

## RULES FOR EMI AWARDS

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### INTRODUCTION

Awards represent an important part of EMI's activities. They are meant to recognize excellence among the members of the engineering mechanics community and to broaden EMI's reach by attracting excellence to its community. They bring prestige to the Institute. It is therefore important that the award selection process be conducted with the utmost rigor, transparency, and integrity.

Membership in the Society or in EMI is not required for most EMI awards. The members of EMI Award Committees should keep in mind the best interest of the Institute and the Society. Recognizing individuals from outside of the EMI community should not be ruled out. However, all things being equal, preference should be given to members actively engaged and participating in the EMI community.

EMI participates in the award process for four categories of awards, as defined below.

### CATEGORIES OF AWARDS RELEVANT TO EMI MEMBERS

- 1- *Society Awards, where the winners are selected by EMI Award Selection Committees*

**Biot Medal** (submission deadline November 1)

**Freudenthal Medal** (submission deadline November 1)

**Housner Medal** (submission deadline November 1)

**Mindlin Medal** (submission deadline November 1)

**Scanlan Medal** (submission deadline November 1)

**Shinozuka Medal** (submission deadline November 1)

**von Kármán Medal** (submission deadline November 1)

Each EMI Award Selection Committee consists of five members, including the Past President of EMI who serves as chair, and other members to be selected by such process as established by the Board. Such members may be selected from past EMI BoG members, past award winners, past/present technical committee chairs, and other distinguished EMI members.

For these seven Society awards administered by EMI the recommendations of the EMI Award Selection Committees are submitted to the EMI Board of Governors (BoG) for ratification, then to the Executive Committee of the ASCE Board of Direction for approval by the required deadline.

- 2- *Society Awards, where the winners are selected by Award Selection Committees consisting of representatives from EMI and other entities*

**Bažant Medal** (submission deadline November 1) – Joint with USNC/TAM

**Cermak Medal** (submission deadline November 1) – Joint with SEI

**Newmark Medal** (submission deadline November 1) – Joint with SEI

The **Bažant Award** Selection Committee is chaired by the EMI Past President and has two members appointed by the EMI BoG and two members appointed by the USNC/TAM.

For the **Cermak Award**, the EMI representatives on the joint EMI/SEI award committee are the five members of the EMI Cermak Award Selection Committee (EMI Past President and four other members to be selected by such process as established by the EMI Board) *and* three members appointed by the BoG of the Structural Engineering Institute. It will be chaired by the chair of the EMI Cermak Award Selection Committee.

For the **Newmark Award**, the EMI representatives on the joint EMI/SEI award committee are the Past President of EMI and two other members to be selected by such process as established by the Engineering Mechanics Board of Governors and the three most recently retired chairs of the Structural Engineering Institute Executive Committee. The chair of the Award Selection Committee alternates annually between the representatives of the 2 entities having the longest tenure on the Award Selection Committee.

The recommendations of these three joint award selection committees are submitted directly to the Executive Committee of the ASCE Board of Direction for approval by the required deadline.

- 3- **EMI Leonardo da Vinci Award**, *where the winner is selected by the EMI Leonardo da Vinci Award Selection Committee* (submission deadline November 1)

The EMI Leonardo da Vinci Award Selection Committee shall be formed using the same procedures used for the society award committees in category 1. For this Institute award, the recommendations of the EMI Leonardo da Vinci Award Selection Committee are submitted to the EMI BoG for ratification.

(For more information on all of the above mentioned awards see:

<https://www.asce.org/communities/institutes-and-technical-groups/engineering-mechanics-institute/awards>)

- 4- *Multi-entity awards where the EMI's recommendations represent a first stage of selection* (EMI Award Recommendation Committees)

**Huber Prize** (submission deadline October 1)

**ASCE State-of-the-Art of Civil Engineering Award** (submission deadline October 1)

**Norman Medal/Croes Medal** (submission deadline October 1)

For the Walter L. Huber Civil Engineering Research Prizes, the Norman/Croes medals, and the ASCE State-of-the-Art of Civil Engineering Award, the selection committee has representatives of multiple Institutes, including EMI. The EMI BoG appoints a representative on the Huber Prize Committee (which select the winners of the Huber Prize), and another one on the Paper Review Committee (which selects the winners of the Norman/Croes medals, and the ASCE State-of-the-

Art of Civil Engineering award).

Nominations received for these awards that are referred to EMI are reviewed by the EMI Huber Prize Recommendation Committee, the EMI Norman/Croes Medals Recommendation Committee, or the EMI State-of-the-Art of Civil Engineering Award Recommendation Committee. These Award Recommendation Committees shall be formed using the same procedures as the society award committees in category 1, and may recommend up to a specified number of nominations (usually 3) to the Huber Prize Committee or the Paper Review Committee. To be considered, the recommendations of the Award Recommendation Committees for these awards must be received by the Honors and Awards Program office by the required deadline.

### **REVIEW, SELECTION, RATIFICATION, AND APPROVAL PROCESS**

The members of the EMI Award Selection Committees and EMI Award Recommendation Committees (in short, EMI Award Committees hereinafter) are chosen for the depth and breadth of their knowledge, their wisdom, and their ability to evaluate the relative merit of the nominations in an objective way. Such members may be selected from past EMI BoG members, past award winners, past/present technical committee chairs, and other distinguished EMI members. Furthermore, the recommendations of the committee are made only after extensive discussion within the committee.

