



HUMAN FACTORS
and ERGONOMICS SOCIETY

2026 Fellow Application Guide

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Guidance for Preparing the Professional Contributions

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Thank you for your interest in applying for Fellow of the Human Factors and Ergonomics Society. Election to Fellow status is an honor conferred by distinguished colleagues to recognize outstanding achievement, consistently superior professional performance, exceptional contributions, personal service to the Society, and other meritorious accomplishments by Society Full Members.

Throughout this guide, please note that:

- *Nominees* are HFES members who are being evaluated for Fellow status, the ultimate honor bestowed on a member.
- *Nominators* are HFES members who prepare and submit the Fellow Application for the *Nominees*, including soliciting Recommendations and collating Evidentiary Materials.

If you are applying on your own behalf, you are both the nominator and the nominee. If you are submitting on behalf of another person, you are the nominator and the other person is the nominee.

Nominators play a crucial role in the Fellow selection process because they are ultimately responsible for *all* written materials in the application package. **The application package is the sole basis for the evaluations performed by the Fellows Selection Committee (FSC) and the Executive Council, and it is the source of the nominee profiles that are provided to the Fellows at Large.** As nominator, you are responsible for performing the task in a professional and conscientious manner.

The nominator is responsible for uploading completed application materials as outlined in **Step 6** in the “Guide for Preparing the Fellow Application Package” to the submission site by the published deadline.

If you have questions about content or procedure, please contact HFES. Only completed applications will be reviewed by the Fellows Selection Committee (FSC).

Applications must be submitted via the upload site no later than 11:59 pm Eastern time on **Monday, March 16, 2026**.

Steps for Preparing the Fellow Application Packet

Step 1. The nominator must be an HFES Full Member or Fellow in good standing for at least the preceding five years and not a current member of the Fellows Selection Committee (FSC).

Step 2. Review the enclosed *Eligibility Criteria for Fellow Status* (in consultation with the prospective nominee if you are nominating someone else) and confirm that the nominee meets the criteria. In making this determination, be aware that the eligibility criteria are the minimal basis for evaluating a nominee. Fellows are expected to demonstrate superior, sustained accomplishments on **all** criteria.

Step 3. Recruit **three** recommenders who are willing to prepare recommendations in support of the nominee. Recommenders must be HFES Full Members in good standing and may not be current FSC members. Recommenders should be chosen in consultation with the nominee, and they should collectively have extensive knowledge of both the nominee's professional contributions **and** HFES service.

It is recommended that at least one of the three recommenders have direct, in-depth knowledge of the nominee's HFES service contributions. Recommenders should be able to provide detailed information on the extent and quality of the nominee's service contributions based on their first-hand knowledge. For example, if a nominee has served on an editorial board of one of the HFES journals and this is the nominee's primary service activity, one of the recommenders might be the Editor, or an Associate Editor of the journal who can speak directly to the extent and quality of the service activity (e.g., how many papers a year were reviewed, how thorough the reviews were, and whether they were timely).

Recommendations should amplify and extend the information in the application form by providing specific facts, preferably based on first-hand experience or observation.

Step 4. Prepare the application according to the enclosed instructions.

Step 5. Send each recommender the following items:

1. The application form you have prepared
2. The nominee's résumé or curriculum vitae
3. Fellow Application Guide (this document)
4. Guide for Recommenders
5. Fellow Recommendation Form

Each recommender should be asked to return a recommendation form that will become part of the application package. Be sure to specify a deadline for receiving the forms that allow you sufficient time to complete the remaining steps.

Step 6. Assemble the six items below, ***in the order shown***, to complete the application package.

Item 1, the "Application" form, must be submitted as a **Word file**. Items 2 through 6 must be organized in the order shown below and submitted as a **single PDF file**.

1. Application form (**must be a Word file**)
2. Three recommendation forms
3. Nominee's résumé or curriculum vitae
4. List of evidentiary items (list of the enclosures being provided with the application package to support the nominee's Professional Contributions and HFES Service statements)

5. Signed statement of adherence to the HFES Code of Ethics
6. Evidentiary items

Include time in the production schedule for you to review and revise the package to ensure that the package is complete and makes the strongest possible case. The package needs to stand alone with the nominator and recommenders providing the advocating of the nominee for Fellow.

Applications will be rejected if the packages are missing the required items or information. Packages received at HFES after the deadline will not be considered automatically for the subsequent year. The package must be resubmitted for consideration in a subsequent year during that year's evaluation window.

Note that current FSC members are prohibited from reviewing materials or providing other material assistance.

