



SWE-San Diego County Professional Section Annual Recognition Program

The goal of the SWE-San Diego County Professional Section's Annual Recognition Program is to recognize the achievements and service of local engineering professionals.

The following awards may be presented annually:

- SWE-San Diego K-12 Outreach Volunteer of the Year
- SWE-San Diego Distinguished New Engineer
- SWE-San Diego Member of the Year
- SWE-San Diego Outstanding Engineer
- SWE-San Diego Diversity Champion

Inside this packet you will find information on the awards offered by the SWE-San Diego Section. Eligibility information is specific to each award and is included on the following pages. Contact the Awards Committee Chair at awards.swesandiego@gmail.com with any questions.

Steps to Successfully Complete a Nomination Package:

- Use this Award Guide to select the award that best suits the candidate
- Verify the candidate meets the Qualifications requirements for the award selected
- Submit all documents listed for the award selected. An incomplete nomination package will remove a candidate from consideration.
- Submit the application online by April 7, 2021 11:59pm PST
- NO EXCEPTIONS WILL BE MADE FOR LATE PACKAGES

Nomination Package General Information

Awards require a nomination package that may include all or part of the following:

1. SWE membership:
 - a. Several of our awards have requirements for the nominee being a current SWE-San Diego member in good standing, which means the member has paid their membership dues and is associated with the San Diego County Section. These requirements are listed in the Qualification section of the awards.
 - b. SWE membership must be valid by the end of the awards deadline to be considered a current member.
2. Years of Experience:
 - a. Several of our awards have requirements for years of experience. These requirements are listed in the Qualification section of the awards. It is the

- responsibility of the nominator to calculate this information prior to submitting a nomination, and to ensure that your candidate meets the requirement for the award. It is also recommended that this is clearly called out in their resume.
- b. Years of Experience Calculation is provided in the Appendix.
 - i. Years of experience are counted as full and part-time work experience as of December 31st of the preceding year.
 - ii. Each year of part time work will count as one year of experience (not including internships and co-ops).
 - iii. Periods of unemployment are not counted towards years of experience.
 - iv. Each advanced technical degree obtained while not working full or part time counts as one year of experience toward this calculation.
 - c. Disqualification Criteria: Packages will be disqualified if the nominees' resume appears to exceed the maximum experience level.
3. Formal Statement
 - a. Maximum length = 500 words
 - b. Format = Word document or pdf
 - c. Address each of the Selection Criteria in the Formal Statement
 - d. All selection criteria, in the same order listed in the award description, must be utilized as section headers in the formal statement. For example, Professional Involvement, Community Involvement, etc.
 - e. Disqualification Criteria: Packages will be disqualified if the formal statement includes graphics, charts, pictures, or hyperlinks.
 4. Citation
 - a. Maximum length = 75 words
 - b. Format = Word document or pdf
 - c. Summary of the nominee's accomplishments to be used to announce award on social media and website
 5. Professional Resume
 - a. Several of our awards have requirements for having an engineering or science degree with work in STEM fields. This is mentioned in the Qualification section of the awards.
 - b. Maximum Length = 2 pages with 12-point font and 1-inch margins in ANSI Letter paper (8.5 x 11 inches)
 - c. Format = Word document or pdf
 - d. Use First and Last Name in file name for resume and make sure resume contains candidate's name.
 - e. Disqualification Criteria: Packages will be disqualified if the professional resume includes graphics, charts, pictures, or hyperlinks and/or exceeds page limits.
 6. SWE Resume
 - a. The purpose of having a SWE resume is to allow SWE members to emphasize and expand on their applicable SWE experiences. Several of our awards have requirements for SWE-SD involvement and this is mentioned in the Qualification section of the awards. See https://swe.org/wp-content/uploads/2019/03/Professional-Resume_Society-of-Women-Engineers-Template.pdf for an example template of a SWE resume.
 - b. Maximum Length = 2 pages with 12-point font and 1-inch margins in ANSI Letter paper (8.5 x 11 inches)
 - c. Format = Word document or pdf

- d. Disqualification Criteria: Packages will be disqualified if the SWE resume includes graphics, charts, pictures, or hyperlinks and/or exceeds page limits.

Nominator Responsibilities:

- The nominator must be a SWE Society Member in good standing, which means the member has paid their membership dues, or be an employee of a company that is a SWE Corporate Member or SWE Corporate Partnership Council Member.
- The nominator must be someone different than the nominee. Self-nominations will not be accepted.
- Submit applications online by April 7, 2021 at 11:59 PST. The SWE Awards Chair will acknowledge receipt of your submission only and will not provide feedback on the package completeness.
- Accurately complete the appropriate online forms, confirming that the phone number and email address provided for both the nominee and nominator are current and correct. This information will be used for notification purposes.

