

## **Advancement to Fellowship in INCE-USA**

### **New INCE/USA Membership Honor**

#### **Fellow of the Institute of Noise Control Engineering**

A new classification of membership in the Institute of Noise Control Engineering/USA is proposed. This new category would be known as “Fellow of the Institute of Noise Control Engineering of the USA.”

The purpose of Fellowship in INCE/USA is to honor and recognize publicly any INCE-USA Member who has rendered conspicuous service to INCE/USA and has made notable or distinguished contributions to the advancement of noise control engineering and/or has notably promoted knowledge of noise control engineering. A draft policy is attached.

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*Draft of June 26, 2004 / LPRC and Membership Committees (R. Singh)*  
*Draft of September 4, 2008 (Lauchle comments accepted)*  
*Comments from Hellweg of 21 November 2008 accepted*  
*Draft of November 22, 2008 (E. Wood)*

## **Advancement to Fellowship in INCE-USA**

1. Any INCE/USA Member who has rendered conspicuous service to INCE/USA and made notable or distinguished contributions to the advancement of noise control engineering and/or has notably promoted knowledge of noise control shall be eligible for election to Fellowship in INCE/USA. A recommendation for advancement to Fellow is appropriate any time after an individual has become a member of INCE<sup>1</sup> depending on his or her contributions to the field.
2. Any Member or Fellow of INCE may nominate another member for advancement to Fellow of INCE/USA. The nominator, i.e. sponsor, should collect a professional history of the nominee and submit it, with an accompanying letter of nomination, to the INCE Business Office [see section 6 of these instructions]. A concise professional history should include the following:
  - a. Education, including all degrees and awarding institutions
  - b. Positions held
  - c. Major professional achievements and awards
  - d. Contributions to noise control engineering, including inventions and patents
  - e. Record of the nominee's service to INCE/USA.
  - f. Publications, which can include the initial and final page numbers for each publication article, letter, abstract, chapter in a book, etc.
  - g. The nominee's *curriculum vitae* may be included.
3. The nominating letter should discuss why election of the nominee to Fellowship is appropriate and also propose a concise citation for the nominee. This letter should provide perspective on the nominee's character, professional experience, and exemplary service to the noise control profession that cannot be drawn directly from the nominee's record of experience, and must be on the basis of first-hand acquaintance with the nominee. The letter is not intended to be simple recompilations of the nominee's curriculum vitae. If the nominee is advanced to Fellow, the citation will be published in the Noise/News International.
4. At least two supporting letters for the nominee are required, prepared by Fellows or Members of INCE. The supporting letters should include support for the proposed citation. It is entirely the responsibility of the sponsor to solicit the supporting letters and insure their

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<sup>1</sup> The designation INCE in this document applies to both International INCE and INCE/USA

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timely delivery to the INCE/USA Business Office (IBO). As with the nominating letter, the supporting letters should provide perspectives on the nominee's character, professional experience, and exemplary service to the noise control profession that cannot be drawn directly from the nominee's curriculum vitae and is based on a firsthand acquaintance with the nominee.

5. Of the three letters required, one from the sponsor and two supporting from additional Members or Fellows of the Institute, not more than two should be from a Member or Fellow currently employed by the organization which employs the candidate.
6. All documents related to the nomination, including the nominating and supporting letters and the professional history, should be sent to the INCE/USA Business Office (IBO); refer to [www.inceusa.org](http://www.inceusa.org) for the mailing address. When all the required documents are received by the IBO, they will be forwarded to the Membership Committee.
7. The Membership Committee will review the material and, if it considers the nominee's election to Fellowship appropriate, will recommend such election to the INCE/USA Board of Directors.
8. The Membership Committee will establish guidelines to assist nominators in collecting information needed to be submitted for review. It is intended that the guidelines will be prepared so as to ensure that nominations can be brief and not burdensome to prepare or review.
9. The Membership Committee will meet before the INCE/USA Board meetings to act on nominations. To insure the availability of the required documents for review by the Committee members beforehand, prior to their meeting, all the documents must be received in the IBO at least six weeks before the meeting at which action is desired.
10. Members elected as Fellows can be so identified in the INCE membership list.
11. The initial members elected as Fellows can be identified as Charter Fellows.