Step 7. Upload documents listed in Step 6 to the submission site (link appears on Fellows page on HFES website at <https://www.hfes.org/Membership/Fellows-Program>) no later than 11:59 pm Eastern time on Monday, March 16, 2026.

You will receive an email acknowledgment confirming that your submission was received. Check your junk/spam folder if you did not receive confirmation. If you do not find confirmation, please contact HFES. It is your responsibility to ensure your submission was successful.

Step 8: The FSC chair will contact you when the selection process is complete. If you are applying on behalf of someone else, please keep the nominee informed about the application's status. The sequence of events for a successful application is:

- Approval by at least six of the nine FSC members
- Approval by a simple majority of the 12 Executive Council Members
- Approval by 2/3 majority of the Fellows-at-Large

The nominee must be approved at each stage before proceeding to the next.

A successful nominee's elevation to HFES Fellow will be formally conferred during the HFES International Annual Meeting in the year of the submittal. New Fellows are strongly encouraged to be present to be recognized and receive their honor. Additional information on the protocol for the presentation will be provided by HFES staff, following the conclusion of the selection process.

Eligibility Criteria for HFES Fellows

Membership - A nominee for election to Fellow status shall be a Full Member currently in good standing for at least five years preceding.

Experience: - The nominee shall have accrued at least 10 years of professional job experience in human factors/ergonomics.

Professional Contributions: The nominee shall have made extraordinary, outstanding, and meritorious contributions to human factors/ergonomics that distinguish the nominee in an exceptional, exemplary manner. A distinguishing contribution shall be unique and non-routine and shall accrue benefit to the human factors and ergonomics profession as well as to a particular user/client community. The contribution shall “elevate” and “set apart” the nominee from the remaining body of human factors/ergonomics (HF/E) professionals within the primary specialty group being represented. Qualifying contributions shall have been achieved in one or more of the professional specialties outlined below, but the best candidates have 2 or more of the professional specialties outlined below.

- Education - Nominees who have made meritorious contributions in functions such as teaching, developing HF/E-related educational material, and mentoring/advising graduates with degrees in HF/E-related studies who have gone on to successful careers in HF/E.
- Research & Development - Nominees who have made outstanding contributions in industrial, nonprofit, government, or other laboratory or field settings in which the primary mission was basic or applied research and development, studies, and analyses.
- Applications & Practice - Nominees who have made extraordinary contributions in providing HF/E services and expertise as a consultant, HF/E team member, expert witness, contractor, and so forth.
- Management & Supervision - Nominees who have made exceptional contributions in supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (1) application of HF/E knowledge, methods, and principles, (2) performing research to develop new HF/E knowledge or methods, (3) developing or supporting academic programs in HF/E related fields, and/or (4) development of HF/E related organizational policy. Distinguishing contributions could have been made as a manager or supervisor of HF/E work groups and/or as a principal investigator managing large projects, ideally for at a minimum of three years. *The contribution of the nominee shall be unique and differentiable from that of the work group.*
- Outreach & Advocacy. Nominees who have made outstanding contributions that raise awareness and visibility of the HF/E discipline and its value/contributions and/or promote the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s). It is expected that a nominee would demonstrate additional outstanding contributions beyond those of Outreach & Advocacy.
- It is the responsibility of the nominator and recommenders to draw out the significance of the professional contributions and to clearly delineate the impact of the nominee.

Human Factors and Ergonomics Society Service: A nominee for Fellow shall have provided ***meaningful and sustained service*** to the Society over a period totaling a minimum of 5 years. While gaps in contributions to the Society due to personal circumstances or career shifts should not be seen as disqualifying or negative considerations against the nominee, the nominee must

demonstrate recent and continuing service to the Society. The key is to have sustained service to the Society.

The FSC takes a broad, inclusive view of service to the Society that recognizes the wide variety of volunteer activities that meaningfully contribute to the functioning and vitality of the Human Factors and Ergonomics Society. However, the FCS does assess service at different weights and levels of sustainability.

Examples of Society involvement that might result in such contributions include, but are not limited to, the following:

The most important services to the Society are those which are most impactful and most visible to the Executive Council who makes the final decision. Many of these positions require anywhere from several hours to a day per week.