As gender is a qualification for some of our awards, the gender of the nominee is defined as the gender with which he or she identifies. Please contact the awards chairperson (awards.swesandiego@gmail.com) with any questions regarding the nomination process.

Important Dates:

- The nomination deadline for our FY21 (2020-2021) awards is **April 7, 2021 at 11:59PT**
- **Awardees will be notified via email and announced by SWE-San Diego on June 1, 2021**

NOTE: Please submit all nominations to the SWE-San Diego Awards Committee Chair via [this link](https://forms.gle/wyawelYM3v8pdyDaA) (https://forms.gle/wyawelYM3v8pdyDaA) by 11:59 p.m. PST on April 7, 2021.

Disqualification Criteria:

Nominations for the awards in this packet may be disqualified for the following:

- Nominee does not meet the requirements listed in the Qualification section.
- Nomination application does not include the required documentation or information in listed in the Submission Requirements section of each award.
- Formal statement, Citation, Professional Resume, SWE Resume (when applicable) exceed the stated page limits.
- Formal statement, Citation, Professional Resume, and SWE Resume (when applicable) are in a format other than Word or pdf.
- Formal statement, Citation, Professional Resume, and SWE Resume (when applicable) contain graphics, charts, pictures, or hyperlink.
- Nomination Applications are submitted after the deadline.

SWE-SAN DIEGO K-12 OUTREACH VOLUNTEER OF THE YEAR

The SWE-San Diego K-12 Outreach Volunteer of the Year Award honors a female identifying SWE-San Diego professional member who has been actively engaged in the advancement of Science, Engineering, Technology, and Mathematics (STEM) fields as a desirable career option for K-12 girls. The award may be presented to one member annually.

Qualifications:

The candidate must:

1. Be a female identifying professional member in good standing, of the SWE-San Diego County Section
2. Demonstrate consistent participation in K-12 Outreach activities in the community. Preference will be given to nominees that participate in SWE-San Diego K-12 Outreach activities.
3. Demonstrate outstanding leadership excellence.

Criteria for Selection:

- 80% K-12 Outreach Involvement: Discuss the nominee's active engagement in K-12 Outreach activities and achievements demonstrating leadership in her role(s). Discuss and highlight any engagement and leadership in SWE-SD K-12 outreach event(s). This should include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s).
- 10% Professional Achievements: Discuss the nominee's active engagement in her profession and achievements demonstrating leadership in her profession. Examples of professional leadership can include, but are not limited to, job scope increase, promotion, proven results, publication, etc. Include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s).
- 10% Community Involvement: Discuss the nominee's involvement in the community including the leadership role(s) held in community activities outside SWE. Examples of community involvement include Employee Resource Groups, Community Organizations, Professional Societies, etc. Emphasis should be given to activities in which the nominee was leading an event or activity.

Submission Requirements:

Nomination Packages must be submitted using the online form located on the [SWE-San Diego website](https://forms.gle/wyawelYM3v8pdyDaA) or use the link <https://forms.gle/wyawelYM3v8pdyDaA>. The following documents will be required in Word or PDF format when submitting for award consideration:

1. Formal Statement (no more than 500 words)
2. Citation (no more than 75 word summary/to be used to announce award)
3. Professional Resume (2 pages max)
4. SWE Resume (2 pages max)

NOTE: Nominee will be disqualified if missing any of the above documentation. Please email awards.swesandiego@gmail.com with any questions. Submit all nominations to the SWE-San Diego Awards Committee Chair via [this link](#) by 11:59 p.m. PST on April 7, 2021. Late submissions will not be accepted.

SWE-SAN DIEGO DISTINGUISHED NEW ENGINEER

The SWE-San Diego Distinguished New Engineer Award honors a female identifying SWE-San Diego professional member who has been actively engaged in an engineering or technology profession, demonstrated outstanding technical performance, leadership in SWE-San Diego and the community in the first ten (10) years of her career as of December 31st of the year prior to nomination (see Appendix). The award may be presented to one member annually.

Qualifications

The candidate must:

1. Be a female identifying professional member, in good standing, of the SWE-San Diego County Section.
2. Have no more than ten (10) years of experience as of December 31st of the year prior to nomination (see Appendix for years of experience calculation).
3. Have an engineering or science related degree and be actively engaged or employed in an engineering or technology profession.
4. Have participated in SWE-San Diego activities over a minimum of three (3) years.
5. Have outstanding technical performance and achievements.

Criteria for Selection:

- 40% SWE-San Diego Involvement: Discuss the nominee's active engagement in SWE-San Diego activities and achievements demonstrating leadership in her role(s). This should include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s).
- 40% Technical/Professional Achievements: Discuss the nominee's active engagement in an engineering or technology profession and achievements demonstrating leadership in her profession. This should include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s). Examples of technical achievements can include, but are not limited to, job promotion, job scope increase, proven results and publications.
- 20% Community Involvement: Discuss the nominee's involvement in the community including the leadership role(s) held in community activities, including activities outside of SWE-San Diego as applicable. Examples of community involvement include Employee Resource Groups, Community Organizations, Professional Societies, etc. Emphasis should be given to activities in which the nominee was leading an event or activity.

