

IVAN B. RAHN EDUCATION AWARD

Guidelines and Procedures

OVERVIEW AND ELIGIBILITY

The Ivan B. Rahn Education Award (Rahn Award) was established in 1995 and recognizes distinguished contributions to the educational activities within SME. The Rahn Award is open to all SME members who have shown long-term interest in and have significantly contributed to SME activities relating to ABET, student affairs, continuing education, professional registration, and/or the Council of Education (not necessarily an educator themselves).

TIMELINE

The Rahn Award typically adheres to the following timeline:

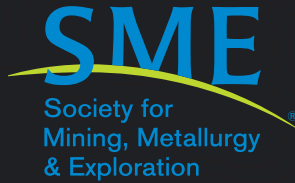
Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Conference & Expo	Award is presented

NOMINATIONS

Nominations for the Rahn Award require the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. **Required:** One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page).
3. **Not required:** Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each).
4. Nominee's biography (2 page maximum).
5. Nominee's CV/resume (abbreviated version – 3 page maximum).
6. List of papers/publications (abbreviated version – 3 page maximum).
7. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: smenet.org/awards-recognition



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ADMINISTRATION	<p>The Rahn Award is administered by SME's Council of Education & Accreditation under the direction of the SME Board of Directors. The Rahn Award Committee consists of the members of the Council of Education & Accreditation.</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of "past chair" recognitions. • No person is eligible to receive more than one SME or SME/AIME award in a single year.
SELECTION OF RECIPIENTS	<p>Recipients of the Rahn Award shall be selected by a majority vote by the Award Committee, subject to the approval of the SME Board of Directors. The Rahn Award need not be presented in any given year if a suitable candidate is not agreed upon.</p>
AWARD	<p>The Rahn Award shall be a statuette designed by Gary Prazen. A plaque engraved with the name of the award, recipient's name, and year of award will be affixed to the base of the statue.</p>
PRESENTATION OF AWARD	<p>The Rahn Award will be presented at the SME Annual Awards Dinner held in conjunction with the SME Annual Conference & Expo.</p>
FUNDING	<p>All expenses incurred with respect to the Rahn Award shall be the financial responsibility of SME and shall be paid from an endowment created specifically for this award and held in escrow by SME. It will be the responsibility of the Council of Education to obtain additional funds if the amount in the Rahn Award fund is insufficient.</p>
AMENDMENTS	<p>These regulations may be amended by the Rahn Award Committee, subject to approval by the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.</p>
QUESTIONS	<p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>