The EMI BoG has the responsibility to ratify the awards recommendations presented by the EMI Past President. The EMI BoG has established the following rules regarding the review, selection, ratification and approval process, confidentiality, conflicts-of-interest, and general guidelines.

1. The EMI Past President, who chairs all the EMI Award Committees, will provide the list of proposed members for each Committee to the BoG before the selection of the corresponding award winner.
2. The members of the EMI Award Committees must follow the present rules established by the EMI BoG and thoroughly review all nominations.
3. The EMI Award Committees are to meet sufficiently early to review all nominations.
4. Once the work of the EMI Award Committees is completed, the EMI Past President will prepare and submit a summary report to the Board specifying:
  - The number of nominations considered for each award and the names of all the nominees for each award.
  - The name of the candidate selected for the award, the authors of the letters of nomination and support, and the reasons for selecting the candidate (which may be the result of a vote by secret ballot).
  - The number and duration of the meeting(s) held, and the process followed in the discussion.

- The conflicts-of-interest disclosed for each award and the way they were addressed.
5. The EMI BoG members will make sure that the award selection process was conducted with rigor, transparency, and integrity, e.g., by asking the following questions:
    - Have all the nominations received by the deadline, and only those, been forwarded to all the members of the EMI Award Committees? Note that for some of the awards, unsuccessful nominations from the previous selection cycle must be considered.
    - Have all the members of the EMI Award Committees been given sufficient time to review the nominations?
    - Have all the members of the EMI Award Committees been given the rules for each award and the EMI rules for awards?
    - Have all the nominations been presented and discussed within the EMI Award Committees?
    - Have any possible conflicts-of-interests been disclosed and resolved in the manner specified in the EMI rules for awards?
    - Have all the members of the EMI Award Committees attended each meeting of their respective committee?
    - When there is no consensus on the winner, the committee must vote anonymously via secret ballot. Have the members been able to vote for each nomination in a manner that maintains the integrity and confidentiality of their votes?
    - Have there been any complaints from any member of an EMI Award Committee?
  6. The EMI Past President will then forward the completed “Notification of Selection Committee Recommendation” forms to ASCE’s Honors and Awards program for the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> award categories.
  7. The EMI Award Committees shall in no instance consider nominations submitted after the deadline.

#### **RULES REGARDING CONFIDENTIALITY AND CONFLICTS-OF-INTEREST**

EMI receives nominations for awards in confidence and must protect the confidentiality of their contents. For this reason, members of the EMI Award Committees must not copy, quote, or otherwise use or disclose to anyone any material from any nomination they are asked to review. They must not disclose to anyone the relative assessments or rankings of nominations by the EMI Award Committees, or other details about the review and ranking of the nominations, including the deliberations, the vote tallies, and the individual votes. If voting is used for selecting awards winners, the system used must preserve the independence of the members and the confidentiality and integrity of the process. Individual members must be given the possibility of voting for not giving a specific award. These confidentiality rules shall also apply to EMI BoG members.

Members of the EMI Award Committees must be aware of potential conflicts-of-interest (COI) situations

that may arise. Members serving on any given EMI Award Committee are not eligible to be considered for an award in the four award categories defined above and are prohibited from writing nomination or support letters for the award of their specific committee. EMI BoG members are not eligible to be considered, and are prohibited from writing nomination or support letters for any award in the four categories defined above.

Potential COI situations include:

- A member of the EMI Award Committees is in the same university/agency as a nominee. A COI will be considered to continue to exist for 4 years after one of them has left the university/agency.
- A member of the EMI Award Committees has been the Ph.D. advisor of a nominee, or a nominee has been the Ph.D. advisor of a member of the EMI Award Committees.
- A member of the EMI Award Committees has been the post-doctoral advisor of a nominee, or a nominee has been the post-doctoral advisor of a member of the EMI Award Committees. A COI will be considered to continue to exist for 4 years after the end of the post-doctoral period.
- A member of the EMI Award Committees and a nominee have a family relationship as sibling, parent, spouse, or child.
- Another relationship with a nominee that the member of the EMI Award Committees would deem significant and worthy of disclosure.

A COI, or the perception of a COI, may exist any time a reasonable person with knowledge of the relevant facts would question the impartiality of the member of the EMI Award Committees in the matter.

Reporting of COI will be a standing first item on the agenda of each meeting of the EMI Award Committees. When a member of an EMI Award Committee has identified a potential COI situation, immediate disclosure is required. Once it is confirmed that a member has a COI, that member will recuse himself/herself and temporarily leave the meeting. He/she will not take part in the discussion or in the vote for that award.

There must be a minimum of three non-conflicted members for the EMI Award Committees to make a decision for an award. If there are fewer than three non-conflicted members in an EMI Award Committee, a suitable replacement will be added to the membership of the committee following the same process used to select the original members of the committee.

The steps taken to manage all reported COI will be recorded in the minutes of the EMI Award Committees meeting. The members of the EMI Award Committees will be required to acknowledge they have been informed of the EMI rules regarding confidentiality and COI and to declare that they will abide by these rules.