

2019

Fellow Application Packet

Election to Fellow status is an honor conferred by distinguished colleagues to recognize outstanding achievement, consistently superior professional performance, exceptional contributions, personal service to the Society, and other meritorious accomplishments by Society Full Members.

Fellow Application

Fellows Selection Committee 2018-2019

Catherine M. Burns, Chair
Ellen J. Bass
Marvin J. Dainoff

Francis T. Durso
John D. Lee
Amy R. Pritchett

Emilie M. Roth
Nadine B. Sarter
Tonya Smith-Jackson

Fellow Application deadline: Friday, February 1, 2019

Enclosures:

- Guide for Preparing the Fellow Application Package
- Eligibility Criteria for HFES Fellows
- Instructions for Preparing the Fellow Application Form
- Fellow Application Form
- Guide for Sponsors: Preparing the Fellow Recommendation Form
- Fellow Recommendation Form
- Guide for Preparing the Professional Contributions Statement
- Statement of Adherence to the HFES Code of Ethics Form
- HFES Code of Ethics

Thank you for your interest in applying for Fellow of the Human Factors and Ergonomics Society.

- The **applicant** is a member who is applying for Fellow status directly or applying on behalf of someone else.
- The **candidate** is the person on whose behalf the application is submitted

If you are submitting the application on your own behalf, you are both the applicant and the candidate. If you are submitting on behalf of another person, you are the applicant and the other person is the candidate.

Applicants play a crucial role in the Fellow selection process because they are ultimately responsible for *all* written materials in the application package. **The application package is the sole basis for the evaluations performed by the Fellows Selection Committee (FSC) and the Executive Council, and it is the source of the candidate profiles that are prepared by the FSC chair and sent to the Fellows at Large.** As an applicant, you are responsible for performing the task in a professional and conscientious manner.

The applicant is responsible for e-mailing an electronic file to **Lauren Taggart**, ltaggart@hfes.org, containing the complete application as outlined in **Step 6**, in the "Guide for Preparing the Fellow Application Package". Retain a copy for yourself.

If you have questions about content or procedure, please contact HFES Executive Director. Only complete applications will be reviewed by the FSC. Applications must reach HFES no later than **Friday, February 1, 2019**.

Guide for Preparing the Fellow Application Packet

Step 1. The applicant must be an HFES Full Member or Fellow in good standing and not a current member of the Fellows Selection Committee (FSC).

Step 2. Review the enclosed *Eligibility Criteria for Fellow Status* (in consultation with the prospective candidate if you are nominating someone else) and confirm that the candidate meets the criteria. In making this determination, be aware that the eligibility criteria are minima. Fellows are expected to demonstrate superior, sustained accomplishments on **all** criteria.

Step 3. Recruit **three** sponsors who are willing to prepare recommendation forms in support of the candidate. Sponsors must be HFES Full Members in good standing and may not be current FSC members. Sponsors should be chosen in consultation with the candidate and they should collectively have extensive knowledge of both the candidate's professional contributions **and** HFES service.

It is recommended that at least one of the three sponsors have direct, in depth knowledge of the candidate's HFES service contributions. They should be able to provide detailed information on the extent and quality of the candidate's service contributions based on their first-hand knowledge. For Example, if a candidate has served on an editorial board on one of the HFES journals, and this is the major basis of the candidate's service, then one of the sponsors might be the Editor, or an Associate Editor of the journal who can speak directly to the extent and quality of the service activity (e.g., how many papers a year were reviewed, how thorough the reviews were, and whether they were timely).

Recommendation forms should amplify and extend the information in the application form by providing specific facts, preferably based on first-hand experience or observation.

Step 4. Prepare the application form according to the following instructions.

Step 5. Send each sponsor the following items:

1. The application form you have prepared
2. The candidate's résumé or curriculum vitae
3. The Guide for Sponsors: Preparing the Fellow Application Form
4. The Fellow Recommendation Form
5. The Eligibility Criteria for HFES Fellows
6. The Guide for Preparing the Professional Contributions Statement

Each sponsor should be asked to return a recommendation form that will become part of the application package. Be sure to specify a deadline for receiving the forms that allows you sufficient time to complete the remaining steps.

Step 6. Assemble the six items below, *in the order shown*, to complete the application package.

Item 1, the “Application” form, must be submitted as a **Word file**. Items 2 through 6 must be organized in the order shown below and submitted as a **single PDF file**.

1. Application form (*Must be a Word file*)
2. Three recommendation forms
3. Candidate’s résumé or curriculum vitae
4. List of evidentiary items (list of the enclosures being provided with the application package to support the candidate’s Professional Contributions and HFES Service statements)
5. Signed statement of adherence to the HFES Code of Ethics
6. Evidentiary items

Include time in the production schedule for you to review the package and, perhaps, make or obtain revisions to ensure that the package is complete and makes the strongest possible case.

Applications will be rejected if the packages are missing required items or information. Packages received at HFES after the deadline will not be considered automatically for the subsequent year. The package will need to be resubmitted for consideration in a subsequent year during that year’s evaluation window.

Step 7 (optional). It may be worthwhile to have a former FSC member review the package. Additional time must be included in the production schedule to allow for obtaining and responding to the comments, of course. Former FSC members can also be good sources of advice during the preparation process.

