

## Young Engineer of the Year Award Guidelines and Instructions

### I. PURPOSE

This award recognizes young members of MSPE who have made outstanding contributions to the engineering profession and their communities during the early years of their careers.

### II. BASIC QUALIFICATIONS

These basic qualifications **will be strictly enforced.**

- A. The candidate must be a member of MSPE
- B. The candidate must have paid his dues for the current year.
- C. The candidate must be age 34 or younger as of January 1 of the year of the Annual Convention at which the award will be presented.
- D. Although registration as an EI/EIT by the nominee is satisfactory, licensure as a Professional Engineer will be given greater consideration.
- E. Nominations must be made by an MSPE Chapter. Only one submission per chapter will be accepted.
- F. Repeat candidates from a chapter will be accepted provided said candidate meets all other criteria and that the chapter formally nominates the candidate each year that he or she is to be considered.
- G. To be considered at the state level, ***chapter candidates must have a minimum of 20 points in Part 1 of Selection Criteria B - Professional society activities, positions held and achievements.*** If the chapter's candidate does not have at least 20 points in this area, they will NOT be considered for the state award.
- H. To be the state society's nominee for the National Young Engineer of the Engineer Years, candidates must be a three-tier member (NSPE, MSPE and Missouri Chapter)
- I. Current officers and directors of NSPE are not eligible for nomination at the national level.

### III. INSTRUCTIONS FOR COMPLETING THE NOMINATION FORM

- A. The nomination form should be typed and should be neat, legible and non-ambiguous.
- B. Submissions must include the attached Nomination Form as the cover page. Nomination form must be signed by the nominee and a representative of the chapter making the nomination.
- C. This nomination form and all accompanying sheets shall be typed in 11-point Arial font.
- D. Supporting pages shall identify which of the seven criteria categories each applies.
- E. Complete nomination packets shall not exceed **15 8-1/2"** by 11" pages
- F. Letters of endorsement, firm brochures, resumes and other miscellaneous enclosures **are not encouraged and will not be accepted as part of the nomination form.**
- G. A brief statement of 500 words or less summarizing the candidate's bio must submitted as a separate (non-attached) item with the nomination form. The narrative will be the basis for an article or articles to be published in The Missouri Engineer and for a press release about the Young Engineer of the Year Award at both the state and national levels.
- H. Contact information for at least two media outlets where press release should be sent if the nominee is selected for this award.
- I. **Photo:** One photo of the candidate must be included with the nomination form. Photos must be of resume quality and submitted as a .jpeg file to [cheriebishop@mspe.org](mailto:cheriebishop@mspe.org).

#### **IV. SELECTION CRITERIA:**

MSPE's Awards Committee is responsible for evaluating the Young Engineer of the Year award nomination forms using the following Selection Criteria:

**A. Collegiate educational and extra-curricula achievements**

Include undergraduate and post-graduate degree(s) with institution, major(s), and date for each degree; honorary societies; scholastic awards; organizations in which the nominee participated, and any other activities deemed relevant to this category.

**B. Professional society activities, positions held, and achievements**

***Part 1. NSPE-MSPE society activities, positions held, and achievements***

National, State, Chapter and Practice Division activities – Include positions held, awards received, notable achievements, etc. **Note: Must score at least 20 points to be considered for the state award.**

***Part 2. Other Professional society activities, positions held, and achievements***

These should include any non-technical organizations (e.g. MSPE, NSPE, SWE, NSBE, and SHPE) at the national, state, and local level. Include affiliations, positions held, awards received, notable achievement, etc.

**Note:** this is the most significant category for scoring.

**C. Technical society activities, positions held, and achievements**

Representative organizations in this category include the founding societies (e.g. ASCE, ASME, and IEEE) and any others for which the nominee's technical prowess is applicable. Include affiliations, positions held, awards received, notable achievement, etc.

**D. Community and humanitarian activities, positions held, and achievements**

This category includes a wide swath of organizational activities, including service organizations, scouting, governmental service, religious organizations, and others intended to assist people and/or improve quality of life. Include affiliations, positions held, awards received, and noteworthy achievements with explanation of each's significance in the particular activity, etc.

**E. Continuing professional competency**

Include all studies and course work beyond material covered in category A. If the state licensing jurisdiction requires this, any permitted activity towards licensure renewal would qualify. List any significant papers published, talks presented, and articles written.

**F. Career positions after completion of Baccalaureate degree**

Include each employer, location, dates of employment. Describe nominee's position(s) with each employer and your responsibilities, e.g. number of persons supervised, size of budget managed, and types of duties.

**G. Engineering career achievements**

Describe nominee's accomplishments in each employment experience and the significance of them. Include customer/client feedback that reflects nominee's value. Provide information about patents either awarded or pending, awards for work performed or results achieved, and any other information that enhances the nominee's worthiness for this award. Note this is the most significant category for scoring.

#### **IV. DEADLINE AND SUBMISSION**

Nomination packets must be received in the MSPE office no later than March 31. Nominations will not be carried forward to a subsequent year.

*Email Award Nomination Material To: [info@mspe.org](mailto:info@mspe.org)*

#### **V. AWARD PRESENTATION**

The award consists of an engraved plaque which will be presented at the MSPE Annual Convention (usually held in June).