- Serving as elected or appointed leadership offices, including Executive Council, Division Chair, Task Force Chair, or Committee Chair
- Serving as editor, assistant editor, editorial board member, or member of a conference proceedings technical program committee, especially the Annual and Health Care meetings.
- Technical Group, Affinity Group or local chapter offices of the Society (Impact varies with size of group or chapter)
- Serving as a member of Society committees or task forces (some, such as Policy and Planning, Finance and Budget, and Risk Management have more impact and demand much more time).
- Serving as reviewer for Society publications (including Society conference proceedings).
- Organizing tracks, workshops, or panels for Society meetings
- Presenting at Society virtual seminars and tutorials

Merely holding Society positions such as those listed above is not, however, a qualifying activity in itself; rather, it is the specific contributions to the Society that were made during the period of service that is important and shall be evaluated. The application package shall describe the contributions and their significance to the Society for the nominee to satisfy this criterion.

Importantly the service requirement can only be met by activities that are in direct service of the Human Factors and Ergonomic Society. While service to other professional organizations (e.g., participating on professional standards committees, serving as an Associate Editor of a non-HFES journal), may be presented as evidence of professional contributions, it shall not count toward the requirement of service to the Human Factors and Ergonomics Society.

The nominee shall attest to and adhere to the Society Code of Ethics: The nominee must attest to and demonstrate adherence to the HFES Code of Ethics. The nominee shall include a signed statement that they have read and adhered to the HFES Code of Ethics in the past and affirm their intention to continue to do so in all future professional endeavors. A copy of the Code of Ethics is included in this guide.

Instructions for Preparing the Fellow Application Form

Nominee: Provide the nominee's name.

Nominator: Provide the name of the person applying (you are permitted to apply on behalf of yourself or another person).

Recommenders: Provide the names of the three people who have agreed to provide recommendation forms supporting nominee.

Be a Full HFES member continuously since: Enter the appropriate year. The nominee must be a Full Member currently in good standing and must have been a Full Member in good standing for at least the five preceding years. **Please contact the HFES staff (info@hfes.org, 202-367-1114) if you are uncertain about this date.**

HF/E professional work history: For each entry in this section, show the dates, title held, and organization, and provide a brief description of the HF/E duties that were performed. Example:

1992-present: Manager, HF/E Dept.; Abig Corp.; Supervise a team of 20 scientists and engineers performing HF/E R&D supporting product development.

The nominee must have at least ten years of professional job experience in HF/E. For the Management & Supervision activity, the nominee must have had responsibility for the supervision and management of significant human factors efforts for at least three of those years.

HFES Service Description (No fewer than 500 and no more than 1,500 words):

The nominee for Fellow must have made sustained, significant contributions to HFES over a period **totaling at least five years**.

Merely meeting the minimum service requirement may not reach the level of sufficient service. There needs to be evidence of **sustained commitment to HFES service**, including evidence of significant recent service. See the detailed description of the HFES Service eligibility requirement (above) which will assist in preparing the Service description.

Note that **this section should describe the nominee's contributions and their significance to HFES and demonstrate that they total five years or more (continuously). Merely listing the titles of the service positions the nominee has held and the dates during which they have held those positions is not sufficient evidence of distinguishing service.**

While positions held and the date, they were held need to be documented in the HFES Fellow Application, this information in itself is not sufficient to allow the FSC to evaluate the extent and quality of the contributions to the Society.

Instead, the description should provide details regarding specific accomplishments of the nominee while holding those positions that demonstrate that nominee's distinguished service to HFES. For example:

- If the nominee served on the Editorial Board of an HFES journal, the number of papers reviewed a year might be reported.
- If the nominee served as HFES conference program chair for a Technical Group, the number of papers handled, or sessions organized might be reported as evidence of substantive service. Statements from the editor about the quality and timeliness of the reviews could also substantiate the contributions (if the editor is not a recommender).
- If the nominee served in a leadership position for a Local chapter, then efforts to grow membership or organize events might be described.

Professional Contribution Description (No fewer than 500 and no more than 1,500 words): Nominees for Fellow must have made substantial professional contributions that elevate them from the remaining body of HF/E professionals. This section provides evidence of the nominee's exceptional achievements within the field of HF/E.

Study the *Guide for Preparing the Professional Contributions Statement* carefully and ensure that your statement shows that the nominee's contributions satisfy the criteria. Do not rely on the nominee's résumé or evidentiary items to make your case. Instead, you should reference the evidentiary items and explain the relevance and significance of each one, keeping in mind that your statement must stand on its own; the evidentiary items and résumé are supplemental.

Explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than hyperbole and personal opinion. A well-written statement that documents many contributions is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author's reputation and adopting a "take my word for it" approach, or assuming the nominee's accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the evaluator to make your case for you.