Step 8. E-mail documents listed in Step 6 to **Lauren Taggart** at ltaggart@hfes.org. Please retain a copy for yourself.

Ensure that the e-mail reaches HFES no later than **Friday, February 1, 2019**.

You will receive an e-mail acknowledgment from Lauren Taggart within 24 hours. **If you do not receive and acknowledgement, please call the HFES office at 202/367-1114.**

Step 9: The FSC chair will contact you when the selection process is complete for your application. If you are applying on behalf of someone else, please keep the candidate informed about the application’s status. The sequences of events for a successful application is:

1. Approval by at least six of the nine FSC members
2. Approval by simple majority of the 12 Executive Council members
3. Approval by 2/3 majority of the Fellows at Large

The candidate must be approved at each stage before proceeding to the next.

The status of Fellow will be formally conferred during the HFES International Annual Meeting in the year of the submittal.

New Fellows are strongly encouraged to be present, and they will receive a framed certificate and a Fellow’s pin. Additional information on the protocol for the

presentation will be provided by HFES staff, following the conclusion of the selection process.

Eligibility Criteria for HFES Fellows

1. **Membership.** A candidate for election to Fellow status must be a Full Member currently in good standing, and must have been a Full Member in good standing for at least the five preceding years.
2. **Experience.** The candidate must have accrued at least 10 years of *documented* professional job experience in human factors/ergonomics (HF/E).
3. **Professional Contributions.** The candidate must have made extraordinary, outstanding, and meritorious contributions to human factors that distinguish the candidate in an exceptional, exemplary manner. Distinguishing contributions must be substantial and non-routine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular client/user community. *The contributions must "elevate" and "set apart" the candidate from the remaining body of HF/E professionals. Evidence of those contributions must be provided in documented form.* Below are example activities that candidates have presented to provide evidence regarding exceptional achievement within the field of HF/E. However, candidates may provide evidence regarding any kind of exceptional achievement within the field of HF/E.

Education. Exceptional achievement relating to instruction, curriculum development, course development, student mentoring, and /or/thesis/dissertation advising in HF/E or related content areas.

Research. Exceptional achievement relating to basic and /or applied research in HF/E or related content areas.

Applications and Practice. Exceptional achievement relating to the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks.

Management and Supervision. Exceptional achievement relating to supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) application of HF/E knowledge, methods, and principles, (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields.

Outreach and Advocacy. Exceptional achievement relating to raising awareness and visibility of the HF/E discipline and its value/contributions and/or promoting the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s)

4. **HFES Service.** A candidate for Fellow must have made sustained, significant contributions to the Society over a period **totaling five years or more.**

Examples of HFES involvement that might result in such contributions include, but are not limited to:

- Elected or appointed offices, including Technical Group or local chapter offices
- Division, committee, or task force service, especially serving as the chair
- Editor, Editorial Board member, or reviewer for Society publications

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions* HFES that are important and will be evaluated. The application package must fully describe the contributions and their significance to HFES for the candidate to satisfy this criterion.

The HFES service requirement can only be met through service to HFES, including service to official Local and student chapters of HFES within and outside the U. S. A listing of local and student chapters of HFES can be found on the HFES Web site (hfes.org). Service to other related societies is not counted towards the HFES service requirement.

5. **HFES Code of Ethics.** The candidate must attest to his or her adherence to the HFES Code of Ethics.

The candidate shall include a signed statement that he or she has read and adhered to the HFES Code of Ethics in the past and affirms his or her intention to continue to do so in all future professional endeavors. A copy of the Code of Ethics is included in the packet.

Instructions for Preparing the Fellow Application Form

Candidate: Provide the candidate's name.

Applicant: Provide the name of the person **submitting** the application (you are permitted to apply on behalf of yourself or another person).

Sponsors: Provide the names of the three people who have agreed to provide recommendation forms supporting the candidate.

Full HFES member continuously since: Enter the appropriate year. The candidate must be a Full Member currently in good standing and must have been a Full Member in good standing for at least the five preceding years. **Please contact the HFES staff (info@hfes.org, 202/367-1114) if you are uncertain about this date.**

HF/E professional work history: For each entry in this section, show the dates, title held, and organization, and provide a brief description of the HF/E duties that were performed. Example:

1992-present: Manager, HF/E Dept.; Abig Corp.; Supervise a team of 20 scientists and engineers performing HF/E R&D supporting product development.

The candidate must have at least ten years of professional job experience in HF/E. For the Management & Supervision activity, the candidate must have had responsibility for the supervision and management of significant human factors efforts for at least three of those years.

HFES Service Description (*No fewer than 500 and no more than 1,500 words*):

The candidate for Fellow must have made sustained, significant contributions to HFES over a period **totaling at least five years**.

Merely meeting the minimum service requirement may not reach the level of sufficient service. There needs to be evidence of sustained commitment to HFES service, including evidence of significant recent service.

Examples of Society involvement that might result in such contributions include, but are not limited to:

- Elected or appointed offices, including Technical Group or local chapter offices
- Division, committee, or task force service, especially serving as the chair
- Editor, editorial board member, or reviewer for Society publications

This section should describe the candidate's contributions and their significance to HFES and clearly demonstrate that they total five years or more. Merely listing the titles of the service positions the candidate has held and the dates during which they have held those positions is not sufficient evidence of distinguishing service. While positions held and the date they were held need to be documented in the HFES Fellow Application, this information in itself is not sufficient to allow the FSC to evaluate the extent and quality of the contributions to the Society.

