

GUIDELINES FOR LETTERS OF RECOMMENDATION

Thank you for agreeing to write a letter of recommendation for this nominee for the rank of Fellow. This is the highest honor bestowed by the Biomedical Engineering Society, and is based on many criteria. It will be important for your letter to explain more about the nominee than just the merits of their research.

Nominees are evaluated based on the following criteria. Strong, supportive recommendation letters will address each of these criteria, ideally with at least one detailed example for each.

1. Achievement in career. This criteria refers to accomplishments in one's focus area and the impact on their specific scientific field. These accomplishments will differ based on whether the nominee is teaching-focused, research-focused, working in industry, or working in a service-oriented or government role. See below for examples of achievements for each specific role.

2. Significant and sustained involvement in and contributions to the field of BME. This criteria refers to professional service to the field of Biomedical Engineering as a whole, such as through reviewing manuscripts, serving on funding panels, performing editorial roles, advocacy activities, community organization, conference organization (for scientific and/or educational societies other than for BMES), leadership in ABET, leadership in curricular development, etc. More examples can be found [on the Fellows web page](#). The letter should make the case for not only involvement in these activities, but also if there has been sustained involvement over a long period of time.

3. Significant and sustained involvement in and contributions to BMES. This criteria refers to activities that directly involve the Biomedical Engineering Society at the national or local level. There are many ways to be involved with BMES. Examples may include reviewing abstracts, chairing sessions or tracks, organizing panels or symposia at BMES, organizing the annual meeting, organizing BME IDEA activities and student design competitions that are related to BMES, organizing BMES-related meetings such as for a SIG, serving in an editorial role for BMES journals, serving on or leading committees or SIGs, serving on the Board of Directors or Executive Committee, advising a BMES student chapter, coordinating your company's exhibit at the BMES annual meeting, and other activities. More examples can be found [on the Fellows web page](#). The letter should make the case for not only involvement in these activities, but also if there has been sustained involvement over a long period of time.

4. Contributions to broadening access to BME education and opportunities. This criteria refers to activities that promote broadening access to the field of Biomedical Engineering. These activities may involve activities that are relevant to your institution or community broadly, or are local to your department or group of trainees/direct reports. It may also be relevant to note if the focus of the nominee's research concerns a topic that is particularly relevant to populations who are underrepresented in STEM.

As noted above, achievement in and contributions to the field of biomedical engineering may be made in a variety of ways, depending on the individual's type of employment and professional emphasis. We provide below potential contributions to and achievements in the BME field that you may want to address depending on the professional category of your nominee:

- Industry and Government-focused
- Teaching-Focused Academic
- Research-Focused Academic (most common)

Teaching-Focused Academic

Some of the following examples may be relevant if you are writing a letter about a nominee whose contributions have been in education.

- Has the work of the nominee had a lasting impact on education in the fields of interest to BMES?
- What unique and innovative curricula or courses has the nominee personally developed?
- What innovative and unique contributions has the nominee made to education as a leader of an academic program in fields relevant to BMES?
- Has the nominee written an impactful text in his/her field?
- Has the nominee presented or published his/her BME-relevant pedagogical research?
- Has the nominee been engaged with BMES education-related activities such as (but not limited to) the educational track sessions, design competitions, BME IDEA, the Council of Chairs Educational Summit, or BMES committee/administrative leadership?
- Has the nominee been engaged with the BME components of other engineering education programs such as ASEE or KEEN?

Research-Focused Academic

For many BMES members, research is a major part of their contributions to the field. The following questions are particularly relevant to research, although a research-focused candidate may also have made contributions in the above categories as well.

- Is there evidence that discoveries or advances in the state of the art made by the nominee indicate innovation, creativity, and importance of the nominee's research in biomedical engineering?
- Where a team effort was involved, can you provide a clear explanation of the specific technical contributions of the nominee?
- Has the nominee's contribution led to lasting impact?
- Has the nominee been engaged with BMES activities at the national meeting such as research sessions, student/early career and professional development sessions, or BMES committee/administrative leadership?

Industry and Government-focused

For people working outside academia, publications may not be their primary contribution. In this case, your letter might explain what a nominee has done to advance biomedical engineering through other means.

- What medical device or biotechnology product development, advancement in systems, application or operation, computational modeling process, or other application of BME technology was the direct result of the nominee's personal effort?
- Has the individual made an innovative, creative or significant development, advancement or application of BME that can be described?
- Where a team effort was involved, is there a clear explanation of the specific technical contributions of the nominee?
- Has the nominee's contribution led to lasting impact?
- Has the nominee been engaged with BMES activities at the national meeting such as research sessions, industry/professional development sessions, or BMES committee/administrative leadership?