Evidentiary Items: Provide an itemized list of the enclosures included in the application package to support the professional contributions and/or service statements. A typical application packet will include three to five items, but in no case should there be more than seven items submitted. Each item should directly support either professional or HFES service contribution(s). The items provided can all focus on one type of contribution or can support both types. The purpose of the evidentiary items is not to simply verify a line on the nominee's resume, but rather to provide context or substance regarding the qualifying accomplishments cited in the nomination packet.

Evidentiary items may include:

- Publications: Publications include materials such as journal articles, books, book chapters, monographs, technical reports, and conference proceeding papers. For a book, technical report, or other lengthy publication, only the title page, table of contents, and/or executive summary if available need to be submitted. However, the entire publication may be submitted in electronic format if the nominator chooses to do so. Providing H-index scores for GoogleScholar, ISI Web of Science, and ResearchGate can provide a quantitative value of impact.
- Sample products such as newsletters, blogs, or brochures
- Award citations or certificates describing qualifying accomplishments.
- Tables or other summaries, for example, a table summarizing teaching evaluations providing evidence of the quality of instruction and/or student mentoring.

Additional descriptions of evidence are found in the included *Guide for Preparing the Professional Contributions Statement*.

Nominator's personal data: Show your address, etc., as called for on the application form.

Guide for Preparing the Professional Contributions Statement

The Professional Contributions Statement is a critical element of an HFES member's application to be recognized as a Fellow of the Society. The statement must clearly demonstrate that the nominee has made *extraordinary, outstanding, and meritorious contributions* to human factors/ergonomics (HF/E) that distinguish them in an *exceptional, exemplary* manner.

Some examples of the types of professional activities that are often associated with such exemplary contributions and achievements include:

Education: Activities related to instruction, curriculum development, student mentoring, and/or thesis/dissertation advising in HF/E-related content areas.

Research & Development: Activities pertaining to basic and/or applied research in HF/E-related content areas. Providing H-index scores for GoogleScholar, ISI Web of Science, and ResearchGate can provide a quantitative value of impact.

Applications & Practice: Activities include the application of HF/E knowledge, methods and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks.

Management & Supervision: Activities pertaining to supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) the application of HF/E knowledge, methods, and principles. (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E-related fields.

Outreach and Advocacy: Activities include raising awareness and visibility of the HF/E discipline and its value/contributions and/or promoting the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s).

Although it is considered likely that many of the distinguished contributions required for Fellow status will result from a nominee having performed one or more of these types of activities, the Professional Contributions Statement may provide *evidence regarding any kind of exceptional achievement(s)* within the field of human factors and ergonomics. The key is to clearly communicate the nature of the extraordinary contributions that have been made by the nominee.

The Professional Contributions Statement should range from 500 to 1,500 words. **More important than length, is that the statement makes a strong case with appropriate details that differentiate this nominee as exceptional from most good performers in our profession.** For reference, active Fellows constitute approximately 4% of the current HFES membership.

Documenting Professional Contributions

This section provides information pertaining to the general nature of the distinguished professional contributions that are required for Fellow status. Pay close attention to this description in choosing and describing the qualifying accomplishments that you cite in the Professional Contributions Statement. Also included are discussions of evidentiary material that must be provided, as well as the possible need to prepare documentation to support meritorious qualifying contributions.

Distinguished Contributions. The nominee must have made extraordinary, outstanding, and meritorious contributions to HF/E that distinguish them in an exceptional, exemplary manner. A distinguishing contribution must be unique and non-routine, and must accrue benefit to the

human factors and ergonomics profession as well as to a particular user/client community. *The contribution must elevate and set apart the nominee from the remaining body of HF/E professionals.*

Documented Evidence. Evidence of the meritorious contributions of the nominee must be provided in the application. The level and type of documentation acceptable as evidence of distinction will vary with the specifics of the case. For example, while publications are likely to be important in documenting research contributions, documents describing managerial efforts resulting in cost savings or enhanced human and system performance through effective HF/E utilization could be important in documenting exceptional management accomplishments.

Preparation of Documentation. If a nominee does not have documentation at hand that supports an appropriate level of distinction, this documentation will need to be prepared. This may require summarizing or highlighting major HF/E accomplishments reported in numerous informal papers or writing sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents.

Example Contributions and Evidence for Professional Activities

Below are examples of professional activities and associated meritorious contributions and supporting evidence. The section provides:

- Brief descriptions of the types of functions typically associated with the activity
- Examples of extraordinary, meritorious contributions
- Examples of types of evidentiary information considered acceptable in satisfying the contributions requirement

The example activities and associated meritorious contributions and evidentiary items provided are not intended to be exhaustive but are intended for illustration purposes only.