Instead, the description should provide details regarding specific accomplishments of the candidate while holding those positions that demonstrate that candidate's distinguished service to HFES. For example:

- If the candidate served on the Editorial Board of an HFES journal, the number of papers reviewed a year might be reported.
- If the candidate served as HFES conference program chair for a Technical Group, the number of papers handled or sessions organized might be reported as evidence of substantive service.
- If the candidate served in a leadership position for a Local chapter, then efforts to grow membership or organize events might be described.

Professional Contribution Description (*No fewer than 500 and no more than 1,500 words*):

Candidates for Fellow must have made substantial professional contributions that elevate them from the remaining body of HF/E professionals. In this section provide evidence of the candidate's exceptional achievements within the field of HF/E.

Study the enclosed *Guide for Preparing the Professional Contributions Statement* carefully and ensure that your statement shows that the candidate's contributions satisfy the criteria. Do not rely on the candidate's résumé or evidentiary items to make your case. Instead, you should reference the evidentiary items and explain the relevance and significance of each one, keeping in mind that your statement must stand on its own; the evidentiary items and résumé are supplemental.

Explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than hyperbole and personal opinion. A well-written statement that documents many contributions is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author's reputation and adopting a "take my word for it" approach, or assuming the candidate's accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the evaluator to make your case for you.

Evidentiary items: Provide an itemized list of the enclosures included in the application package to support the professional contributions and/or service statements. A typical application packet will include three to five items, but in no case should there be more than seven items submitted. Each item should directly support either professional or HFES service contribution(s). The items provided can all focus on one type of contribution or can support both types. The purpose of the evidentiary items is not to simply verify a line on the candidate's resume, but rather to provide context or substance regarding the qualifying accomplishments cited in the nomination packet.

Evidentiary items may include:

- **Publications.** Publications include materials such as journal articles, books, book chapters, monographs, technical reports, and conference proceeding papers. For a book, technical report, or other lengthy publication, only the title page, table of contents, and/or executive summary if available need to be submitted. However, the entire publication may be submitted in electronic format if the applicant chooses to do so.

- Sample products such as newsletters, blogs, or brochures
- Award citations or certificates describing qualifying accomplishments.
- Letters or memos describing/verifying qualifying accomplishments pertaining to either professional contributions or HFES service (e.g., from an industry supervisor concerning professional contributions, from a journal editor or committee chair describing contributions in HFES service). These items can be either contemporaneous with the accomplishment, or generated for this application package. Any such letters are additional to the recommendation forms submitted by the three sponsors, and are intended to supplement sponsor recommendations by providing detailed information pertaining to specific qualifying accomplishments.
- Tables or other summaries, for example a table summarizing teaching evaluations providing evidence of the quality of instruction and/or student mentoring.

Applicant's personal data: Show your address, etc., as called for on the application form.

Remember to sign and date the form.

HFES Fellow Application

(Sample only – Use Word document included in packet)

Name of candidate for fellow:	
Application submitted by (HFES Full Member):	
Name:	
Address:	
Telephone:	
E-Mail:	
Date:	
Signature:	
Sponsors (Must be Full Member)	
1.	
2.	
3.	
Education: (Highest degree first, area of specialty, institution, year)	
HFES Full Member since (year):	
Current position:	
Professional work history: (Dates, title, organization, and brief description for each entry)	
Professional contributions: (No fewer than 500 and no more than 1,500 words)	
Service to HFES: (No fewer than 500 and no more than 1,500 words)	
Fellow Selection Committee ratings: (To be filled by FSC)	

Fellow Application – List of Evidentiary Items

(Sample only – Use Word document included in packet)

The applicant shall furnish an electronic copy of a **minimum of three and a maximum of seven** evidentiary items that attest to the meritorious contributions of the candidate pertaining to professional achievements and/or HFES service.

Examples of such items include publications; letters, memos, or certificates describing qualifying accomplishments; and summaries of teaching evaluations. If a subject document is a complete book, technical report, or other lengthy publication, only the title page and table of contents and/or executive summary need be submitted. The entire publication may, however, be submitted electronically if the applicant chooses to do so.

Guide for Sponsors: Preparing the Fellow Recommendation Form

Full Members of HFES may submit an application for Fellow status for themselves or for others. The person who submits the package is identified as the **applicant**, and the person on whose behalf the application is submitted is the **candidate**. Persons who apply on their own behalf are both applicant and candidate. A person applying on behalf of someone else is the applicant, and the person on whose behalf the application is made is the candidate.

Your role in the process is that of sponsor, and you fulfill this role by completing the information requested on the Fellow Recommendation Form (attached). Below are the steps to complete the process.

