the year the term expires

ABET Board of Delegate members are eligible to serve as Area Delegations members concurrently.

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**APPENDIX L**

**4.8.4.1 IEEE Representatives on the ABET Engineering Area Delegation and ABET Engineering Technology Area Delegation Selection Procedures**

In compliance with IEEE Policy 3.1 – Selection Procedures for IEEE Representatives to ABET, the Educational Activities Board (EAB) shall identify and appoint IEEE Representatives to the ABET Board of Delegates (BoDel), the EAC (Engineering Accreditation Commission) and ETAC (Engineering Technology Accreditation Commission) Area Delegations and the BoDel Alternates.

The EAB shall report the appointments to the IEEE Board of Directors upon the completion of the process. Procedures for selecting the IEEE Representative to the ABET BoDel, EAC and ETAC Area Delegations and the BoDel Alternates shall be detailed in the EAB Operations Manual.

The procedure for selecting IEEE Representatives on the ABET Engineering Area Delegation and ABET Engineering Technology Area Delegation shall be as follows:

**ABET Engineering Area Delegation**

The University Resources Committee (URC), Committee on Engineering Accreditation Activities (CEAA) to select one (1) candidate for the Engineering Area Delegation. Candidates eligible for consideration are the committee's current chair, chair-elect or past chairs. The candidate may not currently sit on the IEEE ABET Board of Delegates Nominating Committee. The CEAA is to use its own prescribed nominating and election procedures to identify the candidate. The candidate chosen will be reviewed by the IEEE ABET Board of Delegates Nominating Committee and endorsed by the EAB.

**ABET Engineering Technology Area Delegation**

The University Resources Committee (URC), Committee on Engineering Technology Accreditation Activities (CETAA) to select one (1) candidate for the Engineering Technology Area Delegation. Candidates eligible for consideration are the committee's current chair, chair-elect or past chairs. The candidate may not currently sit on the IEEE ABET Board of Delegates Nominating Committee. The CETAA is to use its own prescribed nominating and election procedures to identify the candidate. The candidate chosen will be reviewed by the IEEE ABET Board of Delegates Nominating Committee and endorsed by the EAB.

Once the IEEE Representative on the ABET Board of Delegates is selected and approved by the EAB, all of the BoDels amongst themselves will determine which two (2) will sit on the Engineering Area Delegation and which one (1) will sit on the Engineering Technology Area Delegation and report the decision to the URC and the EAB.

In the occurrence that a representative can no longer serve as an Engineering Area Delegation or an Engineering Technology Area Delegation representative, the CEAA and CETAA respectively can select a candidate with the approval of the URC Chair, which will be reported to the EAB.

CEAA and CETAA representatives to the Engineering and Engineering Technology Area Delegations are also identified and Board of Delegate Alternates for IEEE, in accordance with the ABET policies.