The Professional Contributions Statement may provide *evidence regarding any kind of exceptional achievement(s)* within the field of human factors and ergonomics. The goal is to document and provide supporting evidence of extraordinary contributions.

Education

Description. Includes significant HF/E contributions in teaching/instruction, curriculum development, course development, student mentoring, and/or thesis/dissertation advising in HF/E or related content areas.

Distinguishing Contributions. Meritorious accomplishment in functions such as teaching, developing HF/E-related educational material, and mentoring/advising graduates with degrees in HF/E-related studies who have gone on to successful careers in HF/E.

Evidence. Documentation of the nominee's extraordinary contributions to HF/E education might include:

1. Evidence of sustained excellent teaching, such as teaching ratings, awards, and honors.
2. Evidence of post-graduation placement of supervised students.
3. Number of theses/dissertations directed.
4. Awards or recognition for supervised student's work.
5. Evidence of course and curriculum development/program leadership, or management of successful accreditation processes.
6. Evidence of mentorship of junior colleagues in the area of HF/E education.

Research and Development

Description. Includes significant HF/E contributions relating to basic and/or applied research in HF/E or related content areas.

Activities involve theoretical development and the application of scientific and experimental methods in the collection and analysis of data that will increase the knowledge base of human performance in various contexts. Work may also involve proposal preparation, planning, marketing, and project direction.

Distinguishing Contributions. Research accomplishments achieved consistently over time and resulting in distinct contributions that significantly enhance the level of HF/E scientific knowledge and insight into human performance capabilities and limitations. Includes innovations in techniques, methods, and tools that are exceptional in their contribution to the HF/E technology base and that are consistently superior in technical quality and in their contribution to the HF/E profession.

Evidence. Publications in peer-reviewed technical journals, proceedings documents, books or chapters within books, technical reports (government and/or industrial), scientific papers, technical articles, presentations at technical meetings, invited addresses, patents, research awards, editorial activities, funded research, laboratory management, and so forth could be considered. Providing H-index scores for GoogleScholar, ISI Web of Science, and ResearchGate can provide a quantitative value of impact.

Evidence of a distinguishing contribution in research is usually in the form of a noteworthy body of work attributable to the nominee, that is generally in the public domain and retrievable by members of the HF/E community, and that demonstrates a leadership position. As noted above, however, it may be necessary in some cases to prepare sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents.

Applications and Practice

Description. Includes significant contributions in the application of HF/E knowledge, methods, and principles in efforts such as analysis, development, operational support, and evaluation of systems, processes, products, services, and/or tasks. Such services and expertise could have been provided in a number of settings, including as a member of an in-house HF/E group, or as a contractor, consultant to public or private organizations, expert witness in forensic applications, etc.

Typically, relevant activities involve making use of existing data and HF/E principles, guides, and handbooks to conduct HF/E audits and to develop credible technical solutions to pressing human factors problems encountered in the design and development of specific human-machine systems and/or products or processes.

Activities also frequently include collaborating effectively with other disciplines to achieve the desired end products with an emphasis on the creative, insightful, and proper application of available data and information rather than on the design and conduct of new studies to collect additional data.

Also, activities often involve promoting the value of HF/E to engineers and managers, marketing HF/E to users/clients, preparing and presenting proposals, and directing and managing projects.

Distinguishing Contributions. Judging the level of contribution requires that the nominee's contributions be different from those of the work group or institutional unit. Applications and practice is a very broad area of accomplishment, which might include:

1. Creative HF/E concepts, novel experiences, methods, tools, and applications that are

special and unique, add a new, broadly useful HF/E capability, or enhance planning and the application or acceptance of HF/E in applied settings.

2. Products or findings that constitute exceptional, identifiable HF/E contributions, possess lasting value and are generalizable to other design, development, test, or expert-witnessing applications.
3. Success in using innovative HF/E methods for integrating and applying human factors principles and concepts that resulted in enhanced user understanding and greater acceptance of HF/E concepts and initiatives on a continuing basis.

Evidence. Documentation of distinguishing contributions in applying HF/E methods and/or tools in an applied setting is required. The FSC must have an empirical basis for determining the creative, extraordinary, exemplary, and superior nature of the nominee's contributions that distinguish the nominee from others. This may require the preparation of sanitized, summary editions of proprietary or classified reports or other types of evidentiary documents. Types of evidence might include:

1. Summaries of distinguished forensic HF/E accomplishments submitted in the form of exemplary depositions or other types of supporting documents.
2. Peer-reviewed publications, books or chapters therein, company reports, proceedings articles, TAG publications, SAE reports, in-house publications, trade-journal articles, technical memoranda and reports, conference presentations (e.g., keynote addresses, invited lectures, in-house conferences), patents, and so forth.
3. Summaries or compilations of HF/E planning, programming, engineering drawings, design files, test results, etc., organized into a coherent document evidencing the successful integration and assimilation of HF/E support efforts in multiple particularly noteworthy applications.