Step 1. Ensure that you are currently a Full HFES Member or Fellow in good standing and not a current member of the Fellows Selection Committee. Otherwise, you are not eligible to recommend a candidate for Fellow. **If you are not sure about your membership status in HFES, please send an email to info@hfes.org or call 202/367-1114**

Step 2. Verify that the applicant has sent you the following items. If any are missing, contact the applicant immediately and obtain them:

- A completed application form
- The candidate's résumé or curriculum vitae
- The Guide for Sponsors: Preparing the Fellow Application Form
- The Fellow Recommendation Form that you will fill out
- Eligibility Criteria for Fellow Status
- Guide for Preparing the Professional Contributions Statement

Step 3. Review the Eligibility Criteria for Fellow Status and satisfy yourself that the Candidate is, indeed, eligible. In making this determination, be aware that the eligibility criteria are minima. Fellows are expected to be outstanding individuals. Furthermore, the evaluation rules do not allow exceptional achievement on one criterion to compensate for inadequacy on another. The candidate must be deemed acceptable on all four criteria.

Step 4. As a sponsor, you should have extensive knowledge of the candidate's professional contributions **and/or** HFES service. To be persuasive, a recommendation form must amplify and extend the information in the application form by providing specific facts, based preferably on first-hand experience or observation. Therefore, you should decide whether you are well equipped to provide a persuasive recommendation form. If not, contact the applicant immediately so another sponsor can be chosen promptly.

Step 5. Prepare the form per the instructions that appear below. The form should be emailed to the applicant. Please use Microsoft Word. You may transmit your form via email either as a Word document or an Adobe Acrobat PDF.

Step 6. Email the completed recommendation form to the applicant by the date you have agreed to as a deadline. Do not send the form to HFES.

INSTRUCTIONS FOR COMPLETING THE RECOMMENDATION FORM

Candidate: Provide the candidate's name.

HFES Service: A candidate for Fellow must have made sustained, significant contributions to the Society over a period totaling at least five years.

In this section, describe *the contributions and their significance* to HFES and clearly demonstrate that they total five or more years.

- **It should be no less than 200 words and no more than 300 words**

Examples of Society involvement that might result in such contributions include, but are not limited to:

- * Elected or appointed offices, including Technical Group or local chapter offices – include dates of service for each office and specific contributions.
- * Division, committee, or task force service -- include dates of service and specific contributions.
- * Editor, editorial board member, or reviewer for Society publications -- include dates of service and specific contributions.

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions to the Society* that are important and will be evaluated. Simply listing the titles of the service positions the candidate has held and the dates during which they have held those positions is not sufficient evidence of distinguishing service. You should describe specific accomplishments of the candidate while holding those service positions that demonstrate how the service to HFES was distinguished. Ideally the description you provide should be based on first-hand knowledge of the candidate's service contributions.

Professional Contributions: Candidates for Fellow must have made substantial professional contributions that elevate them from the remaining body of HF/E professionals. In this section provide evidence of the candidate's exceptional achievements within the field of HF/E.

- **It should be no less than 200 and no more than 300 words**

Study the *Guide for Preparing the Professional Contributions Statement* carefully and ensure that your statement shows that the candidate's contributions satisfy the criteria.

Do not rely on the candidate's application form, résumé, or evidentiary items to make your case. You may reference evidentiary items that have been listed on the application form, in which case you should explain their relevance and significance, but they are supplemental and your statement must stand on its own.

Think of the “Distinguishing Contributions” and “Evidence” portions of the *Guide for Preparing the Professional Contributions Statement* as checklists, and explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than personal opinion.

A well-written statement that documents multiple exceptional contributions is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author’s reputation and adopting a “take my word for it” approach, or assuming the candidate’s accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the evaluator to make your case for you.

Making a well-written statement that documents multiple contributions will make the best case for the candidate.

Your statement should include a description of your professional relationship with the candidate, so the basis for your knowledge of the candidate’s professional and/or HFES service contributions is clear. Keep this description brief, focusing on the candidate.

Sponsors are selected so that collectively they can attest to both the candidate’s professional contributions and HFES service. In some cases, a given sponsor may be more familiar with a candidate’s HFES service contribution than their professional contributions or vice versa. If you are less familiar with either the candidate’s professional contribution, or HFES service contribution, you may so indicate.

Sponsor Personal Data: Provide your name, etc., as called for on the recommendation form. Remember to sign and date the form.

Fellow Recommendation Form

(Sample only – Use Word document included in packet)

Return this form to the applicant (i.e., the person who sent it to you) —not to HFES.

See the *Guide for Preparing the Fellow Recommendation Form* and the *Guide for Preparing the Professional Contributions Statement* (both of which you should have received from the applicant) for other important instructions

Candidate's name:	
HFES service: (No fewer than 200 and no more than 300 words)	
Professional contributions: (No fewer than 200 and no more than 300 words)	
Sponsor personal data:	
Name:	
Address:	
City, State, Zip:	
Telephone:	
E-mail:	
Signature:	

Guide for Preparing the Professional Contributions Statement

The Professional Contributions Statement is a critical element of an HFES member's application to be recognized as a Fellow of the Society. The statement must clearly demonstrate that the candidate has made *extraordinary, outstanding, and meritorious contributions* to human factors/ergonomics (HF/E) that distinguish him or her in an *exceptional, exemplary* manner.

Some examples of the types of professional activities that are often associated with such exemplary contributions and achievements include:

Education: Activities related to instruction, curriculum development, student mentoring, and/or thesis/dissertation advising in HF/E related content areas.