Submission Requirements: Submission Requirements:

Nomination Packages must be submitted using the online form located on the [SWE-San Diego Website](#) or use the link <https://forms.gle/wyawe1YM3v8pdyDaA>. The following documents will be required in Word or PDF format when submitting for award consideration:

1. Formal Statement (no more than 500 words)
2. Citation (no more than 75 word summary/to be used to announce award)
3. Professional Resume (2 pages max)
4. SWE Resume (2 pages max)

NOTE: Nominee will be disqualified if missing any of the above documentation. Please email awards.swesandiego@gmail.com with any questions. Submit all nominations to the

**SWE-San Diego Awards Committee Chair via [this link](#) by 11:59 p.m. PST on April 7, 2021.
Late submissions will not be accepted.**

SWE-SAN DIEGO MEMBER OF THE YEAR

The SWE-San Diego Member of the Year Award honors a female identifying SWE-San Diego professional member who has consistently engaged with SWE-San Diego activities over the past year, demonstrated leadership excellence and has community involvement. The award may be presented to one member annually.

Qualifications

The candidate must:

1. Be a female identifying professional member, in good standing, of the SWE-San Diego County Section
2. Demonstrate consistent participation over the last year in various SWE-San Diego activities (Outreach, Professional Development, Membership Engagement, etc.).
3. Be a member who has demonstrated outstanding leadership excellence.

Criteria for Selection:

- 80% SWE-San Diego Involvement: Discuss the nominee's active engagement in SWE-San Diego activities and achievements demonstrating leadership in her role(s). This should include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s).
- 10% Professional Achievements: Discuss the nominee's active engagement in their profession and achievements demonstrating leadership in her profession. This should include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s). Examples of professional achievements can include, but are not limited to, job promotion, job scope increase, proven results and publications.
- 10% Community Involvement: Discuss the nominee's involvement in the community including the leadership roles held in community activities outside SWE. Examples of community involvement include Employee Resource Groups, Community Organizations, Professional Societies, etc. Emphasis should be given to activities in which the nominee was leading an event or activity.

Submission Requirements:

Nomination Packages must be submitted using the online form located on the [SWE-San Diego website](#) or use the link <https://forms.gle/wyawe1YM3v8pdyDaA>. The following documents will be required in Word or PDF format when submitting for award consideration:

1. Formal Statement (no more than 500 words)
2. Citation (no more than 75 word summary/to be used to announce award)
3. Professional Resume (2 pages max)
4. SWE Resume (2 pages max)

NOTE: Nominee will be disqualified if missing any of the above documentation. Please email awards.swesandiego@gmail.com with any questions. Submit all nominations to the SWE-San Diego Awards Committee Chair via [this link](#) by 11:59 p.m. PST on April 7, 2021. Late submissions will not be accepted.

SWE-SAN DIEGO OUTSTANDING ENGINEER

The SWE-San Diego Outstanding Engineer Award honors a local (San Diego County) female identifying person who has been actively engaged in an engineering or technology profession, has demonstrated outstanding technical excellence, and has at least fifteen (15) years of cumulative engineering experience as of December 31st of the year prior to nomination (See Appendix). SWE Society membership is not a requirement of this award; however, preference will be given to candidates that are SWE Society members. The award may be presented to one female annually.

Qualifications

The candidate must:

1. Be an individual who has been actively engaged or employed in a STEM profession in San Diego County.
2. Be an individual who has demonstrated outstanding technical excellence resulting in significant accomplishments.
3. Be an individual who has demonstrated outstanding leadership excellence.
4. Have at least fifteen (15) years of cumulative engineering experience as of December 31st of the year prior to nomination (See Appendix).

Criteria for Selection:

- 80% Professional Achievements: Discuss the nominee's active engagement in an engineering or technology profession and achievements demonstrating leadership in her profession. This should include details on her leadership role(s), what responsibilities she had in the role(s), and tangible results of the project(s)/team(s). Examples of professional achievements include, but are not limited to, job promotions, patents, publications, awards, and job scope increases.
- 20% Community Involvement: Discuss the nominee's involvement in the community including the leadership roles held in community activities, including SWE as applicable. Emphasis should be given to activities in which the nominee was leading an event or activity.