Management and Supervision

Description. Includes significant contributions in supervising and coordinating people and resources to achieve HF/E objective(s) across a broad range of organizational settings. This includes leadership and management of activities related to: (a) application of HF/E knowledge, methods, and principles, (b) performing research to develop new HF/E knowledge or methods, and/or (c) developing or supporting academic programs in HF/E related fields. Distinguishing contributions could have been made as a manager or supervisor of HF/E work groups and/or as a principal investigator managing large projects. *The contribution of the nominee must be differentiable from that of the work group.* Contributions may be cited in any or all of the following types of managerial functions.

1. Conceiving, planning, executing, and implementing HF/E programs.
2. Long-range-program planning to ensure HF/E integration in product development.
3. Marketing, preparing proposals, and negotiating agreements for the use of HF/E services.
4. Defending HF/E funding initiatives.
5. Recruiting, assigning, developing, supervising, and assessing HF/E staff.
6. Monitoring ongoing HF/E-related programs.
7. Representing HF/E interests in design review meetings.
8. Ensuring that the HF/E group delivers quality products on time.
9. Managing an academic department, school, or research center.
10. Recruiting, mentoring, and successfully advancing HF/E faculty members.
11. Developing and maintaining HFE academic programs (e.g., expanding or ensuring continuity of HF/E degree programs or components and related faculty, staff, and facilities).

Distinguishing Contributions. Distinction should pertain primarily to excellence in HF/E in management and leadership activities, such as the following:

1. Managing a nationally or globally recognized HF/E program acknowledged by the profession to be an outstanding HF/E accomplishment.
2. Managing a group that has produced high-quality, timely, industry-leading products (books, reports, methods, hardware, software) over a significant time period, accruing benefits to the HF/E community.
3. Establishing HF/E as an accepted, routinely applied methodology throughout the performing organization's product development process.
4. Developing and leading an HF/E professional staff with a recognized reputation for professional excellence and a high degree of involvement in professional organizations (HFES and others).
5. Sustaining program management leadership for large programs having a high degree of HF/E content, including achieving effective coordination with other professions in integrated design efforts.
6. Building or expanding a nationally recognized academic department, school, or center of excellence in HF/E or related areas.

Evidence. Documentation of multiple meritorious HF/E contributions that yielded exceptional payoffs must be provided. The evidence must distinguish the extraordinary, exemplary, and superior nature of the nominee's contribution from that of other managers in comparable organizations. This may require the nominee to prepare abstracts of proprietary or classified reports or other types of evidentiary documents. Types of evidence might include:

1. Documents describing multiple exemplary programs with noteworthy nominee accomplishments relative to HF/E objectives, products produced, time frame, impact, and client acceptance of deliverables.
2. Documents describing managerial efforts in multiple programs that resulted in cost avoidance and other payoffs in human and system performance through highly accomplished HF/E utilization.
3. Documents describing the role of HF/E in the organization's product development process and the nominee's contribution in establishing this role.
4. Awards and/or letters from companies or institutional officials or customers testify that the nominee is held in high esteem by the management/client constituency that benefited from their superior performance in areas such as program planning or management.
5. Documents describing the exemplary role of the nominee in the integration and consideration of HF/E principles and methods in support of design decision-making for a noteworthy system or product development.
6. Publications (e.g., peer-reviewed journal articles, books, book chapters, technical reports, proceedings articles) and presentations that the nominee authored or co-authored and/or patents that indicate exceptional insight in perceiving and resolving HF/E technical problems or management and organizational issues pertinent to programs being directed.
7. Papers or instructional materials prepared by the nominee and published in relevant HF/E journals or other widely disseminated professional periodicals on methods and techniques for initiating and managing substantial HF/E efforts.
8. Evidence that the nominee successfully transferred HF/E-relevant technology from research to application, representing significant HF/E challenges from the original concept to a product that has been successful in the marketplace.
9. Documentation supporting the professional visibility, stature, and organizational HF/E

contributions of the nominee's staff.

10. Documentation indicating sustained growth in staff, budget, or influence of the nominee's group or academic program/department.