Research: Activities pertaining to basic and/or applied research in HF/E related content areas.

Applications & Practice: Activities include the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks.

Management & Supervision: Activities pertaining to supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) application of HF/E knowledge, methods, and principles. (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields.

Outreach and Advocacy: Activities include raising awareness and visibility of the HF/E discipline and its value/contributions and/or promoting the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s).

Although it is considered likely that many of the distinguished contributions required for Fellow status will result from a candidate having performed one or more of these types of activities, the Professional Contributions Statement may provide *evidence regarding any kind of exceptional achievement(s)* within the field of human factors and ergonomics. The key is to clearly communicate the nature of the extraordinary contributions that have been made by the candidate.

A typical Professional Contributions Statement will range from 500 to 1500 words. More important than length, is that the statement makes a strong case with appropriate details that differentiates this candidate from the majority of good performers in our profession. For reference, active Fellows constitute approximately 4% of the current HFES membership.

Documenting Professional Contributions

This section provides information pertaining to the general nature of the distinguished professional contributions that are required for Fellow status. Pay close attention to this description in choosing and describing the qualifying accomplishments that you cite in the Professional Contributions Statement. Also included are discussions of evidentiary material that must be provided, as well as the possible need to prepare documentation to support meritorious qualifying contributions.

Distinguished Contributions. The candidate must have made extraordinary, outstanding and meritorious contributions to HF/E that distinguish him or her in an exceptional, exemplary manner. A distinguishing contribution must be unique and non-routine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular user/client community. *The contribution must elevate and set apart the candidate from the remaining body of HF/E professionals.*

Documented Evidence. Evidence of the meritorious contributions of the candidate must be provided by the applicant. The level and type of documentation acceptable as evidence of distinction will vary with the specifics of the case. For example, while publications are likely to be important in documenting research contributions, documents describing managerial efforts resulting in cost savings or enhanced human and system performance through effective HF/E utilization could be important in documenting exceptional management accomplishments.

Preparation of Documentation. If a candidate does not have documentation at hand that supports an appropriate level of distinction, this documentation will need to be prepared. This may require summarizing or highlighting major HF/E accomplishments reported in numerous informal papers or writing sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents. Letters of commendation or recognition from knowledgeable persons (e.g., management officials, sponsors) may also be useful.

Example Contributions and Evidence for Professional Activities

Below are examples of professional activities and associated meritorious contributions and supporting evidence. The section provides:

- Brief descriptions of the types of functions typically associated with the activity
- Examples of extraordinary, meritorious contributions
- Examples of types of evidentiary information considered acceptable in satisfying the contributions requirement

The example activities and associated meritorious contributions and evidentiary items provided are not intended to be exhaustive but are intended for illustration purposes only.

The Professional Contributions Statement may provide *evidence regarding any kind of exceptional achievement(s)* within the field of human factors and ergonomics. The goal is to document and provide supporting evidence of extraordinary contributions.

Education

Description. Includes significant HF/E contributions in teaching/instruction, curriculum development, course development, student mentoring, and/or thesis/dissertation advising in HF/E or related content areas.

Distinguishing Contributions. Meritorious accomplishment in functions such as teaching, developing HF/E related educational material, and mentoring/advising graduates with degrees in HF/E related studies who have gone on to successful careers in HF/E.

Evidence. Documentation of the candidate's extraordinary contributions to HF/E education might include:

1. Evidence of sustained excellent teaching, such as teaching ratings, awards, and honors.
2. Evidence of post-graduation placement of supervised students.
3. Number of theses/dissertations directed;
4. Awards or recognition for supervised student's work.
5. Evidence of course and curriculum development/program leadership, or management of successful accreditation processes.
6. Evidence of mentorship of junior colleagues in the area of HF/E education.

Research

Description. Includes significant HF/E contributions relating to basic and/or applied research in HF/E or related content areas.

Activities involve theoretical development and the application of scientific and experimental methods in the collection and analysis of data that will increase the knowledge base of human performance in various contexts. Work may also involve proposal preparation, planning, marketing, and project direction.

Distinguishing Contributions. Research accomplishments achieved consistently over time and resulting in distinct contributions that significantly enhance the level of HF/E scientific knowledge and insight into human performance capabilities and limitations. Includes innovations in techniques, methods, and tools that are exceptional in their contribution to the HF/E technology base and that are consistently superior in technical quality and in their contribution to the HF/E profession.

Evidence. Publications in peer-reviewed technical journals, proceedings documents, books or chapters within books, technical reports (government and/or industrial), scientific papers, technical articles, presentations at technical meetings, invited addresses, patents, research awards, editorial activities, funded research, laboratory management, and so forth could be considered.

Evidence of a distinguishing contribution in research is usually in the form of a noteworthy body of work attributable to the candidate, that is generally in the public domain and retrievable by members of the HF/E community, and that demonstrates a leadership position. As noted above, however, it may be necessary in some cases to prepare sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents.

Applications and Practice

Description. Includes significant contributions in the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks. Such services and expertise could have been provided in a number of settings, including as a member of an in-house HF/E group, or as a contractor, consultant to public or private organizations, expert witness in forensic applications, etc.

