

AICHe 35 Under 35 Award Operating Procedure

Article I – Award Purpose

The purpose of the AICHe 35 Under 35 Award is: (1) to recognize and celebrate outstanding young professional members who have demonstrated exceptional achievement in their early careers and (2) to encourage those members to become involved, or continue their involvement in AICHe volunteer leadership roles, establishing a pipeline of future leaders within the Institute.

Article II – Award Oversight

The award shall be overseen by the AICHe 35 Under 35 Award Steering Committee (Steering Committee) which will report to the AICHe Awards Committee. The Steering Committee may create subcommittees per the guidelines laid out in its operating procedures. The subcommittees' purpose, key responsibilities, and member eligibility will be documented and made publicly available.

Article III – Award Frequency

The award will be given on a three-year cycle, unless the Steering Committee and/or Awards Committee requires that an exception be made, in which case the date of the next cycle will be made public at least one year prior to the assumed award cycle year.

Article IV– Award Eligibility

In order to be deemed eligible for the AICHe 35 Under 35 Award, a nominee must meet the following requirements:

- a. Be an AICHe professional or graduate student member in good standing at the time of nomination submission, and maintain membership through the award cycle year
- b. Be under the age of 35 for the calendar year in which the award is given
- c. Has not previously won the AICHe 35 Under 35 Award
- d. Is not a current AICHe Board member, Awards Committee Member, Steering Committee Member, or a member of a subcommittee within the Steering Committee

Note: Previous Steering Committee or Subcommittee members will be considered eligible after the end of their terms if they meet all other nomination criteria.

Article V – Award Process

Section 1 – Nomination Process - Award categories will be chosen by the Steering Committee and approved by the AICHe Awards Committee if changes are made from the prior award cycle's categories. Nomination packet requirements will be decided by the Steering

Committee and made public at least two months prior to the nomination deadline. The nomination deadline will be set by the Steering Committee to allow an appropriate amount of time to assemble judging materials, complete conflict of interest forms, conduct judging, and prepare promotional materials.

Section 1.1 – Number of Nominations – If fewer than 50 qualified nominations are received by the nomination deadline, the Steering Committee, with the approval of the Awards Committee, can elect to defer the award up to one calendar year and reopen the nomination process accordingly.

Section 2- Judge Selection - Judges will be made of two groups: category judges and core judges.

Section 2.A. – Core Judges - A total of 7 core judges will be selected by the Steering Committee and approved by the Awards Committee. A minimum of 4 core judges will be previous core or category judges to ensure continuity and maintain institutional knowledge between award cycles.

Section 2.B. – Category Judges - Category judges will consist of a minimum of 3 judges per category and be selected with input from the core judges and final approval of the Steering Committee.

Section 2.C. - Judge Eligibility - Judges must be members of AIChE and well known in their respective fields and/or the Institute. Current members of the Steering Committee may not serve as judges. Core Judges must be over the age of 35 at the time of their appointment. Category judges must be over the age of 35 unless they are previous 35 Under 35 Award recipients, in which case the Steering Committee can grant an exception at its discretion.

Section 2.D. – List of Judges - A list of both core and category judges' names will be made available to the AIChE Board of Directors and the Awards Committee but will not be shared publicly.

Section 3 - Judging Procedure

Section 3.A. – Conflict of Interest - Judges will be required to complete a conflict of interest form after the final list of eligible nominees is completed. The criteria and process for determining conflicts of interest will be made publicly available. Conflict of interest forms will be considered confidential and available only to the Steering Committee members and key subcommittee members, who will ensure that appropriate process is followed. The Awards Committee and/or AIChE Board of Directors may request access to the forms.

Section 3.B. – Judging Rubric - A judging rubric will be approved by the Steering Committee and made publicly available at the time of nomination packet release. Completed judging sheets will be kept confidential and available only to other category judges within a specific category, core judges, the Steering Committee, and judging related subcommittees. The Awards Committee may also request access to completed judging rubrics if there is a need to verify adherence to the conflict of interest policy and other procedures.

Section 4 - Award Winner Selection – Winners will be selected by the core judges taking into account the input from the category judges. A list of 35 winners selected by the core judging team will be submitted to the Awards Committee for approval.

Section 4.A – In the event that the core judges can recommend fewer than 35, the Steering Committee, with approval of the Awards Committee, may decide to reduce the number of awards and / or defer the award by 1 calendar year and re-open the nomination process accordingly.

Section 5 – Notification - Winner notification will occur in a timely manner to allow for additional information to be gathered for award publicity. Prior to the official announcement of the award winners, nominators will be notified of the status of their nominees.

Article VI – Issue Resolution

An official email address will be made publicly available for all questions regarding the award, including the nomination process, judging process, and winner selection. This email account will also serve as a record of any issues or complaints that are submitted and will be made available to the Awards Committee

Article VII - Award Publicity

Prior to the nomination packet release, the publicity plan for the award will be agreed upon by the Steering Committee and related AIChE staff, and approved by the Board. Publicity may include but is not limited to ChEnected articles, CEP articles, press releases, and awards ceremonies. At the time of packet release, planned publicity that will be granted to award winners will be made publicly available. At the discretion of the Steering Committee, AIChE staff, Awards Committee, and AIChE Board of Directors, additional publicity may be added throughout the award process if it is deemed to be a benefit to the Institute and the award.

Article VIII - Award Funding

The Steering Committee will be responsible for working with AIChE staff and AIChE Foundation to ensure that the award is fully funded prior to the release of nomination packets. The Steering Committee shall have the authority to submit Foundation proposals to the AIChE Foundation directly.