

IVAN B. RAHN EDUCATION AWARD

Guidelines & 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:

| Due 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 Meeting | Award is presented |

Nominations Nominations for the Rahn Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).
6. 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:

<http://www.smenet.org/awards/>

Administration 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.

Selection of Recipients Recipients of the Rahn Award shall be selected by a majority vote by the Committee of the Award, 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.

Award 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.

Presentation of Award The Rahn Award will be presented at SME's Annual Awards Dinner held in conjunction with SME's Annual Meeting.

Funding All expenses incurred in respect of 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.

Amendments 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.

Questions Questions may be directed to:
Awards Coordinator, SME Member Services
Department Phone: 303-948-4200
E-mail: awards@smenet.org