Typically, relevant activities involve making use of existing data and HF/E principles, guides, and handbooks to conduct HF/E audits and to develop credible technical solutions to pressing human factors problems encountered in the design and development of specific human-machine systems and/or products or processes.

Activities also frequently include collaborating effectively with other disciplines to achieve desired end products with emphasis on creative, insightful, and proper application of available data and information rather than on the design and conduct of new studies to collect additional data.

Also, activities often involve promoting the value of HF/E to engineers and managers, marketing HF/E to users/clients, preparing and presenting proposals, and directing and managing projects.

Distinguishing Contributions. Judging the level of contribution requires that the candidate's contributions be differentiable from those of the work group or institutional unit. Applications and practice is a very broad area of accomplishment, which might include:

1. Creative HF/E concepts, novel experiences, methods, tools and applications that are special and unique, add a new, broadly useful HF/E capability, or enhance planning and the application or acceptance of HF/E in applied settings.
2. Products or findings that constitute exceptional, identifiable HF/E contributions, possess lasting value, and are generalizable to other design, development, test, or expert-witnessing applications.
3. Success in using innovative HF/E methods for integrating and applying human factors principles and concepts that resulted in enhanced user understanding and greater acceptance of HF/E concepts and initiatives on a continuing basis.

Evidence. Documentation of distinguishing contributions in applying HF/E methods and/or tools in an applied setting is required. The Fellows Selection Committee (FSC) must have an empirical basis for determining the creative, extraordinary, exemplary, superior nature of the candidate's contributions that distinguish the candidate from others. This may require preparation of sanitized, summary editions of proprietary or

classified reports or other types of evidentiary documents. Types of evidence might include:

1. Summaries of distinguished forensic HF/E accomplishments submitted in the form of exemplary depositions or other types of supporting documents.
2. Peer-reviewed publications, books or chapters therein, company reports, proceedings articles, TAG publications, SAE reports, in-house publications, trade-journal articles, technical memoranda and reports, conference presentations (e.g., keynote addresses, invited lectures, in-house conferences), patents, and so forth.
3. Summaries or compilations of HF/E planning, programming, engineering drawings, design files, test results, etc., organized into a coherent document evidencing the successful integration and assimilation of HF/E support efforts in multiple particularly noteworthy applications.
4. Letters of commendation and recognition from users, clients, peer groups, sponsors, or managers testifying to the exceptional nature of the candidate's accomplishment in particular HF/E applications and to his or her continued pursuit of high standards of quality in HF/E applications. *These should be used in support of other evidence of distinguishing contributions; such letters are not qualifying alone.*

Management and Supervision

Description. Includes significant contributions in supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) application of HF/E knowledge, methods, and principles, (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields. Distinguishing contributions could have been made as a manager or supervisor of HF/E work groups and/or as a principal investigator managing large projects. *The contribution of the candidate must be differentiable from that of the work group.* Contributions may be cited in any or all of the following types of managerial functions.

- Conceiving, planning, executing, and implementing HF/E programs
- Long-range-program planning to assure HF/E integration in product development
- Marketing, preparing proposals, and negotiating agreements for the use of HF/E services
- Defending HF/E funding initiatives
- Recruiting, assigning, developing, supervising, and assessing HF/E staff
- Monitoring ongoing HF/E related programs
- Representing HF/E interests in design review meetings
- Ensuring that the HF/E group delivers quality products in a timely manner
- Managing an academic department, school, or research center
- Recruiting, mentoring, and successfully advancing HF/E faculty members
- Developing and maintaining HFE academic programs (e.g., expanding or ensuring continuity of HF/E degree programs or components and related faculty, staff, and facilities)

Distinguishing Contributions. Distinction should pertain primarily to excellence in HF/E in management and leadership activities, such as the following:

1. Managing a nationally or globally recognized HF/E program acknowledged by the profession to be an outstanding HF/E accomplishment.
2. Managing a group that has produced high-quality, timely, industry-leading products (books, reports, methods, hardware, software) over a significant time period, accruing benefits to the HF/E community.
3. Establishing HF/E as an accepted, routinely applied methodology throughout the performing organization's product development process.
4. Developing and leading an HF/E professional staff with a recognized reputation for professional excellence and a high degree of involvement in professional organizations (HFES and others).
5. Sustaining program management leadership for large programs having a high degree of HF/E content, including achieving effective coordination with other professions in integrated design efforts.
6. Building or expanding a nationally recognized academic department, school or center of excellence in HF/E or related areas.

Evidence. Documentation of multiple meritorious HF/E contributions that yielded exceptional payoffs must be provided. The evidence must distinguish the extraordinary, exemplary, and superior nature of the candidate's contribution from that of other managers in comparable organizations. This may require the candidate to prepare abstracts of proprietary or classified reports or other types of evidentiary documents. Types of evidence might include:

1. Documents describing multiple exemplary programs with noteworthy candidate accomplishments relative to HF/E objectives, products produced, time frame, impact, and client acceptance of deliverables.
2. Documents describing managerial efforts in multiple programs that resulted in cost avoidance and other payoffs in human and system performance through highly accomplished HF/E utilization.
3. Documents describing the role of HF/E in the organization's product development process and the candidate's contribution in establishing this role.
4. Awards and/or letters from company or institutional officials or customers testifying that the candidate is held in high esteem by the management/client constituency that benefited from his or her superior performance in areas such as program planning or management.
5. Documents describing the exemplary role of the candidate in the integration and consideration of HF/E principles and methods in support of design decision-making for a noteworthy system or product development.