Outreach and Advocacy

Description. Includes outstanding meritorious contributions that raise awareness and visibility of the HF/E discipline and its value/contributions and/or promote the application of HF/E principles within the government, other societies, commercial, non-profit, and/or public sector(s).

Such activities would include, for example, disseminating HF/E information through venues accessible to the general public (e.g., newspaper editorials/articles, books intended for general audiences) and promoting widespread use of HF/E principles to address relevant issues (e.g., usability, safety) through leadership in positions that afford the opportunity to influence public and/or corporate policies.

Distinguishing Contributions. Exceptional accomplishments in effectively raising awareness and visibility of the HF/E discipline and/or promoting the broad application of HF/E principles must be documented. Typical audiences for such activities include the government, and other professional societies, as well as commercial, nonprofit, or general public sectors.

Evidence. Descriptions of successful outreach and/or advocacy efforts in which the nominee played a major leadership role must be provided. The efforts must have been exemplary and will typically have involved extensive and unique efforts to raise awareness and/or promote the application of HF/E principles. The role of the nominee in planning, implementing, and leading such efforts must be explicated. In addition to a description of such efforts, evidence must also be provided of their effectiveness through documentation of outcomes that demonstrate significantly raised awareness of the HF/E discipline and its value/contributions and/or broad application of HF/E principles. Types of evidence might include:

1. Government or industry standards the nominee was influential in developing/implementing.
2. Laws or regulations related to HF/E issues such as product safety or usability that the nominee took a leadership role in getting passed.
3. Popular press articles, editorials, or books that the nominee wrote that had a measurable impact on public perceptions of HF/E

Human Factors and Ergonomics Society Code of Ethics

Preamble

The Human Factors and Ergonomics Society is dedicated to the betterment of humankind through the scientific inquiry into and application of those principles that relate to the interface of humans with their natural, residential, recreational, and vocational environments and the procedures, practices, and design considerations that increase a human's performance and safety at those interfaces. To promote and sustain the highest levels of professional and scientific performance by its members, the Human Factors and Ergonomics Society has adopted this Code of Ethics. No special oath to these Articles is necessary; its provisions are incumbent on all classes of membership of the Society.

No such code can be expected to completely anticipate all of the various and complex arrangements that professionals create, nor can it fully explore the many ramifications of these arrangements. The following Articles, then, are a guide and serve to set the tenor of professional behavior. The details must be left to the conscience and goodwill of the elected and appointed officers of the Society who must administer adherence to this code.

Article I: Professional Qualifications

Human Factors scientists and engineers have the responsibility of factually representing their professional qualifications as well as those of the institution they represent.

Principle 1

Members limit their practice to those areas of human factors wherein they maintain a competence by virtue of training and/or experience and not extend their endeavors beyond their realm of competence. They enter into additional areas of human factors practice and teaching only after sufficient professional preparation or with proper professional oversight.

Principle 2

Where a brief or summary statement of qualifications would be deceptive or misleading, members present their educational background in the detail and with the additional explanation necessary for an accurate interpretation of their area of study and the level of attainment achieved. Members do likewise with their representations of their work experience so that there is little chance for a misunderstanding of the extensiveness or intensiveness of their work achievements.

Principle 3

Members represent their employers' capabilities and interests accurately so as not to mislead their clients or potential clients or damage the business interests or reputation of their employers.

Principle 4

Members, when representing their professional affiliations, factually represent their current or past affiliations with any institution or organization as well as factually represent the aims and purposes of those institutions or organizations.

Principle 5

Members do not use their affiliation with the Human Factors and Ergonomics Society or its Chapters for purposes not consonant with the stated purposes of the Society, nor do they announce their affiliation with the Human Factors and Ergonomics Society in such a way as to falsely imply sponsorship or approval by that organization.

Article II: General Conduct

Human factors scientists and engineers have the responsibility of comporting themselves in a manner consistent with that generally expected of the professional community.

Principle 1

In the conduct of their professional activities, members do everything necessary to reflect personal integrity as well as to convey the integrity of their profession.

Principle 2

Members avoid sensationalism, exaggeration, and superficiality that constitutes deception, and must similarly avoid any misrepresentation in all public statements, presentations, and submissions to mass media.

Principle 3

Members avoid all situations that contain elements of conflict of interest or must provide full disclosure of those conflicts to all potentially affected parties.

Principle 4

Members do not use a position as a teacher, a granting or contracting official, an employer or employee, or any other position of influence to coerce or harass others.