### **General guidance when considering an individual for Fellowship in INCE/USA**

*[prepared 9 August 2009 (PD, BH, & EW)]*

Provided below is a list of contributions that could be considered when nominating an individual for Fellowship in INCE/USA or when reviewing nominations received. The list is intended to provide general guidance but is not meant to be all inclusive of possible contributions. It is subdivided into several categories: Service to INCE/USA, contributions to our profession through INCE/USA, contributions to our profession outside of INCE/USA, and additional considerations.

#### **Service to INCE/USA**

##### **Founding member of INCE-USA**

# **Advancement to Fellowship in INCE-USA**

## **INCE-USA Officer**

- President
- President Elect and Executive Vice President
- Treasurer
- Secretary
- Vice President-Technical Activities
- Vice President- Public Relations
- Vice President-Board Certification
- Vice President-Publications
- Vice President- Membership

## **INCE-USA Staff**

- Executive Director
- Managing Director
- NNI Editor
- INCE Business Office Director
- NCEJ Editor in Chief
- NNI Advertising
- Exposition Manager

## **INCE-USA Director**

## **INCE-USA Webmaster**

## **INCE-USA Board certified**

## **Support INCE-USA Conference**

- General chair of an INCE conference
- Technical chair of an INCE conference
- Session organizer at an INCE conference
- Chair INCE Symposia
- Organizer INCE Symposia
- Editor INCE conference proceeding
- Plenary speaker at an INCE conference
- Short course instructor at an INCE conference
- Leadership of special workshop at INCE conference

## **Chair INCE/USA committee**

- Nominations
- Long Range Planning
- International
- Finance
- Honors and Awards
- Student Activities
- Publications

## **Advancement to Fellowship in INCE-USA**

Bylaws  
Archives  
Policy and Procedures  
Membership

### **Chair INCE/USA Technical Activity**

Sources and Propagation  
Passive Control  
Active Control  
Perception and Effects of Noise  
Experimental Techniques and Instrumentation  
Transportation Noise  
Industrial Noise  
Community Noise  
Product Noise Emissions  
Prediction and Modeling Techniques  
Building Acoustics  
Standards  
Structural Acoustics

### **Chair INCE/USA Study Team**

### **Member INCE/USA Study Team**

### **INCE Foundation**

Officer  
Director

### **Contributions to our profession through INCE/USA**

Author of paper published in NCEJ  
Author of paper published NNI  
Author of paper published in INCE conference proceedings  
Short course instructor at an INCE conference

### **Contributions to our profession outside of INCE/USA**

General chair of a conference promoting our profession  
Technical chair of a conference promoting our profession  
Session organizer at a conference promoting our profession  
Plenary speaker at a conference promoting our profession  
Author of book, guidebook, textbook, or handbook promoting knowledge of noise control engineering  
Editor of a publication promoting knowledge of noise control engineering Editor of a book, guidebook, textbook, or handbook promoting knowledge of noise control engineering

## **Advancement to Fellowship in INCE-USA**

Contributor to a book, guidebook, textbook, or handbook promoting knowledge of noise control engineering

Teacher of short courses on noise control engineering

Teacher of formal courses on noise control engineering

Leadership of I-INCE Technical Study Group

Membership in I-INCE Technical Study Group

### **Additional Considerations**

Leadership of a noise control product company

Leadership of a consulting firm providing noise control engineering services

Leadership of noise control engineering activities within a larger organization

Applications of noise control engineering leading to quieter environments

Development of noise control hardware or software

Research in noise control engineering

Promoting to the general public an understanding of the importance of noise control engineering

Development of noise control engineering tools, applications, or processes

Advancement to the state-of-the-art of noise control engineering

Patent(s) related to noise control engineering

Development of noise control regulation

Development of standard related to noise control engineering