6. Publications (e.g., peer-reviewed journal articles, books, book chapters, technical reports, proceedings articles) and presentations that the candidate authored or co-authored and/or patents that indicate exceptional insight in perceiving and resolving HF/E technical problems or management and organizational issues pertinent to programs being directed.
7. Papers or instructional materials prepared by the candidate and published in relevant HF/E journals or other widely disseminated professional periodicals on methods and techniques for initiating and managing substantial HF/E efforts.
8. Evidence that the candidate successfully transferred HF/E-relevant technology from research to application, representing significant HF/E challenges from original concept to a product that has been successful in the marketplace.
9. Documentation supporting the professional visibility, stature, and organizational HF/E contributions of the candidate's staff.
10. Documentation indicating sustained growth in staff, budget, or influence of the candidate's group or academic program/department.

Outreach and Advocacy

Description. Includes outstanding meritorious contributions that raise awareness and visibility of the HF/E discipline and its value/contributions and/or promote the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s).

Such activities would include, for example, disseminating HF/E information through venues accessible to the general public (e.g., newspaper editorials/articles, books intended for general audiences) and promoting widespread use of HF/E principles to address relevant issues (e.g., usability, safety) through leadership in positions that afford the opportunity to influence public and/or corporate policies.

Distinguishing Contributions. Exceptional accomplishments in effectively raising awareness and visibility of the HF/E discipline and/or promoting broad application of HF/E principles must be documented. Typical audiences for such activities include the government, other professional societies, as well as commercial, nonprofit, or general public sectors.

Evidence. Descriptions of successful outreach and/or advocacy efforts in which the candidate played a major leadership role must be provided. The efforts must have been exemplary and will typically have involved extensive and unique efforts to raise awareness and/or promote application of HF/E principles. The role of the candidate in planning, implementing, and leading such efforts must be clearly explicated. In addition to a description of such efforts, evidence must also be provided of their effectiveness through documentation of outcomes that demonstrate significantly raised awareness of the HF/E discipline and its value/contributions and/or broad application of HF/E principles.

Types of evidence might include:

1. Government or industry standards that the candidate was influential in developing or getting implemented.
2. Laws or regulations related to HF/E issues such as product safety or usability that the candidate took a leadership role in getting passed.
3. Popular press articles, editorials or books that the candidate wrote that had a measurable impact on public perceptions of HF/E

Statement of Adherence to HFES Code of Ethics

(Sample only – Use Word document included in packet)

Notes:

- The HFES Code of Ethics is included in the HFES Fellows Application Packet
- The candidate must complete the Code of Ethics statement below

Candidate's name:	
Statement:	I attest that I have read and adhered to the HFES Code of Ethics in the past and affirm my intention to continue to do so in all future professional endeavors.
Signature:	
Date:	

Human Factors and Ergonomics Society Code of Ethics

Preamble

The Human Factors and Ergonomics Society is dedicated to the betterment of humankind through the scientific inquiry into and application of those principles that relate to the interface of humans with their natural, residential, recreational, and vocational environments and the procedures, practices, and design considerations that increase a human's performance and safety at those interfaces. To promote and sustain the highest levels of professional and scientific performance by its members, the Human Factors and Ergonomics Society has adopted this Code of Ethics. No special oath to these Articles is necessary; its provisions are incumbent on all classes of membership of the Society.

No such code can be expected to completely anticipate all of the various and complex arrangements that professionals create, nor can it fully explore the many ramifications of these arrangements. The following Articles, then, are a guide and serve to set the tenor of professional behavior. The details must be left to the conscience and goodwill of the elected and appointed officers of the Society who must administer adherence to this code.

Article I - Professional Qualifications

Human factors scientists and engineers have the responsibility of factually representing their professional qualifications as well as those of the institution they represent.

Principle 1

Members limit their practice to those areas of human factors wherein they maintain a competence by virtue of training and/or experience and not extend their endeavors beyond their realm of competence. They enter into additional areas of human factors practice and teaching only after sufficient professional preparation or with proper professional oversight.

Principle 2

Where a brief or summary statement of qualifications would be deceptive or misleading, members present their educational background in the detail and with the additional explanation necessary for an accurate interpretation of their area of study and the level of attainment achieved. Members do likewise with their representations of their work experience so that there is little chance for a misunderstanding of the extensiveness or intensiveness of their work achievements.

Principle 3

Members represent their employers' capabilities and interests accurately so as not to mislead their clients or potential clients or damage the business interests or reputation of their employers.

Principle 4

Members, when representing their professional affiliations, factually represent their current or past affiliations with any institution or organization as well as factually represent the aims and purposes of those institutions or organizations.

Principle 5

Members do not use their affiliation with the Human Factors and Ergonomics Society or its Chapters for purposes not consonant with the stated purposes of the Society, nor do they announce their affiliation with the Human Factors and Ergonomics Society in such a way as to falsely imply sponsorship or approval by that organization.

