

## **Fellow Evaluation Guide**

The following is guidance on completing an effective evaluation. These evaluations are critical in helping the Admissions Committee determine if a candidate should be elevated to Fellow. Like the peer review process, systems-thinking and research are required.

- Only ISA Fellows may complete an evaluation.
- Names and all information about a nominee are confidential and may not be disclosed to anyone.
- Review carefully the definition of an ISA Fellow - Recognizes Senior Members who have made exceptional (significant) contributions to the automation profession, in practice or in academia.
- Knowing the candidate personally is not necessary as the nomination and your own research into the candidate should be sufficient in understanding the significance of the contribution.
- Papers, books, patents, and licensure should only be considered in terms of the professional stature of the individual.
- ISA volunteer service should not be considered.
- Longevity in a career position is not sufficient for elevation in status.
- Letters of recommendation and submitted evaluations should be considered only in terms of defining the gravity of the contribution to the profession.
- Research into the significance of the contribution may include reviewing articles and online profiles, or inquiries with others, provided you maintain the confidentiality of the nominee.

## **Evaluator Form**

Please indicate how you feel this nominee rates:

Not Qualified

Qualified

If your assessment is “Not Qualified” please explain:

If your assessment is “Qualified”, please describe the significance of the contribution based on your review of the candidate’s body of work. Was this contribution impactful to the automation profession, in practice or in academia?