#### **VI CANDIDATE RECOGNITION**

Chapter nominees are recognized at the Annual Convention during the Annual Banquet. Each candidate is encouraged to attend the Annual Convention. Special attendance incentives *may be offered* to each candidate along with other recognition.

## **VII. SELECTION PROCEDURE**

A. MSPE Staff will verify that each candidate has met the basic qualifications. In cases where a discrepancy exists, the staff will attempt to clarify the discrepancy prior to the Awards Committee's evaluation; otherwise, the committee will determine the final disposition of the candidate's eligibility.

B. Upon verification of the basic qualifications for each candidate, the members of MSPE's Awards Committee shall be forwarded a packet containing the following items:

- Guidelines and Instructions for the MSPE Young Engineer of the Year
- Missouri Society of Professional Engineers Young Engineer of the Year Nomination Forms submitted from MSPE's chapters
- Point Distribution Scoring Sheet

C. Committee members will evaluate each candidate individually in accordance with the current point evaluation system.

*Changes in the point distribution may be recommended by the Awards Committee, following a simple majority vote, to the Executive Committee or the Board of Directors prior to or following the awarding of Young Engineer of the Year, but not during the Young Engineer of the Year candidate evaluation.*

D. Committee members will submit their point evaluation of each candidate to the committee chairman in accordance with a deadline established by the committee chair in conjunction with MSPE staff.

E. The committee chairman shall tabulate the results for each candidate by the individual committee members, and then sum the individual totals and submit the totals to MSPE Staff in a sealed envelope or any other method agreed upon by the committee chair and the staff.

F. The MSPE Young Engineer of the Year shall normally be the candidate receiving the greatest number of total points. In extenuating circumstances, the Awards Committee will consult MSPE's Executive Committee to determine a winner.

G. In the case of a tie between two or more candidates, an alternate method of selecting the winner shall be determined. The committee chairman shall schedule either a telephone conference or a meeting in the MSPE office in Jefferson City for the purpose of determining the MSPE Young Engineer of the Year.

I. When the Young Engineer of the Year is chosen, the committee chairman will submit his/her name to MSPE's Director of Operations who will make the necessary arrangements for the award. The winner's name is to remain confidential and will be withheld from publication until the award is presented.

K. Assuming all criteria are met, the MSPE Young Engineer becomes the state society's nomination for the NSPE Young Engineer of the Year Award. The Young Engineer of the Year will complete the appropriate nomination form for the NSPE Young Engineer of the Year. Once the NSPE Young Engineer of the Year award nomination form is completed it should be returned to the MSPE office for endorsement and forwarding to the appropriate parties at NSPE in time to meet the national deadline.

## **VIII. SCORING**

The Honor Awards Task Force members will evaluate the nominee based on the seven criteria categories and score each with a maximum amount of points based on the following table.

<u>Criteria Category</u>	<u>Maximum Points</u>
Collegiate educational and extra-curricula achievements	10
Professional society activities, positions held, and achievements	40

### **Part 1: MSPE, NSPE activities (30 points max)**

*Note: Candidates must have 20 points in this area to be considered for the State Young Engineer of the Year Award. It is intended that the points designated for serving as a committee member, committee chairman, officer, director, etc. within any organization be allocated for each year of service if the candidate has served in that capacity for multiple years. For example, if a candidate serves as Chairman of the Membership Committee of his local chapter for three years, he should be awarded a total 6 points (2 x 3).*

1. Chapter/Local Level:
  1. Chapter Committee Member 1 pt.
  2. Chapter Committee Chairman/Chapter Director 2 pt.
  3. Chapter Officer/ 3 pt.
2. State/Regional Level:
  1. State/Practice Division Committee Member 2 ea.
  2. State Committee Chair 3 ea.
  3. State Director/Practice Division Chair 4 ea.
  4. State Officer 5 ea.
3. National Level:
  1. National Committee Member 3 ea.
  2. National Committee Chairman 4 ea.
  3. National Officer 5 ea.

### **Part 2: Other Professional Society activities (10)**

Technical society activities, positions held, and achievements	10
Community and humanitarian activities, positions held, and achievements	10
Continuing professional competency	10
Career positions after completion of Baccalaureate degree	10
Engineering career achievements	10
<b>Total for all categories</b>	<b>100</b>



MISSOURI SOCIETY OF  
PROFESSIONAL ENGINEERS

## *Young Engineer of the Year Award Nomination Form*

**Please Type**

Candidate: \_\_\_\_\_ Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Candidate's Date of Birth: \_\_\_\_\_

Date on which Candidate passed the Fundamentals of Engineering Exam: \_\_\_\_\_

If Candidate holds a PE License – Jurisdiction: \_\_\_\_\_ License #: \_\_\_\_\_

MSPE/NSPE Affiliation: \_\_\_\_\_

Member #      State Society      Chapter (if applicable)

Chapter Making Nomination: \_\_\_\_\_

Chapter Authorized Representative: \_\_\_\_\_

Name & Title

Signature

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

*Email Award Nomination Material To: [info@mspe.org](mailto:info@mspe.org)*