Submission Requirements:

Nomination Packages must be submitted using the online form located on the [SWE-San Diego website](#) or use the link <https://forms.gle/wyawe1YM3v8pdyDaA>. The following documents will be required in Word or PDF format when submitting for award consideration:

1. Formal Statement (no more than 500 words)
2. Citation (no more than 75 word summary/to be used to announce award)
3. Professional Resume (2 pages max)
4. SWE Resume (2 pages max and optional for Outstanding Engineer Award)

NOTE: Nominee will be disqualified if missing any of the above documentation. Please email awards.swesandiego@gmail.com with any questions. Submit all nominations to the SWE-San Diego Awards Committee Chair via [this link](#) by 11:59 p.m. PST on April 7, 2021. Late submissions will not be accepted.

SWE-SAN DIEGO DIVERSITY CHAMPION

The SWE-San Diego Diversity Champion Award honors an individual (female or male) SWE-San Diego professional member who has been actively engaged in the engineering or technology profession and has consistently been an advocate for SWE's Mission. The award may be presented to one member annually.

Qualifications include:

The candidate must:

1. Be a professional member, in good standing, of the SWE-San Diego County Section.
2. Be a member who has been actively engaged or employed in a STEM profession.
3. Be a member who has made a significant contribution to the outreach, acceptance, and/or advancement of women in engineering.
4. Participation in various activities that create an environment that supports women engineers' full participation and acceptance in the engineering field.
5. Be an individual who is recognized as an advocate for women in STEM.

Criteria for Selection:

- 80% SWE Advocacy: Discuss the nominee's active engagement in activities and achievements demonstrating their role in advocating, supporting, mentoring, or sponsoring women in STEM. This should include details on their leadership role(s), what responsibilities they had in the role(s), and tangible results of the project(s)/team(s).
- 20% Community Involvement: Discuss the nominee's involvement in the community including the leadership role(s) held in community activities including SWE as possible. Emphasis should be given to activities in which the nominee was leading an event or activity.

Submission Requirements:

Nomination Packages must be submitted using online form located on [SWE-San Diego website](#) or use the link <https://forms.gle/wyawelYM3v8pdyDaA>. The following documents will be required in Word or pdf format when submitting for award consideration:

1. Formal Statement (no more than 500 words)
2. Citation (no more than 75 word summary/to be used to announce award)
3. Professional Resume (2 pages max)
4. SWE Resume (2 pages max and optional for Diversity Champion Award)

NOTE: Nominee will be disqualified if missing any of the above documentation. Please email awards.swesandiego@gmail.com with any questions. Submit all nominations to the SWE-San Diego Awards Committee Chair via [this link](#) by 11:59 p.m. PST on April 7, 2021. Late submissions will not be accepted.

Appendix: Years of Experience Calculation

This template is provided to help you calculate years of experience and is not required with the nomination packet. It is recommended that the total years of experience is clearly called out in the nominee's resume. Years of experience are counted as full and part-time work experience as of December 31st of the preceding year. Years of experience calculation are always rounded up. For instance, if you are applying for award with a requirement of 10 years or less experience and currently have 10.1, then you would not be eligible for this award.

Experience Type	Guidance	Start Date	End Date	Years of Experience
Full time Experience	Each year of full-time work will count as one year of experience			
Part Time Experience	Each year of part time work will count as one year of experience			
Internship or Co-Op	Internship or co-ops do not count as one year of experience			
Unemployment Period	Periods of unemployment are not counted toward years of experience			
Advanced Technical Degree (obtained while not working part time or full time)	Each advanced technical degree obtained while not working full or part time counts as one year of experience towards this calculation			
Advanced Technical Degree (obtained while working part time or full time)	Each advanced technical degree obtained while working full or part time is not counted towards years of experience			

Here is an example for reference. A nominee receives bachelor degree in biomedical engineering in May 2012 and completed an internship from May 2011 to August 2011. They then work full time from June 2012 to December 2015. Nominee goes back to school full-time in January 2016 to pursue a Masters Degree and graduates in January 2018. Nominee is unemployed from January 2018 to August 2018. Nominee is employed September 2018 to December 2020 (award deadline date).

Experience Type	Guidance	Start Date	End Date	Years of Experience
Internship	Internship or co-ops do not count as one year of experience	May 2011	Aug 2011	0
Advanced Technical Degree (obtained while not working part time or full time)	Each advanced technical degree obtained while not working full or part time counts as one year of experience towards this calculation	August 2008	May 2012	0
Full time Experience	Each year of full-time work will count as one year of experience	June 2012	Dec 2015	3.5
Advanced Technical Degree (obtained while not working part time or full time)	Each advanced technical degree obtained while not working full or part time counts as one year of experience towards this calculation	Jan 2016	Jan 2018	1
Unemployment Period	Periods of unemployment are not counted toward years of experience	Jan 2018	Aug 2018	0
Full time Experience	Each year of full-time work will count as one year of experience	Sept 2018	Dec 2020	2.3
Total				6.8