Article II - General Conduct

Human factors scientists and engineers have the responsibility of comporting themselves in a manner consistent with that generally expected of the professional community.

Principle 1

In the conduct of their professional activities, members do everything necessary to reflect personal integrity as well as to convey the integrity of their profession.

Principle 2

Members avoid sensationalism, exaggeration, and superficiality that constitutes deception, and must similarly avoid any misrepresentation in all public statements, presentations, and submissions to mass media.

Principle 3

Members avoid all situations that contain elements of conflict of interest or must provide full disclosure of those conflicts to all potentially affected parties.

Principle 4

Members do not use a position as a teacher, a granting or contracting official, an employer or employee, or any other position of influence to coerce or harass others.

Principle 5

Members do not use race, handicap, sex, sexual preference, age, religion, or national origin as a consideration in hiring, promotion, or training or in any research or application where such consideration is irrelevant to the situational demands for performance.

Principle 6

Members factually represent all aspects of an employment offer; fully disclosing the terms and conditions of work, the length of employment, research projects and facilities available, work assignments, and opportunities for advancement.

Principle 7

Where responsible for design, members include considerations for the safety of person and property, and, through the appropriate source, notify those concerned when a hazardous condition exists.

Principle 8

Members clearly present the adverse safety and health consequences to be expected from deviations proposed if their technical judgment is overruled by technical or administrative authority.

Article III - Publications

Human factors scientists and engineers generally have the obligation to report their work to the general scientific community and to give credit to those who have contributed on a professional level to that publication.

Principle 1

Members give credit, proportional to their contribution, to all those responsible for the formulation, experimental design, analysis, or other treatment of the material if their contribution was on a professional level. Such credit should be extended by a listing of all contributors' names in the publication. That listing can be in the form of joint authorship with the name of the most substantial contributor listed as senior author, or by a footnote or introductory statement when the contribution is minor. This Principle deals with credit for professional contributions only and in no way affects copyright ownership.

Principle 2

Members ensure that their work is reported factually, bearing professional responsibility for all elements of their reportage, including the accuracy of analysis, quotation from other works, and conclusions drawn. Members maintain the highest standards of scientific experimentation and analysis.

Members do not represent the work (words, graphics, and ideas) of another person, in whole or in part, as their own - a practice commonly referred to as plagiarism. Exact wording from another is properly indicated by the use of quotation marks, and conceptual or paraphrased material from another is acknowledged through source citation. (Adapted from *Publication Manual of the American Psychological Association, 5th Edition* [p. 349], by American Psychological Association, 2001, Washington, DC: Publisher. Copyright © 2001 by the American Psychological Association. Adapted with permission.)

Principle 3

Members maintain a position of objectivity when editing publications and reviewing papers that reflect views other than their own, as well as papers that present data in conflict with those they themselves may have previously published.

Article IV - Subject Precautions

Human factors scientists and engineers have the responsibility of treating both human and animal subjects humanely and in accordance with federal, state, and local laws or regulations, as well as the generally accepted procedures within the scientific community.

Principle 1

Members determine, through consultation with colleagues or institutional review committees, that the exposure of human or animal research subjects to hazards, stress, divulgence of history or preferences, or tedium is commensurate with the significance of the problem being researched.

Principle 2

Members determine the degree of hazard present in the exposure of human or animal research subjects, avoiding any exposures to human subjects that may result in death, dismemberment, permanent dysfunction or extreme pain, and utilize the lowest levels of exposure to both human and animal subjects consistent with the phenomenon under consideration.

Principle 3

Members ensure the ethical treatment of human and animal research subjects by collaborators, assistants, students, and employees.

Principle 4

Members establish an informed consent with human research subjects when required by institutional, state, or federal codes or regulations, making explicit in plain language the terms of participation, particularly with respect to any elements of risk or stress involved, and adhere to those terms throughout the experiment. One of these terms must be that the subject has the right to terminate participation at any time without prejudice.

Principle 5

Members do not coerce potential human research subjects to participate as subjects, nor do they use undue monetary rewards to induce subjects to take risks they would not otherwise take.

Principle 6

Members preserve the confidentiality of any information obtained from human research subjects that, if divulged, may have harmful effects on those subjects.

Article V--Forensic Practice

Human factors scientists and practitioners do not allow the adversarial system of jurisprudence to affect the quality or integrity of their practice.

Principle 1

Members provide testimony objectively and without bias; their testimony is based on credible data and /or scientific principles; they are prepared to identify the merits and limitations of the data and principles as well as their own capability to interpret those data and apply those principles.

Principle 2

Members avoid impugning the integrity of other expert witnesses without a factual, reasonable, and substantive basis.

Principle 3

Members do not accept fees on a basis contingent on the outcome of the matter.

Principle 4

Members accept that the client is the attorney who engaged them and not the client of that attorney who is party to the suit.

Principle 5

Except where required by the Federal Rules of Evidence, members avoid discussing the suit with others in a manner that would disclose the caption of the suit or parties involved, absent the permission of the engaging attorney, until the suit is resolved.

Principle 6

Members participating in a suit do not make public statements likely to influence or prejudice the judicial proceedings during their pendency.

Principle 7

Following suit resolution, members do not reveal information detrimental to the litigants' or client's interests, except where they believe silence would breach the greater duty of protecting public health and safety.