Principle 5

Members do not use race, handicap, sex, sexual preference, age, religion, or national origin as a consideration in hiring, promotion, or training or in any research or application where such consideration is irrelevant to the situational demands for performance.

Principle 6

Members factually represent all aspects of an employment offer; fully disclosing the terms and conditions of work, the length of employment, research projects and facilities available, work assignments, and opportunities for advancement.

Principle 7

Where responsible for design, members include considerations for the safety of person and property, and, through the appropriate source, notify those concerned when a hazardous condition exists.

Principle 8

Members clearly present the adverse safety and health consequences to be expected from deviations proposed if their technical judgment is overruled by technical or administrative authority.

Article III: Publications

Human factors scientists and engineers generally have the obligation to report their work to the general scientific community and to give credit to those who have contributed on a professional level to that publication.

Principle 1

Members give credit, proportional to their contribution, to all those responsible for the formulation, experimental design, analysis, or other treatment of the material if their contribution

was on a professional level. Such credit should be extended by a listing of all contributors' names in the publication. That listing can be in the form of joint authorship with the name of the most substantial contributor listed as senior author, or by a footnote or introductory statement when the contribution is minor. This Principle deals with credit for professional contributions only and in no way affects copyright ownership.

Principle 2

Members ensure that their work is reported factually, bearing professional responsibility for all elements of their reportage, including the accuracy of analysis, quotation from other works, and conclusions drawn. Members maintain the highest standards of scientific experimentation and analysis.

Members do not represent the work (words, graphics, and ideas) of another person, in whole or in part, as their own - a practice commonly referred to as plagiarism. Exact wording from another is properly indicated by the use of quotation marks, and conceptual or paraphrased material from another is acknowledged through source citation. (Adapted from *Publication Manual of the American Psychological Association, 5th Edition* [p. 349], by American Psychological Association, 2001, Washington, DC: Publisher. Copyright © 2001 by the American Psychological Association. Adapted with permission.)

Principle 3

Members maintain a position of objectivity when editing publications and reviewing papers that reflect views other than their own, as well as papers that present data in conflict with those they themselves may have previously published.

Article IV: Subject Precautions

Human factors scientists and engineers have the responsibility of treating both human and animal subjects humanely and in accordance with federal, state, and local laws or regulations, as well as the generally accepted procedures within the scientific community.

Principle 1

Members determine, through consultation with colleagues or institutional review committees, that the exposure of human or animal research subjects to hazards, stress, divulgence of history or preferences, or tedium is commensurate with the significance of the problem being researched.

Principle 2

Members determine the degree of hazard present in the exposure of human or animal research subjects, avoiding any exposures to human subjects that may result in death, dismemberment, permanent dysfunction or extreme pain, and utilize the lowest levels of exposure to both human and animal subjects consistent with the phenomenon under consideration.

Principle 3

Members ensure the ethical treatment of human and animal research subjects by collaborators, assistants, students, and employees.

Principle 4

Members establish an informed consent with human research subjects when required by institutional, state, or federal codes or regulations, making explicit in plain language the terms of participation, particularly with respect to any elements of risk or stress involved, and adhere to those terms throughout the experiment. One of these terms must be that the subject has the

right to terminate participation at any time without prejudice.

Principle 5

Members do not coerce potential human research subjects to participate as subjects, nor do they use undue monetary rewards to induce subjects to take risks they would not otherwise take.

Principle 6

Members preserve the confidentiality of any information obtained from human research subjects that, if divulged, may have harmful effects on those subjects.

Article V: Forensic Practice

Human factors scientists and practitioners do not allow the adversarial system of jurisprudence to affect the quality or integrity of their practice.

Principle 1

Members provide testimony objectively and without bias; their testimony is based on credible data and/or scientific principles; they are prepared to identify the merits and limitations of the data and principles as well as their own capability to interpret those data and apply those principles.

Principle 2

Members avoid impugning the integrity of other expert witnesses without a factual, reasonable, and substantive basis.

Principle 3

Members do not accept fees on a basis contingent on the outcome of the matter.

Principle 4

Members accept that the client is the attorney who engaged them and not the client of that attorney who is party to the suit.

Principle 5

Except where required by the Federal Rules of Evidence, members avoid discussing the suit with others in a manner that would disclose the caption of the suit or parties involved, absent the permission of the engaging attorney, until the suit is resolved.

Principle 6

Members participating in a suit do not make public statements likely to influence or prejudice the judicial proceedings during their pendency.

Principle 7

Following suit resolution, members do not reveal information detrimental to the litigants' or client's interests, except where they believe silence would breach the greater duty of protecting public health and safety.